Procedure-Focused SOP Inventory

Issue Date: <MM/DD/YY>

Revision Date: <MM/DD/YY>

**Applies To**: University of Michigan departments whose procedure-focused standard operating procedure sections are in different locations of the workspace.

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| SOP Section | Present | Where Information is Located (SOP or Where in the Lab) | NOTEs |
| Description of Procedure | ☐ |  |  |
| Potential Hazards | ☐ |  |  |
| Controls | ☐None☐LEV☐Containment☐Workplace/Admin☐PPE |  |  |
| Transportation | ☐ |  |  |
| Storage | ☐ |  |  |
| Waste Disposal Procedures | ☐ |  |  |
| Exposure/Unintended Contact Instructions | ☐ |  |  |
| Treatment Facilities Information | ☐ |  |  |
| Minor Spill Response Steps  | ☐ |  |  |
| Major Spill Response Steps  | ☐ |  |  |
| Training Requirements | ☐ |  |  |
| Certification/Proof of Training | ☐ |  |  |