
 MBI NUTRACEUTICALS	STANDARD OPERATING PROCEDURE CONFIDENTIAL		SOP NUMBER/RELEASE GP-002 / 3
	TITLE: PERSONAL PROTECTIVE EQUIPMENT		PAGE NUMBER 1 of 3

SOP COVER PAGE

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1. PURPOSE

1.1. This Standard Operating Procedure (SOP) defines the requirements for use of personal protective equipment (PPE) while in the production, packaging, manufacturing, laboratory or similar areas at the MBI Nutraceuticals facility. Proper PPE practice is designed to provide a safe working environment and to minimize employee exposure to hazardous materials and/or situations.

2. SCOPE

2.1. This GMP SOP defines the PPE requirements for head, eye, face, ear, hand, foot, and respiration while performing daily operations at the MBI Nutraceuticals facility.

3. RESPONSIBILITIES

3.1. All MBI personnel:

3.1.1. Perform operations while adhering to appropriate PPE practice standards described within this SOP.

3.1.2. Evaluate the need for PPE in collaboration with management.

3.2. Management:

3.2.1. Purchase PPE

3.2.2. Ensure PPE is sufficiently available to all personnel.

3.2.3. Provide adequate PPE to all personnel to minimize employee exposure to workplace hazards.

3.2.4. Ensure appropriate PPE is being used during daily operations in the facility

3.2.5. Identify appropriate PPE for specific areas.

3.2.6. Post appropriate signs designating specific PPE requirements as necessary.

4. REFERENCES

4.1. None

5. SPECIAL REQUIREMENTS

5.1. None

6. DEFINITIONS

6.1. SDS- Safety Data Sheet

6.2. PPE- Personal protective equipment (gloves, lab coat or body covering, safety glasses)

7. MATERIALS AND EQUIPMENT

7.1. PPE: gloves, lab coat, safety glasses


7.2. Fume hood

8. SAFETY REQUIREMENTS

8.1. When handling chemicals, refer to the appropriate SDS for PPE recommendations.

9. PROCEDURE

9.1. Clothing

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- 9.1.1. Wear appropriate clothing and follow specific gowning requirements for all designated work areas.
- 9.1.2. Aprons and acid suits must be worn when a risk of splashing caustic solutions is present.
- 9.1.3. For the laboratory, refer to SOP GP-001 for specific clothing requirements.
- 9.2. Respiratory protection
 - 9.2.1. Respirators must be worn as required and posted by management.
 - 9.2.2. When doing tasks which involve exposure to dust, particulate matter, or strong fumes, an employee may opt to wear a dust mask or respirator for their protection and/or comfort.
- 9.3. Head protection
 - 9.3.1. Hard hats must be worn as required and posted by management.
 - 9.3.2. When working around low overhangs, or with items which may fall from overhead, an employee may opt to wear a hard hat for their protection and/or comfort.
- 9.4. Eye and face protection
 - 9.4.1. Safety glasses, goggles, or face shields must be worn when performing high-risk procedures when working with volatile substances, and when splatters or splashes of acids or bases may occur. Non-laboratory personnel will need laboratory supervision in dealing with any lab chemicals or tasks.
- 9.5. Hand protection
 - 9.5.1. Hand protection must be used when performing tasks with potential injury to hands and/or arms.
 - 9.5.2. Corrosive resistant gloves must be worn when working with caustic or acidic solutions.
 - 9.5.3. Appropriate gloves must be worn when handling hazardous materials.
- 9.6. Foot protection
 - 9.6.1. Closed-toed shoes must be worn at all times when working in any area within the manufacturing facility, such as production or packaging areas), or as required and posted by management.

10. HISTORY

RELEASE NO.	EFFECTIVE DATE	REASON/JUSTIFICATION FOR CHANGE
1	06/01/05	New
2	10/15/2010	Updated SOP format, including cover page and release history. Added section to conform to SOP template section headings. Minor grammar corrections. Expanded scope to include all areas at MBi where PPE may be required. Changed references for EH&S group to Management. Added reference to Laboratory Safety SOP. Changed requirement for steel-toed shoes to closed-toed shoes. Steel-toed shoes required where posted.
3	03/13/2019	Updated personnel. Formatting changes.