

## Laboratory Experiment/Process Proposal

Please complete the information below for all new laboratory experiments/processes. EH&S will review all proposals and determine if additional information is required, or if additional hazard assessment and protections are needed. Processes may not be started until approved by EH&S.

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Name of individual submitting proposal

Location where the work will be conducted

Name of the process:	
Provide a brief description of the process:	

**Attach a full description of the process**, including process chemistry and experimental conditions (such as operating temperature/pressure), and a step-by-step procedure (if a published procedure is used, attach a copy).  
Include any special handling/storage requirements, and first aid & decontamination procedures.

List the chemicals required for the process (include concentration, where applicable):

List equipment required by the process (operating equipment such as hot plates, centrifuges, rotary evaporators, Parr reactors, etc. Do not include small items such as glassware):

**Identify all anticipated hazards associated with the process**

<input type="checkbox"/> Toxic/Poison	<input type="checkbox"/> Flammable/Explosive	<input type="checkbox"/> Corrosive	<input type="checkbox"/> Carcinogen
<input type="checkbox"/> Respiratory Hazard	<input type="checkbox"/> Peroxide Former	<input type="checkbox"/> Oxidizer	<input type="checkbox"/> Air/Water Reactive
<input type="checkbox"/> Electrical	<input type="checkbox"/> Hot/Cold surfaces	<input type="checkbox"/> Pressure	<input type="checkbox"/> Moving parts
<input type="checkbox"/> Sharps	<input type="checkbox"/> Noise	<input type="checkbox"/> Biological	<input type="checkbox"/> Radiation
<input type="checkbox"/> Other Hazard (specify):			

**Identify protective measures to be used:**

<input type="checkbox"/> Ventilation (fume hood, etc.)	<input type="checkbox"/> Barrier (machine guards, etc)	<input type="checkbox"/> Other (specify):	
<input type="checkbox"/> Safety Glasses	<input type="checkbox"/> Splash Goggles	<input type="checkbox"/> Face Shield	<input type="checkbox"/> Lab Coat
<input type="checkbox"/> Other skin protection (apron, gauntlets, etc. – specify):			
<input type="checkbox"/> Gloves (specify type):			
<input type="checkbox"/> Dust mask	<input type="checkbox"/> Air-Purifying Respirator	<input type="checkbox"/> Supplied Air	
<input type="checkbox"/> Other (specify):			

Principal Investigator

Approval: \_\_\_\_\_

Date: \_\_\_\_\_

**\*\*\*PI approval must be completed before submitting for EH&S approval\*\*\***

**FOR EH&S USE:**

This SOP requires the following changes:	<input type="checkbox"/> Full, detailed SOP <input type="checkbox"/> Additional review of hazards and/or PPE <input type="checkbox"/> Other:
This procedure is approved and may be performed:	<input type="checkbox"/> Without restrictions <input type="checkbox"/> During business hours only (M-F 7AM-5PM) <input type="checkbox"/> With a second individual present <input type="checkbox"/> Other:
Additional comments:	

EH&S Approval: \_\_\_\_\_

SOP Number: \_\_\_\_\_

Date: \_\_\_\_\_

Expiration: \_\_\_\_\_

# Laboratory Experiment/Process Proposal

Name of the process:	
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Provide ALL of the following information (additional pages or published material may be used in lieu of this form):

<b>Handling &amp; Storage Requirements:</b>

<b>First Aid Procedures:</b>	
Skin Contact:	
Eye Contact:	
Ingestion:	
Inhalation:	

<b>Decontamination/Spill Cleanup Requirements:</b>

<b>Waste Disposal Requirements:</b>

<b>Step by Step Procedure</b>

## Laboratory Experiment/Process Proposal

### INSTRUCTIONS

Refer to this page for instructions on how to complete the Laboratory Experiment/Process Proposal. This document is intended to guide the user through a basic hazard identification for laboratory procedures, and identify appropriate controls and handling procedures.

<b>Name of Individual Submitting Proposal</b>	This should identify the individual completing the proposal, and will typically be the person performing the work.
<b>Location where the work will be conducted:</b>	Identify the building and room(s) where the procedure will be performed.
<b>Name of the Process:</b>	Provide a simple name for the process
<b>Brief Description of the Process:</b>	Summarize what occurs in the process. For example, "Separation of lignin fraction of biomass by reacting biomass with DES in 4570 Parr reactor"
<b>List the Chemicals Required</b>	Self-explanatory. Include details such as concentration and quantity
<b>List equipment required</b>	Identify the apparatus that will be used.
<b>Identify all anticipated hazards associated with the process</b>	Evaluate the chemicals and equipment to be used and determine if any of them pose particular hazards. Additionally, evaluate the procedure and ask at each step 'what could go wrong?' Conduct the evaluation based on the operating conditions.
<b>Identify protective measures to be used</b>	Based on the hazards identified above, determine what protective measures are necessary to remove those hazards, or to reduce exposure to hazards that cannot be eliminated.

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The following information can be provided on separate pages. If a previously published procedure is being followed, that procedure may be attached.

<b>Handling &amp; Storage requirements</b>	Identify any particular requirements for storage of materials, handling of samples, etc. For example, 'Store hydrofluoric acid in plastic containers only, it will destroy glass'
<b>First Aid Procedures</b>	Identify measures to be taken in the event of exposure to the identified materials. This information can be found on the SDS sheets
<b>Decontamination/Spill Cleanup</b>	Identify how the material can be cleaned if small amounts are spilled, or how surfaces should be cleaned after use.
<b>Waste Disposal requirements</b>	Identify the anticipated waste products at the end of the procedure, and how they must be disposed of.
<b>Step by Step procedure</b>	Include a detailed description of <i>how</i> to perform the procedure. Make the description sufficiently detailed that it could be followed by another individual. Attach additional pages as needed.