1. Purpose/Background
2. Scope
3. Process or Experiment Description
4. Procedures

To address procurement, inventory, storage, use, monitoring, transport, security, and special handling procedures and work practices.

List steps to be followed in performing the procedure and the required precautions to avoid harm.

<table>
<thead>
<tr>
<th>Task</th>
<th>Potential Hazard</th>
<th>Precautions</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
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<td>2.</td>
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</tbody>
</table>

a. Decontamination Procedures  
b. Emergency Procedures  
c. Use of ventilation/engineering controls  
d. Personal Protective Equipment to be used  
e. Waste Disposal  
5. Training

Who receives training, who will provide training, how often, material covered

6. References  
a. Standards, Supplementary Documents, Websites