**SOP for (replace with the name of the requested chemical)**

**Please use the following template as a guideline to develop an SOP for the chemical being requested. If the User Guide and existing SOP(s) provide all the necessary instructions for use of the chemical, refer to the appropriate documents and sections directly.**

**The intent of the SOP is to provide detailed step-by-step instructions of all action-oriented tasks necessary to complete your processing needs while using this chemical. Explanations are generally unnecessary. The level of detail should be such that an inexperienced, untrained person can perform these tasks without confusion.**

**All text shaded in blue as this paragraph is for explanation only and *SHOULD BE DELETED* before submitting the SOP.**

1. Storage

Staff will determine the appropriate Chemical Category for this chemical. In most cases the chemical will be stored in the lab at the locations designated for that category. Any special instructions or exceptions must be explained below.

New Material is designated as “Chemical Category (XX)” and is to be stored and used only in the designated locations.

Replace this paragraph and add others, as necessary.

1. PPE

Review the User Guide and confirm what PPE is required for the general handling and use location for this chemical. In this section, include any exceptions to the standard PPE requirements for use of this material.

Follow PPE requirements per the Lab User Guide.

All activities performed in a fume hood will require safety glasses and white nitrile gloves over blue nitrile gloves as a minimum.

Check protective gloves prior to each use for their proper condition.

Replace this paragraph and add others, as necessary.

1. Use

The following includes many questions that can and should be used to develop an effective SOP. Some questions may not be applicable for your situation, but can still be useful to consider. Since these sample questions cannot capture all situations, carefully consider all steps that will be necessary to properly use the requested material. The greater the level of clarity, specifics, and details, the more likely your request will be approved promptly.

Include additional sections for other major tasks that may be necessary (e.g., chemical mixing, special waste handling, etc.)

Do not simply answer the questions below. They are reminders of the information that needs to be considered. Use these questions to develop a formal and detailed procedure, then delete these instructions.

* What materials and supplies will you need in advance?
* How are you going to heat the chemical?
* Will you need a stir bar?
* Will you need to dilute the chemical?
* How much chemical will you pour?
* How long should the temperature stabilize before use?
* Do you need to line a coater or process chamber?
* Do you need to install a target, chuck, or other hardware?
* Is any programming necessary?
* What are the processing conditions (time, temperature, pressure, spin speed, ramp rate, dispense quantity, etc.)?
  1. Setup

Provide all steps necessary to prepare to use the requested chemical.

Replace this paragraph and add others, as necessary.

* 1. Processing Steps

Provide all steps necessary to process your samples using the requested chemical.

Replace this paragraph and add others, as necessary.

* 1. Clean Up

Provide all steps necessary to clean the immediate area and processing equipment when processing is complete. Include any waste disposal, as necessary.

Replace this paragraph and add others, as necessary.

1. First Aid Procedures

**Review the SDS for recommended First Aid Procedures. Include any instructions below that differ from those given in the User Guide.**

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| --- | --- | --- |
| ** ** | **!!! WARNING !!!** | ** ** |
| **** | ***Never give anything by mouth to an unconscious person!*** | **** |
| ** ** | **!!! WARNING !!!** | ** ** |

* 1. Inhalation

Replace this paragraph and add others, as necessary.

* 1. Ingestion

Replace this paragraph and add others, as necessary.

* 1. Skin Contact

Replace this paragraph and add others, as necessary.

* 1. Eye Contact

Replace this paragraph and add others, as necessary.