

## STANDARD OPERATING PROCEDURES GUIDELINES AND TEMPLATE

### READ AND REVIEW MSDSs AND CONTAINER LABELS BEFORE USING ANY MATERIALS FOR THE FIRST TIME.

Safety considerations will be included in initial experimental design. The CHP SOP's will be followed for hazardous chemicals used in the laboratory when its use poses a potential hazard to laboratory personnel. All carcinogens, reproductive toxins, highly toxic and toxic gases, unstable compounds that may explode, pyrophoric materials, and highly toxic liquids and solids require development of an SOP even for a single event due to hazards to personnel.

Elements to be addressed when designing experiments or procedures are:

- Material hazards
- Availability of alternative safer materials
- Engineering controls
- Personal protective equipment (PPE) required
- Spill or release potential and possible consequences
- Other special considerations such as extreme reactivity

SOP's may be developed by:

- Process, such as distillation, peptide synthesis
- Each hazardous chemical, such as cyanogen bromide
- Class of hazardous chemicals, such as organic solvents or peroxidizable chemicals
- By any other reasonable approach that addresses the health and safety concerns of the experiment

SOP elements may be addressed in the laboratory notebook as part of the experiment or process description, or using the format provided on the SOP form. Elements 1 through 10 below should be addressed for each process, class of chemicals, or individual chemical, involving **"particularly hazardous substances"**. CCR Title 8 Article 110 Carcinogens and USDHHS Select Toxins require that the SOP be copied to EH&S along with the Select Carcinogen/Select Toxin Registration Form.

1. Process or Experiment: State the process or type of process that involves the use of hazardous chemicals.
2. Hazardous Chemicals/Class of Hazardous Chemicals: State hazardous chemicals used or hazardous by-products or reaction products produced.
3. Personal Protective Equipment (PPE): State the personal protective equipment selected and required, and hygiene practices.
4. Engineering/Ventilation Controls: Describe any specific engineering controls which are required to prevent employee exposures to hazards such as fume hoods, interlocks on equipment, explosion shielding, ultraviolet light shielding, and safety features on equipment.
5. Special Handling Procedures and Storage Requirements: Describe special storage requirements (e.g., special containment devices, etc.). Describe safe methods of transporting chemicals, such as double containment.
6. Spill and Accident Procedures: Describe any special procedures for spills or releases (e.g., neutralizing agents, use fluorescence to detect materials). Indicate how spills or accidental releases should be handled and by whom.
7. Waste Disposal: Describe any special disposal procedures for these chemicals/processes.
8. Approval Required: Indicate if and when an approval form the PI or supervisor is required.
9. Decontamination: Discuss any specific decontamination procedures for equipment and glassware or areas.
10. Designated Area: Indicate the designated area for work with this chemical or process. A designated area must be established for work with "particularly hazardous substances". The

# Standard Operating Guidelines Template

**Planning Planet**



## **Standard Operating Guidelines Template:**

**Standard Operating Procedures and Regulatory Guidelines** GP Saluja, GP Singal, 2023-08-25      **Standard Operating Procedures and Guidelines** John Lee Cook, 1998 Every organization needs a set of rules to govern its members This book will help your department overcome the mystique and misunderstanding of SOPs Features benefits Provides an outline for developing and implementing SOPs A collection of sample operating procedures for a wide range of fire department activities Includes sample SOPs forms reports schedules lists and worksheets      **Validation Standard Operating Procedures** Syed Imtiaz Haider, 2006-05-30 Spanning every critical element of validation for any pharmaceutical diagnostic medical device or equipment and biotech product this Second Edition guides readers through each step in the correct execution of validating processes required for non aseptic and aseptic pharmaceutical production With 14 exclusive environmental performance evaluati      **Standard Operating Procedures (Sops) in a Hematology Laboratory** Dr. BHUSHAN M. WARPE, Dr. SHWETA S. JOSHI, 2025-09-02 This SOP manual authored by Dr Bhushan and Dr Shweta details essential practices in a Hematology Laboratory to uphold accuracy quality and regulatory compliance It covers core diagnostic procedures including complete blood counts peripheral smear examination ESR reticulocyte counts coagulation profiles and advanced hematology tests alongside critical quality assurance protocols such as delta checks IQC TAT monitoring sample rejection and disposal guidelines The manual also addresses laboratory safety equipment calibration contingency measures and outsourcing to NABL accredited centers Compliant with NABL 112 NABH 6th edition and ISO 15189 standards it serves as a vital training and operational guide for DMLT BPMT and MD Pathology students With an emphasis on consistency audit preparedness and professional excellence it reflects Swami Vivekananda s insight All knowledge that the world has ever received comes from the mind underscoring the role of mindful structured practice in delivering reliable hematology services      **Model Standard Operating Procedures for Common Hazardous Workplace Activities** Richard Skiba, 2024-08-05 This collection of model Standard Operating Procedures is suited to employers organisations and Contractors who do not currently have in place an existing set of or inadequate or ineffective Standard Operating Procedures The collection provides a framework to build a comprehensive set of Standard Operating Procedures focussing on hazardous work activities common to and across a range of industries and sectors Standard Operating Procedures included Working Safely General Shifting Materials Safely Using Manual Handling Methods Work Safely Around Powerlines Work Safely in The Vicinity of Live Electrical Apparatus Working Safely at Heights Safe Ladder Use Working Safely on Roofs Working Safely on Scaffolding Higher Than Two Metres 6 Feet Working Safely with Industrial Chemicals and Materials Working Safely with Remotely Piloted Aircraft Systems Entering Confined Space Carrying Out Manual Excavation Using Hand and Power Tools Removing Non Friable Asbestos Removing Friable Asbestos Shaping Solid Stone Driving a Heavy Rigid Vehicle Operating Commercial Vehicle Welding Safely Working Around Moving Mobile Plant Working in or Near

Pressurised Gas Mains or Piping Undertaking Demolition of a Load Bearing Structure and Working Adjacent to Road or Other Traffic Transport Corridor Aside from model SOP s the book also highlights that how Standard Operating Procedures SOPs can clear consistent instructions to ensure tasks are performed uniformly enhancing quality safety and efficiency while preventing errors and ensuring regulatory compliance The development process for Standard Operating Procedures and common challenges are also addressed *Practical Guide to Clinical Data Management, Third Edition* Susanne Prokscha, 2011-10-26 The management of clinical data from its collection during a trial to its extraction for analysis has become a critical element in the steps to prepare a regulatory submission and to obtain approval to market a treatment Groundbreaking on its initial publication nearly fourteen years ago and evolving with the field in each iteration since then the third edition of *Practical Guide to Clinical Data Management* includes important updates to all chapters to reflect the current industry approach to using electronic data capture EDC for most studies See what s new in the Third Edition A chapter on the clinical trial process that explains the high level flow of a clinical trial from creation of the protocol through the study lock and provides the context for the clinical data management activities that follow Reorganized content reflects an industry trend that divides training and standard operating procedures for clinical data management into the categories of study startup study conduct and study closeout Coverage of current industry and Food and Drug Administration FDA approaches and concerns The book provides a comprehensive overview of the tasks involved in clinical data management and the computer systems used to perform those tasks It also details the context of regulations that guide how those systems are used and how those regulations are applied to their installation and maintenance Keeping the coverage practical rather than academic the author hones in on the most critical information that impacts clinical trial conduct providing a full end to end overview or introduction for clinical data managers **Global Clinical Trials Playbook** Menghis Bairu, Richard Chin, 2012-06-12 Pharmaceuticals companies biotech companies and CROs regardless of size all face the same challenge of managing costs and operational execution associated with bringing a valuable drugs and devices to market Because of timeline pressures and cost as well as the growing interest in neglected diseases and diseases affecting the emerging nations clinical trials are increasingly conducted in emerging markets and developing countries where infrastructure leadership skilled personnel and a governance are at a premium Working with academics regulatory professionals safety officers experts from the pharma industry and CROs the editors have put together this up to date step by step guide book to building and enhancing global clinical trial capacity in emerging markets and developing countries This book covers the design conduct and tools to build and or enhance human capacity to execute such trials appealing to individuals in health ministries pharmaceutical companies world health organizations academia industry and non governmental organizations NGOs who are managing global clinical trials Gives medical professionals the business tools needed to effectively execute clinical trials throughout the world Provides real world international examples which illustrate the practical translation of principles

Includes forms templates and additional references for standardization in a number of global scenarios IBM Intelligent Operations Center 1.6 Programming Guide Hisham Abdel-Hafez, Sriram Balakrishnan, Jamie Caffrey, Eduardo Francellino, Sunil Mishra, Teresa Nascimento, Jayashree Ravichandran, Craig Scott, Nikolay Vlasov, IBM Redbooks, 2014-05-28

IBM Intelligent Operations Center is an integrated solution It provides a rich set of capabilities and line of business tools that business users with domain expertise and no technical background can use without customization IBM Intelligent Operations Center also provides services and extension points that developers can use to extend the IBM Intelligent Operations Center standard functions and develop capabilities specific to the domain and client requirements IBM Intelligent Operations Center includes an application based programming model that supports all the interactions with the solution components The programming model is based on industry standard Representational State Transfer REST and Java technologies IBM Intelligent Operations Center includes a full set of REST and Java application programming interfaces APIs that provide a simplified development environment and make the platform easy to extend and customize for a large community of developers This IBM Redbooks publication gives a broad understanding of the IBM Intelligent Operations Center 1 6 0 1 programming model and available extension points Many of the chapters describe working examples and usage scenarios that demonstrate how to extend the IBM Intelligent Operations Center base platform This book includes sample code that can be downloaded from the IBM Redbooks website The target audience for this book consists of solution architects developers technical consultants and solution administrators who will learn the following information The options available to extend the IBM Intelligent Operations Center solution programmatically How to configure customizations tailored to specific customer requirements How to use the available configuration tools to configure the solution without requiring programming Readers of this book will benefit from the IBM Redbooks publication IBM Intelligent Operations Center 1 5 to 1 6 Migration Guide SG24 8202

**Managing Scope - Project Controls** Planning Planet, The Managing Scope Module is to introduce the tools techniques and methodologies associated with scope definition and scope management that have been identified as being best tested and proven practices which have been found to work on most projects most of the time provide a logical or rationale sequence showing when those tools or techniques would normally and customarily be used and in selected instances show how to use those tools techniques and or where to find additional information on how to use or apply them

Handbook of Improving Performance in the Workplace, Instructional Design and Training Delivery Kenneth H. Silber, Wellesley R. Foshay, 2009-12-09 With the contributions from leading national and international scholars and practitioners this volume provides a state of the art look at ID addressing the major changes that have occurred in nearly every aspect of ID in the past decade and provides both theory and how to information for ID and performance improvement practitioners practitioners who must stay current in their field This volume goes beyond other ID references in its approach it is useful to students and practitioners at all levels it is grounded in the most current research and theory and it provides up

to the minute coverage of topics not found in any other ID book It addresses timely topics such as cognitive task analysis instructional strategies based on cognitive research data collection methods games higher order problem solving and expertise psychomotor learning project management partnering with clients and managing a training function It also provides a new way of looking at what ID is and the most comprehensive history of ID ever published Sponsored by International Society for Performance Improvement ISPI the Handbook of Improving Performance in the Workplace three volume reference covers three core areas of interest including Instructional Design and Training Delivery Selecting and Implementing Performance Interventions and Measurement and Evaluation

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**Managing Risk & Opportunity - Project Controls** Planning Planet, The Managing Risk and Opportunity Module is to introduce the tools techniques and methodologies associated with risk and opportunity that have been identified as being best tested and proven practices and which have been found to work on most projects most of the time provide a logical or rational sequence showing when those tools or techniques would normally and customarily be used and in selected instances show how to use those tools techniques and or where to find additional information on how to use or apply them

**AI-Powered Productivity** Dr. Asma Asfour, 2024-07-29 This book AI Powered Productivity aims to provide a guide to understanding utilizing AI and generative tools in various professional settings The primary purpose of this book is to offer readers a deep dive into the concepts tools and practices that define the current AI landscape From foundational principles to advanced applications this book is structured to cater to both beginners and professionals looking to enhance their knowledge and skills in AI This book is divided into nine chapters each focusing on a specific aspect of AI and its practical applications Chapter 1 introduces the basic concepts of AI its impact on various sectors and key factors driving its rapid advancement along with an overview of generative AI tools Chapter 2 delves into large language models like ChatGPT Google Gemini Claude Microsoft's Turing NLG and Facebook's BlenderBot exploring their integration with multimodal technologies and their effects on professional productivity Chapter 3 offers a practical guide to mastering LLM prompting and customization including tutorials on crafting effective prompts and advanced techniques as well as real world examples of AI applications Chapter 4 examines how AI can enhance individual productivity focusing on professional and personal benefits ethical use and future trends Chapter 5 addresses data driven decision making covering data analysis techniques AI in trend identification consumer behavior analysis strategic planning and product development Chapter 6 discusses strategic and

ethical considerations of AI including AI feasibility tool selection multimodal workflows and best practices for ethical AI development and deployment Chapter 7 highlights the role of AI in transforming training and professional development covering structured training programs continuous learning initiatives and fostering a culture of innovation and experimentation Chapter 8 provides a guide to successfully implementing AI in organizations discussing team composition collaborative approaches iterative development processes and strategic alignment for AI initiatives Finally Chapter 9 looks ahead to the future of work preparing readers for the AI revolution by addressing training and education career paths common fears and future trends in the workforce The primary audience for the book is professionals seeking to enhance productivity and organizations or businesses For professionals the book targets individuals from various industries reflecting its aim to reach a broad audience across different professional fields It is designed for employees at all levels offering valuable insights to both newcomers to AI and seasoned professionals Covering a range of topics from foundational concepts to advanced applications the book is particularly relevant for those interested in improving efficiency with a strong emphasis on practical applications and productivity tools to optimize work processes For organizations and businesses the book serves as a valuable resource for decision makers and managers especially with chapters on data driven decision making strategic considerations and AI implementation HR and training professionals will find the focus on AI in training and development beneficial for talent management while IT and technology teams will appreciate the information on AI tools and concepts

Joint external evaluation of the International Health Regulations (2005) core capacities of South Africa World Health Organization,2025-06-18 The International Health Regulations 2005 IHR provide a global framework for health security that mandates each country to build and maintain essential public health capacities for prevention preparedness detection and response to health emergencies As a State Party to the IHR 2005 South Africa has made significant progress in implementing these regulations since they took effect in 2007 The second Joint External Evaluation JEE assessed South Africa s level of attainment of the IHR core capacities using the WHO IHR JEE tool version 3.0 The evaluation was conducted in September 2024 by a team of external experts with international experience in diverse technical areas engaging with technical experts from South Africa s government bodies academic institutions and development partners Discussions covered 19 technical areas and were complemented by site visits at national and provincial levels leading to the collaborative identification of priority actions

Chemical Laboratory Safety and Security National Academies of Sciences, Engineering, and Medicine,Division on Earth and Life Studies,Board on Chemical Sciences and Technology,Committee on Chemical Management Toolkit Expansion: Standard Operating Procedures,2016-07-07 The U S Department of State charged the Academies with the task of producing a protocol for development of standard operating procedures SOPs that would serve as a complement to the Chemical Laboratory Safety and Security A Guide to Prudent Chemical Management and be included with the other materials in the 2010 toolkit To accomplish this task a committee with experience and knowledge in good

chemical safety and security practices in academic and industrial laboratories with awareness of international standards and regulations was formed The hope is that this toolkit expansion product will enhance the use of the previous reference book and the accompanying toolkit especially in developing countries where safety resources are scarce and experience of operators and end users may be limited *Crafting Brewery Culture* Gary Nicholas, 2023-04-11 Brewery operations are defined by their most valuable assets their employees The importance of recruiting developing and supporting staff members cannot be overstated how you support and empower your employees makes a significant difference in the long term success of the company This book will walk you through candidate selection and best practices for training new team members It delves into professional development practices and how to build teams and fill in skill gaps It shows how an operation driven by positive reinforcement teamwork and accountability can help employees learn from mistakes and grow in responsibility It explains the difference between leadership and management and how to use each effectively to achieve a sustainable and growth centered culture A positive and resilient brewery culture will foster a resilient staff one that will withstand changes and shocks to the business while being flexible enough to sustain periods of growth and daily operational challenges This book lays out the structural components behind such a cultural framework strategies for breathing life into this framework and a roadmap for implementing and maintaining it Finally the book s appendixes offer working templates for everything from interviews to training plans and performance assessments to goal setting Whether your brewery is looking at safety quality or financial targets success doesn t come from what you measure Success is about what your team does every single day Build a culture build a team and build a successful future **Developing an ISO 13485-Certified Quality**

**Management System** Ilkka Juuso, 2022-03-20 *Developing an ISO 13485 Certified Quality Management System An Implementation Guide for the Medical Device Industry* details the lessons learned from a real world project focusing on building an ISO 13485 2016 Quality Management System QMS from scratch and then having it officially certified It is a practical guide to building or improving your existing QMS with tried and tested solutions The book takes a hands on approach first teaching the top 25 lessons to know before starting to develop a QMS and then walking you through the process of writing the quality manual and the standard operating procedures training the staff on the QMS organizing an internal audit executing a management review and finally passing the necessary external audits and obtaining certification It helps you to progress from one task to the next and provides all the essential information to accomplish each task as quickly and efficiently as possible It does not attempt to replicate the standard but instead drills into the standard to expose the core of each section of the standard and reorganize its contents into a practical workflow for developing maintaining and improving a Lean QMS The book includes a wealth of real world experience both from the author s personal dive into quality management and from the experiences of other companies in the field and provides handy checklists for ensuring key documents and processes are fit for use the emphasis here is to help ensure you have considered all relevant aspects In



addition the book is not intended as a cheat sheet for the standard or as a review of the standard that only adds lengthy commentary on each of the clauses Instead the book fixes easy misunderstandings regarding QMS provides insight into why the various clauses are written the way they are and provides a great base to both understanding ISO 13485 QMS and developing your own QMS The book is intended to serve both experts and novices audiences it provides special insight on the most crucial and effective aspects of QMS

AIR CRASH INVESTIGATIONS: DEADLY MISTAKES The Crash of Air China Flight 129 George Cramoisi, editor, 2012-04 On April 15 2002 Air China flight 129 a Boeing 767 200ER operated by Air China en route from Beijing China to Busan Korea crashed on Mt Dotdae near Gimhae Airport Busan Of the 166 persons on board 37 persons survived the crash while 129 occupants were killed The Korean Aviation Accident Investigation Board KAAIB determined that the probable cause of the crash was pilot error due to poor crew resource management and lost situational awareness during the circling approach of the runway The Chinese investigation team pointed out that the Korean ATC was not fully licensed and mistakenly directed the airliner to descend to a wrong altitude and that the airport did not inform the crew of the weather conditions at the time A contributing factor was that the airline made all announcements in Chinese and English while most passengers were Korean

Good Clinical, Laboratory and Manufacturing Practices Philip Carson, Nigel Dent, 2007-10-31 Quality assurance and good laboratory practices are becoming essential knowledge for professionals in all sorts of industries This includes internal and external audit procedures for compliance with the requirements of good clinical laboratory and manufacturing practices Spanning chemical cosmetic and manufacturing industries Good Clinical Laboratory and Manufacturing Practices Techniques for the QA professional is aimed at chemists clinicians ecotoxicologists operation managers pharmaceutical process managers quality assurance officers technicians and toxicologists In addition sections on harmonisation of quality systems will be of value to safety health and environment advisors This comprehensive and high level reference will be an indispensable guide to research laboratories in academia and industry Additional training material is also included

*Software Quality Assurance* Howard T. Garst Smith, 2020-09-10 Of all the audit functions faced by QA software auditing is probably the most difficult because of the need to know and understand the intricacies of the processes being audited In addition auditors must be familiar with and understand the implications of the international and national standards and know how to proceed when deficiencies are revealed Howard Garston Smith is Software Quality Assurance Auditor for Pfizer UK and brings twenty years of expertise in software development and auditing to this incredibly detailed manual He provides the what to and the how to of software QA auditing in a clear and practical style that guarantees effective software quality audits

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