Title:

Labmember Name:

Supervisor Name:

Date:

Write a brief description of what this process is used for here.

1.0 Material Requirements:

1.1 Equipment/tools needed for process:
List all of the equipment/tools you need to successfully run this process (e.g. fume hood, hot-plate, temperature controller, sonicator, beakers, dippers, tweezers, stir bars, etc.). Be complete.

1.2 Materials/chemicals needed for process:
Include a complete list of the materials/chemicals needed. If specific concentrations, purities, or grades are necessary cite them here.

1.2.1 Hazards associated with materials/chemicals:
Include a subsection for each component chemical and if necessary a subsection for the chemical produced. Hazards will be found in the Safety Data Sheet (SDS). Look for information on whether the material/chemical is flammable, corrosive, toxic, carcinogenic, pyrophoric, an irritant, etc.

1.3 Administrative controls:
E.g.: Are there specific times when this procedure must be conducted? Will the buddy system be implemented?

1.4 Protective equipment needed:
What do you wear to protect yourself while performing the process?
2.0 Procedure:

Include detailed instructions on performing the process, e.g. the component chemicals, temperature settings, concentrations, volumes and weights, what the process is supposed to do, how to tell if the process was successful, and what will be done next with the material/chemical, will other equipment be used with the material/chemical after the process is completed.

3.0 Waste Products:

How do you dispose of the waste products used in the process? Be specific and describe the specific disposal procedure to be used within the cleanroom (i.e., do not write “Dispose of in accordance with applicable regulations”). Ask the staff for assistance if you do not know how the waste chemical should be handled.

4.0 Accident Procedures: (Found in the SDS)

4.1 Exposure (include a subsection for each component)

4.1.1 Skin:

4.1.2 Eyes:

4.1.3 Inhalation:

4.1.4 Ingestion:

4.2 Spill or leak: e.g. how do you deal with a spill inside and outside the fume hood?

Report all accidents (injuries, spills) to the cleanroom staff (MNFL-Stuff@princeton.edu). For emergencies call Public Safety (911 form cleanroom phone).

5.0 Related Documents:

Do you have other documents that you’d like to reference in this SOP such as a publication, manufacturer’s manual, SDS? Please attach all related documents.