

4.1 Procedure Form

Title of Procedure:

Procedure Control/Ref #:

Principal Investigator (PI):

Prepared By:

Revision Date:

Prior Approval: This procedure is considered hazardous enough that prior approval is needed from the Principal Investigator: ☐ Yes ☐ No

Note: Prior Approvals should be documented in Section 7 of this plan.

Involves Use of Particularly Hazardous Substance (PHS)? ☐ Yes ☐ No

☐ Carcinogen ☐ Reproductive Toxin ☐ High Acute Toxicity

Does this procedure require medical surveillance? ☐ Yes ☐ No

Does this require use of a respirator? ☐ Yes ☐ No

Involves Use of Highly Reactive Chemicals? ☐ Yes ☐ No

☐ Air-reactive (pyrophoric) ☐ Water-reactive ☐ Self-reactive ☐ Explosive

Brief Description of Procedure (100 words or less):

Note: written stepwise procedures should be attached or referenced. Procedures with similar hazards and controls may be grouped.

Location: List the locations (buildings/rooms) where this procedure may be performed. For use of a PHS, indicate a more precise location within the room, if appropriate, as the designated area.

PHS designated area signage posted? ☐ Yes ☐ No

All Hazardous Chemicals Involved in This Procedure:

Chemical	Physical or Health Hazard (e.g., carcinogen, corrosive, flammable)

Other Hazards: *Include other hazards (e.g. pressurized vessels, reactions under vacuum, scale-up reactions) other than chemical that may be present during operation of the procedure.*

Exposure Controls: *(check all that apply)*

PPE:

- ☐ Lab Coat ☐ Face Shield ☐ Chemical Splash Goggles
- ☐ Flame-retardant Lab Coat ☐ Gloves (type): _____ ☐ Safety Glasses
- ☐ Chemical Apron ☐ Respirator (type): _____
- ☐ Other:

Engineering Controls:

☐ Fume Hood

☐ Biosafety Cabinet

☐ Glove Box

☐ Vented Gas Cabinet

☐ Other (include controls as local exhaust ventilation, pressure relief valves, intrinsically safe hot plates, automatic shut-offs, enclosures, machine guarding, alarms, etc.)

Administrative Controls: *List any specific work practices needed to perform this procedure (e.g., cannot be performed alone, must notify other staff members before beginning, etc.).*

Task Hazard Control Table: *For multistep procedures involving PHS or reactive materials, it may be convenient to indicate specific requirements for individual tasks in the table below:*

Task	Required PPE and/or Engineering Control

Waste Disposal: *Describe any chemical waste generated and the disposal method used.*

Accidental Spills: *Describe procedure for handling small chemical spills that may occur during this procedure. The type of spill kit and its location should be indicated. For large spills, call EHS at 865-974-5084. Call 911 for emergencies.*

Decontamination Procedures (required for PHS use): *Describe the procedure for decontamination of personnel and equipment.*

Training: *Describe any training needed prior to performing this procedure. Include training performed in-lab and any required demonstrations of competency.*

Principal Investigator Approval: I have reviewed this procedure and approved it for use.
Note: Modifications to the procedure may require update to this form.

Name	Signature	Date
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Personnel Acknowledgment: I have read and understand the content of this procedure and agree to adhere to its requirements.

Name (Print)	Signature	Date