

# Standard Operating Procedure

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<b>Date SOP was written:</b>	Click here to enter a date.
<b>Date SOP was approved by PI/lab supervisor:</b>	Click here to enter a date.
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	(Name and Phone Number)
<b>Location(s) covered by this SOP:</b>	Click here to enter text.
	(Building/Room Number)

## Type of SOP:

Purpose

Physical & Chemical Properties/Definition of Chemical Group

Potential Hazards/Toxicity

Personal Protective Equipment (PPE)

Engineering Controls

First Aid Procedures

Special Handling and Storage Requirements

Spill and Accident Procedure

Medical Emergency Dial **911** or x52111

Safety Data Sheet (SDS) Location

Protocol/Procedure **(Add lab specific Protocol/Procedure here)**

# Insurance Agency Standard Operating Procedures Manual

**Sabine Zange**



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