

STUDENT OR DEPARTMENTAL PROJECTS/DEMONSTRATIONS STANDARD OPERATING PROCEDURE (SOP) TEMPLATE

Instructions:

1. Download then open the form in Adobe Acrobat or Adobe Reader.
2. Select "Fill & Sign" from the tool menu.
3. Select field area and enter data.
4. Submit the completed form through Student or Departmental Project Safety Plan and SOP Submission Form.

Project/Demonstration Title:	
Project/Demonstration Date:	
Project/Demonstration Location:	
Sponsoring Organization or Department:	
Supervisor:	

This Standard Operating Procedure is for:

Project/Demonstration to take place on University grounds

Project/Demonstration to take place off campus

Overview:

(Provide a brief description of the project or demonstration, including its purpose. Do not provide a detailed sequential description as this will be covered in a later section.)

Hazard Summary and Safety Literature:

1. List all physical and health hazards associated with materials and procedures used in this SOP:
2. List all references you are using for the safe and effective design of the project or demonstration, including safety literature (papers, product specifications, SDS, applicable training, etc.):

Step by Step Operating Procedure:

3. Don personal protective equipment (PPE):

(Select all that apply.)

Appropriate street clothing: long pants, closed-toed shoes

Gloves

Safety goggles

Safety glasses

Hearing protection

Face Shield

Respiratory Protection: (filtering facepiece, elastomeric, etc.)

Foot Protection: (steel or composite-toed shoes, metatarsal guards, heat-resistant boots, etc.)

Flame-resistant clothing

Hard hats/head protection

Other _____

4. Check locations and conditions of applicable safety equipment:

(List all that apply.)

Fire Extinguishers

First Aid Kit

Sharps Containers/Biohazard Bag

Other _____

5. Evaluate and secure site for project or demonstration:

(Select all that apply.)

Mark site by means of tape, flags, etc.

Ensure test site is secure and no unaffiliated parties are present within the space

Ensure complete visibility at immediate area of test/demonstration

Verify functionality and/or service for methods for telecommunication

Other _____

6. Describe the next steps in the procedure, including the potential hazards of each:

7. Cleanup project or demonstration site, including any materials used to mark the area:
(Describe specific cleanup procedures that must be performed after completion of the procedure)

8. Remove PPE.

9. Emergency Procedures:

In the event of health-threatening emergencies (e.g., fire, explosion, health-threatening hazardous material spill, compressed-gas leak/valve failure):

i. **ON CAMPUS** –

Call (205) 348-5454 for UAPD or 911 to request emergency assistance. Indicate the type of emergency. Follow guidance provided by emergency responders. In follow-up, contact EHS during normal business hours to document the situation pertaining to the project/demonstration emergency.

EHS (205) 348-5905

ii. **OFF CAMPUS** –

Call 911 to request emergency assistance. Indicate the type of emergency. Follow guidance provided by emergency responders. In follow-up, contact EHS during normal business hours to document the situation pertaining to the project/demonstration emergency.

EHS (205) 348-5905