*<Text in blue is provided for informational purposes only and should be deleted when writing your Standard Operating Procedure (SOP)>*

**I. SCOPE**

<*Provide a brief description of the work described in the procedure. Include relevant history on the method.>*

**II. PURPOSE**

*<Describe what this procedure should accomplish>*

**III. HAZARDS**

*<Describe all potential consequences of an exposure to biohazardous materials used in the procedure.>*

**IV. RESPONSIBILITIES**

*<Identify all stakeholders and their responsibilities. Stakeholders could include, but are limited to; Supervisors, Workers, Students, Environmental Health and Safety etc.>*

**V. RISK ASSESSEMENT**

*<Identify what risk factors should be considered when planning a project with the specified biohazardous materials, this should include the use of any equipment, or processes that increase the risk of exposure. Mitigation strategies are provided in Section 3 of the McGill Biosafety Manual. >*

**Summary of biohazardous materials used**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Biohazardous Material** | **Risk Group** | **Containment Levela (CL) for *in vitro* manipulations** | **Additional precautions** | **Disinfectant(s)** |
|  |  |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |

**a**Containment levels refers to the minimum physical containment and operational practices required for handling infectious material or toxins safely in laboratory and animal work environments.

**b**It is not permitted to transfer an animal, to which this biohazard was administered, from the Animal Resource Centre CL2 facility to a lower containment level (MHHc)

**vi. TRAINING REQUIREMENTS**

*<Describe the minimum proficiency requirements that personnel must demonstrate before working with the biohazardous materials identified in this SOP. Training includes, but is not limited to Environmental Health and Safety courses and in lab hands-on training>*

**VII. MAintenance requirements**

*<Describe the required maintenance for any equipment used in this procedure. Information on maintenance includes, but is not limited to; a description of the maintenance procedure; responsible person; frequency of procedure and documentation required.>*

**viiI. Additional Operational Practices (AOP) from regulatory agencies:**

*<Reference any additional prescribed by an external regulatory agency (ie. PHAC, CFIA) requirements relating to manipulations, import, export and transfer of materials>*

**IX. Sharps use and disposal, PPE, STORAGE, EMERGENCY RESPONSE PROCEDURES AND TRAINING**

As per the Laboratory Safety Rules

<http://www.mcgill.ca/ehs/laboratory/lab-safety-manual>

**x. Related Documents**

*<Reference any other internal documents related to this work here. This could include, but is not limited to; other procedures, documentation etc>.*

**XI. REFERENCES**

*<Include any reference used to develop your procedure here.>*