Process:

Department/Faculty:

Location (Room # and Building):

Supervisor: Phone# Email:

Emergency Contact: After-hours Contact:

**SCOPE:**

(Describe the scope of the process)

**Hazard Identification:**

(Identify hazards associated at each step of the process or equipment as identified in hazard assessment; include special instructions on storage and handling of hazardous materials)

**Training Required:**

(Indicate training required to conduct this process safely)

**Control/Protective Measures:**

(List engineering controls e.g. fume hood, personal protective equipment that will be used)

**Emergency Procedures:**

(List procedures for spill, accidental exposure, first aid, notification and reporting of incidents)

**Step by Step Procedure of the Process**

(Details of the process emphasizing the safety instructions; highlight specific operating conditions that must be followed e.g. temperature or pressure etc.

Ensure the controls measures identified in the hazard assessment are used.)

**Hazardous Waste Disposal Procedures**

**Equipment Maintenance Procedures**

**Prepared By:** **Date:**

**Approved by:** **Date:**

(Supervisor/Department Chair)