



Suggested Template for a Standard Operating Procedure

Adapt this template to suit the procedure in question. In this case, Examples/Suggestions are shown in blue.

Process Title

Agarose gel electrophoresis

Location of Work

Room

Substances Involved

Ethidium bromide

Agarose gels

Hazard

Mutagen

Hot liquid

Equipment Involved

UV transilluminator

Microwave

Electrophoresis eqpt

UVeye/skin burn

Contact with heat/steam

Electric shock

Operations Involved

Cutting out gel bands

sharps injury

Key Safety precautions/equipment that you will require:

This will relate to the risk assessment - examples might include:

- Use of fume cupboard/MSB for certain parts of the process.*
- Use of a specific workstation/location for the work.*
- PPE requirements*

Procedure to be followed

A step by step instruction on what to do. Include key safety requirements in the text.

Emergency/spillage procedure

What to do in the event of spill

First aid procedures in event of exposure

Disposal and decontamination procedures

Where to dispose of the gel and buffer

Any specific storage requirements

Give details of appropriate storage locations and conditions including incompatibilities

Specific transport requirements [where applicable]

How to transport any items within building etc. Transport off site may be subject to specific requirements

Any requirements for record keeping