




Safety Standard Operating Procedures

XXX Building, Room XXX
Faculty of XXX, Chulalongkorn University


Version XXX

Written by:		Signature/Date:	
Review by:		Signature/Date:	
Approved by:		Signature/Date:	

	XXX Building, Room XXX Faculty of XXX, Chulalongkorn University	SOP No.
	Standard Operating Procedures	Date dd/mm/yy
		Page XXX of XXX

Contents

Topics	Pages
1. Risk assessment	
2. Vaccinations/Treatments	
3. Signage and labeling	
4. Authorization and access to laboratory and equipment	
5. Standard microbiological methods required	
6. Safety equipment	
7. Personal protective equipment	
8. Sharps	
9. Decontamination	
10. Waste handling and disposal	
11. Spill and injury/exposure response	
12. Biohazard agent/materials transport	
13. Training	

	XXX Building, Room XXX Faculty of XXX, Chulalongkorn University	SOP No.
	Standard Operating Procedures	Date dd/mm/yy
	Procedure Title	Page XXX of XXX

1. Objective
2. Scope
3. Responsibility
4. Definitions
5. Procedure
6. References
7. Appendices

This is a template only, and should be modified to reflect the scope and details of the work being performed in the individual laboratory. It may not include every topic needed, but is meant only to be a guide for composing your SOPs.

1. Risk assessment

Describe hazard identification, risk evaluation, and risk control.

2. Vaccinations/Treatments

List recommended vaccinations, skin tests, other medical prophylactic treatments, or medical surveillance necessary for working with this agent.

3. Signage and labeling

Describe any required labeling and signage, e.g. biohazard signage on the laboratory entrance door and biohazard labels on all equipment/containers being used to store biohazard agents/materials.

4. Authorization and access to laboratory and equipment

Describe how access to laboratory and equipment (i.e. freezer, refrigerator, etc.) will be controlled.

5. Standard microbiological methods required

For instance, handwashing after removal of gloves and before leaving the work area, no mouth pipetting, no food or drink in refrigerators where biohazard agent/material is stored, no eating or drinking in work area.

6. Safety equipment

Describe any safety equipment that may be utilized during the procedure, e.g. procedures with a potential for creating infectious aerosols (i.e. pipetting, grinding, blending, mixing, sonicating, etc.) will be conducted inside a biological safety cabinet.

7. Personal protective equipment

Describe entry and exit procedures to include donning and removing PPE before leaving the work area; list/describe the PPE worn, how reusable laboratory coats are laundered, how PPE are removed and properly disposed.

8. Sharps

Describe each type of sharps device utilized during the procedure. These may include needles, scalpels or glass pipettes. Describe specifically how each sharps device is used, including any

special precautions that may be necessary to reduce the risk of exposure, e.g. needles must not be bent, broken, recapped, removed from disposable syringes, or otherwise manipulated by hand before disposal.

9. Decontamination

Describe the decontamination of work surfaces and laboratory equipment, e.g. all work surfaces will be decontaminated after completion of work and after any spill of potentially infectious agent/material. Describe the specific type of disinfectant (s) that will be used.

10. Waste handling and disposal

Describe how each type of biological waste generated during the procedure will be properly handled/disposed (i.e. autoclave, sharps container, chemical disinfection, etc.). Biohazard agents/materials to be decontaminated outside the immediate laboratory must be placed in a durable, leak-proof container and secured for transport.

11. Spill and injury/exposure response

Describe the procedures that will be followed in the event of a spill involving biohazard agents/materials. The procedure should include the biohazard agents/materials necessary for clean-up and the type of disinfectant that will be used. A copy of the spill clean-up procedures should be conveniently available. Describe the response procedures that will be followed in the event of a laboratory-acquired injury/exposure. Include any initial treatment (i.e. washing exposed area), where to seek medical treatment, and any necessary emergency contact numbers.

12. Biohazard agent/material transport

Describe the procedures for transporting biohazard agents/materials (i.e. durable, leak-proof secondary containers, etc.).

13. Training

List any general training requirements for personnel performing this procedure (i.e. Biosafety Training). Also, describe any training provided by the principal investigator/ laboratory supervisor to ensure that laboratory personnel are adequately trained regarding their duties, the necessary precautions to prevent exposures, and exposure evaluation procedures.