

Chemistry Stockroom Student Employee SOP and Training Record

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This record is to keep track of your skills while working in the chemistry stockroom, ISC 329, and to ensure compliance with our rules of employment in this space. By initialing next to an SOP, you are indicating that you have both read and understand the content within. Please be advised that the SOPs in the chemistry stockroom are specific to this space, and faculty in research spaces may not abide by the same protocol – consult your research professor for their SOPs and lab-specific practices and behaviors.

Employee name: _____

Employee signature: _____

G-Number: _____

Phone number: _____

Email address: _____

SOPs that are required **each semester**, because they directly concern your and your peers' physical safety and health:

(*Ei*: employee's initials, *Si*: supervisor's initials)

SOP	Fall 20____	Spring 20____	Fall 20____	Spring 20____	Fall 20____	Spring 20____	Fall 20____	Spring 20____
Centrifugation	EI SI	EI SI	EI SI	EI SI	EI SI	EI SI	EI SI	EI SI
Evacuation in the event of emergency or fire alarm	EI SI	EI SI	EI SI	EI SI	EI SI	EI SI	EI SI	EI SI
Handling a sharps container	EI SI	EI SI	EI SI	EI SI	EI SI	EI SI	EI SI	EI SI
Handling a student health incident	EI SI	EI SI	EI SI	EI SI	EI SI	EI SI	EI SI	EI SI
Responding to chemical spills	EI SI	EI SI	EI SI	EI SI	EI SI	EI SI	EI SI	EI SI
Safe transportation of chemicals	EI SI	EI SI	EI SI	EI SI	EI SI	EI SI	EI SI	EI SI
Stockroom safety	EI SI	EI SI	EI SI	EI SI	EI SI	EI SI	EI SI	EI SI
Using an emergency eyewash and safety shower	EI SI	EI SI	EI SI	EI SI	EI SI	EI SI	EI SI	EI SI
Using the oven	EI SI	EI SI	EI SI	EI SI	EI SI	EI SI	EI SI	EI SI

SOPs that are required **your first year working in the stockroom**, in addition to those above:

SOP	Employee's Initials	Supervisor's Initials	Date
Checking out items/checking out items for research			
Checkout procedure for stockroom employees			
Cleaning a hood			
Disposing of a full glass trash			
Inventorying chemicals			
Maintaining a lab notebook			
Making copies			
Making deliveries			
Micropure washing			
Neutralization			
Reading a Safety Data Sheet (SDS)			
Titration of acid/base solutions			
Using balances			
Using the green chemical cart			
Washing dishes			
Working on the chemical side of the stockroom			

SOPs that are required **as needed**, in addition to those above:

SOP	Employee's Initials	Supervisor's Initials	Date
Calibrating the pH meter			
Completing a breakage record			
Diluting acids or bases			
Disposing of unknowns			
Increasing concentrations of acids or bases			
Manifesting waste			
Reading a cookbook			
Updating an SDS binder			
Using, cleaning, and leveling analytical balances			
Writing desiccator notes			

Additional or external trainings or certifications

Training or certification	Employee's Initials	Supervisor's Initials	Date