



Elements of Standard Operating Procedures

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Sections

- **Title Page**
- **Table of Contents**
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 - Limited Access
 - Containment
- **Required Training**
 - PPE
 - Equipment
- **Body**
 - Brief description of the procedure
 - Risks
 - Definitions
 - Procedures
- **Emergency Response Measures**
- **References**
 - Other relevant SOPs
 - Relevant Guidelines and Regulations
- **Contact Information**
 - PI
 - RO
 - Biosafety Office





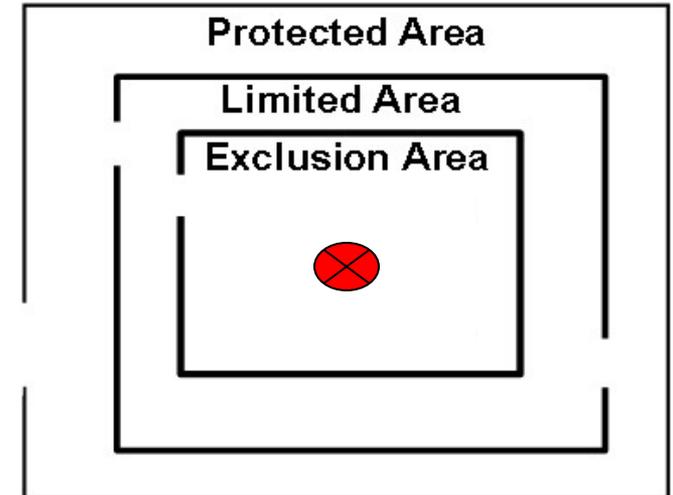
Title Page

- **Information that may be included on the title page includes:**
 - Title of Procedure
 - Date of Document Preparation
 - Person Preparing the Document



Required Controls

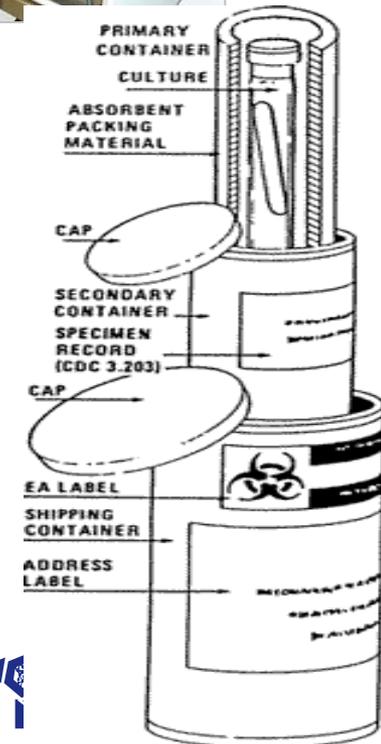
- **Protection Areas**
 - Grounds
 - Public Access
- **Limited Areas**
 - Laboratories
 - Hallways surrounding Exclusion Areas
- **Exclusion Areas**
 - High Containment Areas





Required Training

- **Personal Protective Equipment**
 - Selection of Proper Equipment
 - Don Procedures
 - Doff Procedures
- **Proper Use of Equipment**
 - Biosafety Cabinets
 - Autoclaves
 - Centrifuges
- **Specimen Receipt and Processing**
- **Required Documentation**
 - Autoclave log
 - Training
- **Transport of Infectious Substances**
- **Emergency Response**





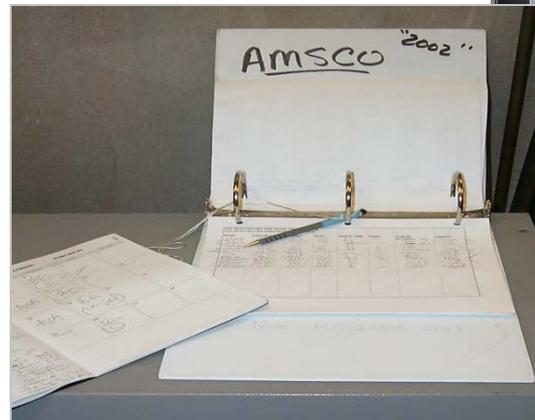
Body of the SOP

- **Format**
 - Easy to read and concise
 - Sufficient detail to enable persons with basic knowledge to successfully reproduce procedure without supervision
- **Title and brief description of the procedure or experiment**
- **Special health and safety precautions**
- **Associated Risks**
 - Burns (Autoclaves; UV lights)
 - Rotor failure
- **Definitions**
- **Experience Requirements**
 - Formal training
 - Supervision
 - Documentation and evaluation of training
- **Procedures**
 - Step-by-step description of the procedure
 - Steps written in the order they occur



Other Information

- **Specific work areas for specific procedures**
- **Proper decontamination procedures**
- **Emergency decontamination procedures**
- **Proper waste disposal methods**
 - Incineration
 - Autoclaving
- **Required documentation**
 - Laboratory Location
 - Dates of service visits





Emergency Response

- **Exposure Response**
- **Spill Clean-up**
 - Inside Biosafety Cabinet
 - Outside Biosafety Cabinet
 - Large spills
 - Small spills





Contact Information

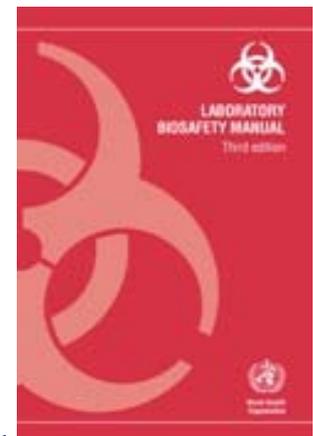
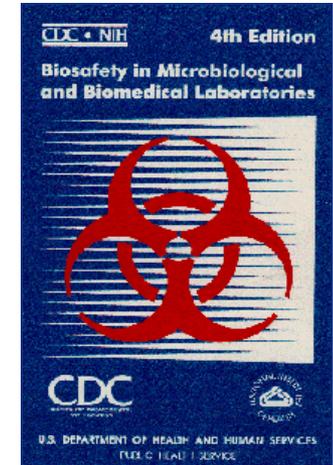
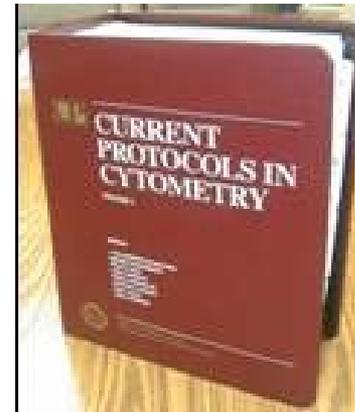
- **Name and Phone Number of Relevant Laboratory Personnel**
 - Principle Investigator
 - Lab Manager
 - Biosafety Officer
 - Security
 - Back-up Personnel
- **Other**
 - Police
 - Fire
 - Emergency Medical Services
 - Hospital Emergency Room
 - Poison Control





References

- **Regulations**
 - Select Agent Rule
- **Guidelines**
 - Biosafety in Microbiological and Biomedical Laboratories
- **Laboratory Manuals**
 - IACUC Guidance
- **Books**
 - *Molecular Cloning*
 - *Current Protocols in Molecular Biology*





- **Spill clean up: Inside BSC**
- **Spill clean up: Outside BSC**
- **Incident response: Unconscious person in containment**
- **Incident response: Needle stick in containment**
- **Incident response: Security breach**
- **Personal Protective Equipment: Donning**
- **Personal Protective Equipment: Doffing**
- **Proper Use of Biosafety Cabinet**
- **Infectious Specimen: Receipt of package and specimen processing**