

**Spivey Group – Common SOP Checklist**

Prior to commencing any laboratory work, group members are expected to read the standard operating procedures (SOPs) for common laboratory practices for them to then follow in the lab.

Please check the boxes for each SOP listed below once you have read them. Once all boxes are checked, please sign and date this form to confirm that you have read and understood these SOPs and agree to comply with them.

**1. Balances**

**2. Dry Ice**

**3. Dry Solvent Stills**

**4. Fire Risk**

**5. Flash Column Chromatography**

**6. Fumehoods**

**7. Glass Bin**

**8. Heat Gun**

**9. Hotplates, Heating Blocks and Isomantles**

**10. Liquid Nitrogen**

**11. Melting Point**

**12. NMR Sample Preparation**

**13. Oil Baths**

**14. Oven**

**15. Rotary Evaporators**

**16. Schlenk Line**

**17. Sharps**

**18. Silica**

**19. Spillage**

**20. Stores**

**21. Ultrasonic Bath**

**22. UV Light for TLC**

**23. Waste Solvent Containers**

Other SOPs for more specialised protocols will need to be read and signed before using those protocols. All SOPs (1 – 43) are available on the [Spivey Group website](https://www.imperial.ac.uk/spivey-group/group-resources/safety/).

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| **Name** |  | **Date** |  |