

*Insert Facility/Institute Logo Here*

**STANDARD OPERATING PROCEDURE (SOP) *TEMPLATE***

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| Facility: | |
| SOP Title: *Personal Protective Equipment SOP* | |
| Document Number: *4-02-004* | Version Number: *00* |
| Process Leader: | Effective Date: *MM-DD-YYYY* |
| Other documents cross-referenced in this SOP (i.e., manuals, SOPs, forms, records):   * Biorisk Management Manual (Chapter V, Biorisk Assessment; Chapter VIII, Occupational Health and Medical Surveillance; Chapter X, Entry and Exit Procedures; Chapter XIV, Personal Protective Equipment; and Attachment E, Sequence for Donning and Removing Personal Protective Equipment Poster-Clinical Settings) (*4-00-001*) * Respiratory Protection Manual *(4-02-005)* | |

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| Revision Number | Sections Changed | Description of Change | Date | Approved By |
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INSTRUCTIONS: The Biorisk Management Manual and supporting Standard Operating Procedure (SOP) templates provide a general overview of common considerations and information that should be addressed within a biorisk management system and program. These templates are not exhaustive and facilities must customize each document to ensure it is locally applicable and relevant.

* **Black text** can be considered generic text which may be appropriate for inclusion in a facility’s biorisk management manual and SOPs.
* ***Red text*** should be considered guidance or examples and must be reviewed and replaced with facility-specific information.

1. Purpose

The purpose of this document is to establish procedures for proper selection, use and maintenance of personal protective equipment (PPE) used by *[Insert Facility Name].* Adherence to this procedure allows the PPE to function as designed in order to provide personal protection during biological work.

1. Scope

This document applies to all facility personnel and visitors who use PPE within *[Insert Facility Name]* and is used when determined necessary by risk assessment to provide personnel protection from potentially infectious and hazardous materials (refer to Biorisk Management Manual and Respiratory Protection Manual).

1. Responsibilities

* **Process Leader** ensures that:
  + This SOP is established and implemented effectively
  + PPE is properly selected, stored, used and maintained
  + Users are trained on this procedure and competent prior to PPE use
* **Facility personnel** who use PPE:
  + Follow the procedures outlined in this SOP
  + Report any problems to the Process Leader
* ***Scientific Manager*** ensures that:
  + PPE is ordered in appropriate styles/sizes
  + PPE supplies are adequately maintained

1. Preparation
   1. Materials *(list types, styles and sizes of PPE in each category below)*

* Eye and Face Protection
  + *Safety glasses/goggles*
  + *Face shield*
  + *Face masks*
* Hand and Arm Protection
  + *Gloves (single or double)*
    - *Fluid resistant (latex, nitrile, vinyl)*
    - *Chemical resistant (rubber, neoprene)*
    - *Cut resistant (Kevlar, chain mail)*
    - *Temperature resistant (high heat, cryogenic)*
  + *Disposable (Tyvek) sleeves*
* Body Protection
  + *Laboratory coat*
  + *Coveralls*
  + *Scrub suit*
  + *Disposable (Tyvek) coverall/suit*
* Foot Protection
  + *Shoe covers*
  + *Laboratory shoes*
  + *Boots*
* Hearing Protection
  + *Ear plugs*
* Head Protection
  + *Hair bonnets*
* Respiratory Protection (refer to Respiratory Protection Manual *and SOP Template)*
  + *N-95 Respirator*
  + *Powered Air-Purifying Respirator (PAPR)*
  1. Equipment
* None
  1. Records and Forms
* None

1. Procedure *(refer to Attachment A, Personal Protective Equipment SOP Template Flow Chart)*
   1. PPE Requirement/Hazard Assessment
      1. *Describe steps to determine when PPE is necessary using questions from flow chart steps 1-2*
   2. PPE Selection
      1. *Describe steps to determine what PPE is necessary using questions from flow chart step 3*
      2. *Repeat remainder of procedure for each category of PPE (refer to Table 1. [Insert Facility Name] PPE Summary Table)*
   3. PPE Procurement
      1. *Describe steps to determine how PPE is procured* *using questions from flow chart step 4*
   4. PPE Training/Clearance
      1. *Describe steps to determine how employees are fitted, trained and medically cleared using questions from flow chart step 5*
   5. Proper PPE Use
      1. *Describe steps to determine how to properly don/doff, adjust and wear PPE using questions from flow chart step 6*
   6. PPE Limitations
      1. *Describe steps to determine PPE limitations using questions from flow chart step 7*
   7. Proper PPE Maintenance/Disposal
      1. *Describe proper care, maintenance, useful life and disposal of PPE using questions from flow chart step 8*

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| **Table 1. *[Insert Facility Name]* PPE Summary Table** | | | | | | |
| Type of Protection | Selection (style/size) | Procurement | Training  Clearance | Proper Use | Limitations | Maintenance Disposal |
| *Eye/Face* |  |  |  |  |  |  |
| *Hand/Arm* |  |  |  |  |  |  |
| *Body* |  |  |  |  |  |  |
| *Hearing* |  |  |  |  |  |  |
| *Head* |  |  |  |  |  |  |
| *Respiratory* |  |  |  |  |  |  |

1. References
   1. *Manufacturer’s Instructions*
2. Attachments
   1. Personal Protective Equipment SOP Template Flow Chart



* *How is PPE donned/doffed?*
* *How is PPE checked for proper fit?*
* *Are there performance checks to ensure PPE is functional?*
* *Where is PPE worn? Is PPE permitted outside the biological work area(s)? While using common items (e.g., phones, computers, doorknobs?)*
* *Who authorizes purchase (Scientific Manager/Director)?*
* *Who Manages supplies and coordinates storage?*
* *Refer to Occupational Health and Medical Surveillance; Entry and Exit Procedures; and Personal Protective Equipment chapters in the BRM Manual*
* *Does work need to be conducted with PPE?*
* *What PPE is required for biological work area entry? For biological work?*
* *Is there adequate funding available to purchase and maintain supplies of PPE?*