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: Mutagen
- Agarose gels: Hot liquid

Equipment Involved
- UV transilluminator: UV eye/skin burn
- Microwave: Contact with heat/steam
- Electrophoresis eqpt: 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/MSC 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