



THE UNIVERSITY OF TEXAS AT EL PASO

Standard Operating Procedure (SOP)

Name of the SOP.

Prepared by:
Effective date:

Approved by:
Building:

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1. Purpose

Describes the objective of the procedure and what it aims to achieve. It provides a clear explanation of why the SOP exists.

2. Scope

Defines the boundaries of the procedure, including where, when, and to whom it applies.

Include the risks that the SOP shows: chemical, biological, environmental, health, etc.

3. Definitions

Clarifies technical terms, acronyms, or abbreviations used in the SOP to ensure consistent understanding. The user can include the following definitions:

EH&S. Environmental Health & Safety

PI. Principal Investigator

PPE. Personal Protective Equipment

SOP. Standard Operating Procedure

4. Responsibilities

Outlines the roles and duties of personnel involved in executing or overseeing the procedure. For example:

- PI:
- Lab personnel:
- EH&S:
- More, if required:

5. Personal Protective Equipment (PPE) required:

Lists the mandatory PPE that must be worn to ensure safety during the procedure, for example:

- Surgical mask
- Shoe covers
- Gown
- Head cover
- Kevlar gloves (cut resistant gloves)
- Nitrile gloves
- Disposable sleeves if recommended by EH&S in case of allergies

6. Additional Equipment

- If required, it could include any accessory tool or equipment.

7. Procedure

Provides a step-by-step description of the actions to be performed.

7.1 Initial/preparation phase

Tasks to be completed before starting the main procedure.

7.2 Main procedure

Core steps that constitute the procedure.

7.3 Final phase

Actions required to conclude the procedure safely and correctly.

8. Emergency Procedure

Details the actions to take in case of an unexpected event or hazardous situation during the procedure.

9. Training requirements

Specifies the training or qualifications personnel must have before performing the procedure, including all mandatory training by EH&S.

10. References

11. Contact information

EH&S
915 747 7124
eh&s@utep.edu

Campus Police
915 747 5611

PI
cell
e-mail

Laboratory Supervisor
cell
e-mail

12. Trained personnel record

This section documents the information of individuals who have received training on this SOP. It serves as a record of compliance and ensures that only authorized and qualified personnel perform the procedure.

Name	Position	Date	Signature

13. Appendix.

Includes supplementary materials such as forms, visual aids, sign in sheet, pictures, checklists or more referenced in the SOP or that support you SOP.