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|  | **Department Name** |  |
| **Lab Name:** | **Standard Operating Procedures** | **Page 1 of 2** |
| **SOP Title:**  |

|  |  |
| --- | --- |
| **Date of Preparation:**  | **Prepared by:**  |

1. **Description & Purpose**

This operating procedure describes

**II. Training**

 The training for this procedure will include following components:

1.

**III. Responsibilities**

 Principal Investigators (P.I.s) and/or Lab Managers will responsible for the inspection and completion of necessary training of lab members and demo for using the equipment.

 Lab personnel are responsible for completing the assigned training and following the procedures outlined in this SOP.

**IV. Safety Hazards**

*

**V. Materials Needed**

 Personal Protective Equipment

1.

Equipment (i.e. biosafety cabinet, centrifuge, etc.)

1.

**VI. Procedures**

1. **Special Handling and Storage Requirements**
*
1. **Spill Procedures**
*
1. **Decontamination Procedures & Biowaste Disposal**
*
1. **Emergency Procedures**
*
1. **Procedures (Brief, does not need to be step by step, but should highlight any safety precautions)**
*

**IX. References (i.e. product information)**

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**X.** **Annual Review/Revision Status**

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| --- | --- | --- | --- |
| **Date** | **Revision #** | **Comments** | **Signature** |
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