Generating SOP’s

NOTE: These instructions and all material described within are available on the departmental web site under the ‘[Departmental Safety Program](http://www.chem.ucsb.edu/about/safety)’ tab.

1. Search your group’s chemical inventory for chemicals that appear on the following lists:

[Exhibit 1 chemical list from the UCLA Settlement Agreement](http://web.chem.ucsb.edu/~moretto/Exhibit%201%20ChemicalClassificationList.xlsx)

If you own but have no plans to use a particular material on this list and therefore wish to dispose of it – contact EH&S.

For those materials that you wish to keep, but are not currently using, you may put them into storage and not develop an SOP at this time. HOWEVER, when use is initiated an SOP is required under the Settlement and under the OSHA Laboratory Safety Standard. It is recommended that you mark these stored but unused chemical containers as “Requires development of an SOP if used”.

1. If the chemical is ***specifically listed by chemical name*** ***in the Exhibit 1 chemical list***, then develop a unique SOP for this discreet chemical entity using the chemical specific template found in the SOP library: <http://cls.ucla.edu/index.php?option=com_joomdoc&view=documents&path=CLS&Itemid=670>
2. If the chemical is ***within a chemical family*** ***that is listed in the Exhibit 1 chemical list***, then develop SOP for this family using the chemical family template found in the SOP library

Once outside of the Exhibit 1 list, researchers have the freedom to group chemicals together as makes sense from a chemical and safety perspective, and then write a single SOP for each grouping. An individual SOP for each discreet chemical entity is not required in these cases. This approach provides effective safety training for researchers while reducing the workload related to generating the SOPs. See instructions on the DCB website under [Department Safety Program/Laboratory Safety Manual and Chemical Hygiene Plan](http://www.chem.ucsb.edu/about/safety/manual).

1. Completed SOP’s need to be approved by PI and signed by all researchers within the group that are using that material.

**Sample Protocol/Procedure entry for 1-chloro-2-methylpropene**

(for example purposes only!!! Not an official protocol/procedure)

 This chemical is used in experimental processes at a scale within the range of 50-500 mg, temperatures ranging from -78 oC to 55 oC, and 1 atm pressure. Due to the high volatility and inhalation toxicity, this compound is handled within a fume hood at all times, including measuring, transferring to the reaction vessel, and rotary evaporation of reaction mixtures that may contain excess of this reagent. Do to the skin permeability of this chemical, it is always handled while wearing double gloves: an inner Silver Shield glove plus an outer nitrile glove. Hazardous waste containing this chemical is kept in sealed containers at all times.

Researchers must get approval of supervisor PRIOR TO using this chemical. [OPTIONAL. YOU CAN ADD THIS LINE IF YOU WISH TO KEEP ACCURATE TABS ON ANYTHING THAT MAKES YOU PARTICULARLY NERVOUS]