



Office of Environmental Health and Safety

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Generating and Formatting OEHS SOP's

Standard Operating Procedure

SOP Number:	G -01-02
Effective Date:	April 14, 2023
Next Review:	April 14, 2026

1. PURPOSE

This provides instruction on how to properly organize and format an Office of Environmental Health and Safety (OEHS) Standard Operating Procedures (SOP)

2. SCOPE

This procedure applies to all UMass Boston (UMB) OEHS SOPs.

3. PRECAUTIONS AND HAZARDS

Failure to adhere to this procedure will result in inconsistent messaging to the UMass Boston community.

4. PROCEDURE

4.1 Creating a SOP number

The numbering system for all OEHS SOPs has three elements and is written as follows:
C-NN-RR.

"C" is the category OEHS uses to describe the SOP rubric.

- C= Campus Safety
- E = Environmental
- F = Fire Safety

- G= General
- L = Lab Safety

“NN” is the SOP number in that category. The assigned SOP category numbers are assigned in the OEHS Document Status List.

“RR” corresponds to the revision number of the SOP. All SOPS start with 01 and progress by one each time it is revised.

For example, this SOP is G-01-01. It is the first revision of the SOP in the General category.

4.2 Dates: Effective and Review

SOPs are effective as of the month the OEHS Director approves and signs the procedure. They can be revised at any point but must be revised sooner than three years from the effective date of the latest revision.

4.3 Procedure Sections and Formatting

The sections and corresponding SOP section numbers must match the sections and numbers in this SOP. If there is nothing pertinent in a section, write "None" in the space for that section. All fonts, text, paragraph spacing, tabs, etc. should match what is in this SOP.

4.4 SOP Content

Section 1: Purpose- Describe the purpose or intent of the SOP with respect to complying with requirements or achieving a certain goal.

Section 2: Scope- Elaborate on what processes and in what areas the SOP applies. If appropriate, also elaborate on what processes and/or in what areas the SOP does not apply.

Section 3: Precautions and Hazards- Identify prudent precautions for any hazardous activities this SOP involves. Also includes hazards to the reputation of the University or Commonwealth.

Section 4: Procedure- List all steps in the process described in the SOP in enough detail to enable someone with no experience to successfully perform the process.

Section 5: Roles and Responsibilities- Detail the responsibilities of anyone participating in the process, both internal and external to the department. If there is a significant amount of responsibility residing with personnel external to OEHS, include them in the review process so they aware of and approve of their stated responsibilities.

Section 6: References- Reference any source of information used in developing the procedure. Include as much detail as possible to enable location of the referenced information.

Section 7: Equipment and Materials- List equipment and materials needed to complete tasks outlined in the SOP. When appropriate, create a table to document equipment manufacturer, ordering information, and cost.

Section 8: Training- Clearly identify the audience and education required. This will include all staff, students, faculty, and visitors that the SOP might apply to.

Section 9: Definitions- Define any non-obvious terms, phrases, or acronyms used in the SOP.

Section 10: Record Keeping- Specify what, if any, records need to be maintained, where they should reside, and for what time period.

Section 11: Signature: Document that the OEHS director approves the SOP by having them sign and date the original document.

Section 12: Attachments: Include any documents that directly relate to this SOP.

5. ROLES AND RESPONSIBILITIES

- 5.1 OEHS staff: OEHS staff shall write and review OEHS SOP's using the process and template provided in this document.
- 5.2 OEHS Director: The Director is ultimately responsible for each OEHS SOP and shall sign off on each document acknowledging its approval.

6. REFERENCES

None.

7. EQUIPMENT AND MATERIALS

None.

8. TRAINING

None:

9. DEFINITIONS

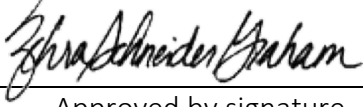
None:

10. RECORDKEEPING

The most current version of this document and every SOP is to be maintained on the OEHS OneDrive folder "SOPs and Guidelines" in PDF format with that version also published on the OEHS website. The Microsoft Word version is to be stored on the

shared drive in the “Word Version” subfolder. Older versions shall be filed in the subfolder 'archive'. All SOPs should be tracked in the [OEHS Document Status List](#) spreadsheet.

11. APPROVAL SIGNATURE

	Zehra Schneider-Graham OEHS Director	04/14/23
Approved by signature	Name, Title	Date

12. ATTACHMENTS