

Developing Standard Operating
Procedures –
*A tale of a really fun project
(really!)*

Presented by

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SOP Requirements for UC

- *Settlement Agreement requirements*
- *Initial SOP development – campus decisions for compliance*
- *Davis' compliance effort*

Davis' SOP Compliance Effort

- *“Control band” concept*
- *Loosely based on chemical classification of Particularly Hazardous Substances, Reproductive Toxins, Pyrophorics, and Carcinogens*
- *Consultant involvement – for good or ill*

Campus Chemical & Lab Safety Committee

- *Expand SOP requirement campus-wide.*
- *Need to improve the SOP resources for campus.*
- *Need to create consistent and Davis-centric SOP resources.*

Chemistry Department Big Brains

- *Chemistry Department Safety Committee initially suggested using Chemistry Graduate Students.*
- *Chris recognized their value in developing SOP templates.*
- *Debbie, using her knowledge of the Big Brains in the Department, was able to collect a writing team.*
- *The CLSC charged the SOP Task Force and formally invited the participants*
- *The Chemistry Department was also able to offer a stipend for members*

Template Selection for Re-Write

- *The CLSC, with Chris' input, created a list of needed SOPs*
- *The Task Force offered their suggestions as well*
- *Priority was assigned in collaboration with the CLSC and the Task Force.*
- *“Pyrophorics” was the first template produced.*

Development Process

- *Task Force members would take on review of a given template – typically, one lead with two other editors.*
- *Edits and discussion would occur through Dropbox. Debbie also met with Task Force members, as needed, to guide efforts and offer input.*
- *In-person meetings every two weeks or so, with entire Task Force, to finalize edits, discuss ramifications, etc.*
- *Boilerplate language was developed and applied to each template.*

Approved Templates

- *Acutely toxic gases*
- *Acutely toxic solid and liquids*
- *Carcinogens*
- *Listed Carcinogens*
- *Corrosives*
- *Cryogenes*
- *Flame sterilization*
- *Flammable Liquids -*
- *Flammable Solids*
- *Pyrophorics*
 - *Pyrophoric Spill Flowchart*
- *Reproductive toxins*
- *Working alone*

Link to SOP templates:

<http://ehs.ucdavis.edu/article/standard-operating-procedure-templates>

Templates in Development

- *Sodium Azide*
- *Hydrofluoric Acid*
- *Water Reactives*
- *Piranha*
- *Aqua Regia*
- *Peroxide formers/Time-sensitive materials*

Other Task Force Projects

- *Since we had a group of Big Brains available, other organizations asked for input.*
 - *Developers for systemwide inventory management applications held stakeholder meetings with the Task Force.*
 - *FR glove options were tested and feedback provided*
 - *Future Westek “Magic Fabric” testing*

Challenges and Benefits

- *These are graduate students, after all!*
- *Graduations and leave-taking*
- *All very committed to the project*
- *Provides an entre into other opportunities and options upon graduation*
- *Fosters collaborative relationship with EH&S – not just regulatory compliance relationship*
- *Amelia says: “If it weren’t fun and interesting, I wouldn’t participate.”*

Summary

- *Graduate researchers want to share what they know and understand about the hazards and risks of the work they do.*
- *EH&S and Department Safety Offices would do well to cultivate this untapped resource. Faculty support for this additional duty is important.*
- *Faculty are usually not intimate with the day-to-day work of their researchers and may not be the best resource for hazard and risk information.*
- *This collaboration model is being deployed in other departments and within the UC system.*

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- *Susan M. Kauzlarich, Chair, Chemistry Department*
- *Jessica Potts, Chief Administrative Officer, Chemistry Department*

Task Force Members

Current Members

- *Amelia Manlove*
- *Josh Greenfield*
- *Jeremy Erickson*
- *Teresa Palazzo*
- *Pauline Serrano*
- *Brittany Armstrong*
- *Kellan Lamb*
- *Terri Jo Slack*
- *Shannon Lee*

Graduates

- *Sean Gottlieb **
- *Kelli Gottlieb **
- *Alexi Ball-Jones **
- *Gabby Nepomuceno **
- *Elyse Towns **
- *Kelly Phelps **
- *Kathy Lee **