Standard Operating Procedure for ….

This is an example, to help you to write a Standard Operating Procedure for your work in the Kings Bay Laboratories. As this an example this document might not necessarily cover all the points you need. Concerning the layout, you are free to choose. The language should be English. To submit documents only in Norwegian, is only possible, if all members of your team speak Norwegian. We do not expect this document to be long, so just keep it short.

**Principle Investigator:**

**RiS:**

# Scope of Application / Introduction

Describe shortly your application, e.g. Plankton Sampling

# Responsibilities

Here you can write in who is part of the group and which roles they have.

# Principle

Here you can describe the work principle.

# Equipment

Describe which equipment you use, e.g. microscope, drying oven, fume hood, …

# Chemical – Material-Solutions-Solvent/Gas/Isotopes

Here you can put in the list of all substances you plan to use. (Name, Product Number, Brand, Quantity)

# Substitute

Describe why you can’t substitute the used chemical with a less dangerous one and/or how you substituted some of the chemicals.

# Preparation

# Protocol/Procedure

As you have already looked at the details in the Risk Assessment, a short overview over the most important steps is sufficient.

# Job Safety Analysis /Risk Analysis

Refer to the Risk assessment you have done and shortly summarize the conclusions, e.g. following the points listed below:

## Hazards for People and Environment

## Protective Measures and Rules of conduct

## Behaviour in case of Malfunctions

## Behaviour in case of Accidents, First Aid

## Maintenance/Disposure

# References

Here is place for references, e.g. a paper you wrote describing the procedure or laws, rules, SDS, you are referring to in the text.

# Attachments

e.g. risk analysis, other SOPs, documents, etc.

# Open Questions

Here you can write down open questions you want to discuss with Kings Bay after arrival.