

Standard Operating Procedure (SOP)

Author:	David Shultz	Date:	04/15/2025
User(s)			
PI/Advisor:	David A. Shultz		
Process Name:	Working alone in the lab		
Department:	Chemistry	Phone:	
Lab Number:	308B	Email:	shultz@ncsu.edu

This SOP details the steps rules for working alone in the lab.

I. Purpose
Working alone in the laboratory requires substantial experience and confidence to handle new problems.
It is the responsibility of the user to read and acknowledge their understanding of this SOP.
II. Outline of Method
1. Factors affecting permission to work in the laboratory alone.
III. Hazards
<ul style="list-style-type: none">N/A
IV. Laboratory Equipment, Materials & Personal Protective Equipment (PPE)
<ul style="list-style-type: none">Materials: N/A
V. Emergency Procedures
In case of emergency, dial 911 or 919-515-3000. In case of mercury spill, contact 919-515-7915 (EHSA).
Contact Emergency: David A. Shultz (919) 656-9774.
VI. Procedure (a Step-by Step description of the work to be done)
<ol style="list-style-type: none">New or first-year students must complete ALL safety trainings and ensure that their name is on and that they have read the group safety plan.New or first year students must read all group SOPs.

3. New or first-year students are strictly forbidden to work in the laboratory alone.
4. New or first-year students must review all synthetic-, workup-, and purification procedures in person with PI.
5. New or first-year students must be supervised by senior graduate student, postdoc, or PI when conducting synthetic procedures for the first and second time.
6. New or first year-students shall not scale-up reactions by more than 2-fold for their first 6 months in the laboratory.
7. Only following hands-on synthesis performance review may students work in the lab alone. Typically, this is sometime after 12 months of supervised laboratory (synthesis) work.

VII. Waste Handling

N/A

VIII. Drawings, schematics, sketches, etc.

N/A

IX. Maintenance, Troubleshooting, etc.

N/A

X. Authorized Users

Record acknowledgements that the SOP has been read and understood.

Authorized Users:

I have read this Standard Operating Procedure, understand the contents, have been trained on implementing the contents, and will utilize this procedure without exception.

NAME (print)	Signature	Date	PI Initial

[illegible]

