

Introduction;

This document describes the process for review and processing of ATAMI nanomaterial and powder processing SOP's.

Review Process:

1. **Author** - Use the [SOP template from the ATAMI website](#) to create the new SOP. Follow the guidelines in the instructions document on the same page.
2. **Author + PI** - Complete a thorough review of the SOP with the associated PI.
3. **Author** - Email the SOP to ATAMI@Oregonstate.edu with the following naming convention. If it does not follow the correct naming convention it will be rejected:
 - a. DRAFT - <last name> - <procedure name>
 - i. <last name> is the name of the SOP author.
 - ii. <procedure name> is a 3-4 word description of the procedure. Words and numbers only, no special characters or periods.
4. **ATAMI** - will do the following to initiate the review process:
 - a. Create a BOX folder and add editing permissions for the PI, EHS, and ATAMI reviewers.
 - i. The box folder naming convention will be yymm - <last name> - <procedure name>
 - b. Give permissions to the folder to the submitter, associated PI. EHS and ATAMI have permissions by inheritance.
 - c. Add the SOP to the SOP review tracker.
 - d. Notify EHS and ATAMI reviewers to initiate the review process.
5. **ATAMI and EHS** - will add comments using the box commenting feature.
 1. Transporting powder
 - a. Take powder container from storage cabinet to the
 - b. Open powder container while downdraft is proper
 2. Add comments to the SOP. Highlight and Comment. Hized water within down draft.
 - a. Ethanol solution of ethanol and water is made: 20% ethanol in water
 - b. 0.610 g sucrose dissolved in ethanol/water solution
 - a.
 - b.
6. **ATAMI** - Once the review comments are added, ATAMI will notify the author. If the version submitted is sufficient for processing, it will be moved to the Completed Reviews folder and the author will be notified.
7. **Author** – If further edits are required, create a new version of the SOP that addresses the issues identified by the comments and submit to the box folder with the same naming convention, but with DRAFT changed to REV1. Do not add additional BOX comments. If you have questions for the reviewers, contact them directly.
8. This process will be repeated until the reviews are complete.



PI Expectations and notes:

1. Complete a thorough, detailed review of the SOP before submitting the DRAFT version. The EHS and ATAMI comments should be minimal.
2. The PI is the approver of the SOP and is fully responsible for results of the work, including any safety concerns. EHS and ATAMI are reviewers only for technical input and do not approve SOP's.

ATAMI EHS expectations:

1. Review and comment SOP's quickly and efficiently.
2. ATAMI is responsible for box folder setup.

Box Folder Setup:

Main folder containing all SOP content - [ATAMI SOP reviews | Powered by Box](#)

- ATAMI and EHS reviewers have “Co-owner’ access with full control of all content in this folder.





SOP status tracker - [SOP review status tracker.xlsx | Powered by Box](#)

- All PI's who have signed ATAMI_Powder Processing and Metal 3D Printing Safety Guideline Acknowledgements have ‘Viewer’ access to this file.

SOP folders – Authors and associated PI's will have “Viewer uploader” access to the folders associated with their SOP's. PI's and authors cannot view SOP folders that they are not associated with.

Screencap of SOP BOX folder structure:

All Files > ATAMI SOP reviews

NAME	UPDATED ↓	SIZE
 Review in Process	Today by Randal Greb	13 Files
 Process Cancelled	Today by Randal Greb	0 Files
 Review Complete	Today by Randal Greb	2 Files
 SOP review status tracker.xlsx ^{V3}	Today by Randal Greb	11.1 KB

