

STANDARD OPERATING PROCEDURES (SOP) FOR WORKING WITH **HAZARDOUS CHEMICAL** IN THE **[NAME]** LABORATORY

MONTH YEAR

**NOTE THAT THIS SOP MUST BE SUBMITTED TO THE CHEMICAL
HYGIENE OFFICER, FOR APPROVAL, BEFORE GOING INTO
EFFECT!**

Please consult the chemical's Safety Data Sheet to complete this SOP!

**You are welcome to add any other information that will enhance the
safe handling, storage, disposal of this chemical**

General Information

Physical characteristics (state, smell, color); chemical characteristics (corrosive, toxic, etc.); common use; any other identifiable information

Personal Protective Equipment

When working with **Chemical**, the following Personal Protective Equipment (PPE) **must** be worn: **(If liquid or will be dissolved in liquid, the following must be listed)**

- Splash goggles
- Lab coat
- Long pants
- Close toed shoes
- **Other required / recommended PPEs (eg. Fire resistant lab coat, face shield, other types of gloves).**

For the types of gloves , you may want to add: double-gloving is recommended; change as often as needed.

(If chemical is solid, will never be used in liquid form, and does not sublime, you may eliminate “splash goggles”; consult SDS)

Safety Devices

Fume hood – always work with **Chemical** in a fume hood to prevent exposure by inhalation.

Other specific Safety Devices / Engineering controls

Identify the location of all the safety devices in the room before starting your procedure. Also, familiarize yourself with all the possible means of egress.

Specific Health Hazards

List the OSHA / NIOSH/ Other appropriate agencies' exposure limits.

Chemical may cause [list some of the **Health Problems**]

Pictogram-choose one or more:



Routes of Entry

Choose one or more: Inhalation, skin absorption, ingestion, eye contact, injection

If any part of your body comes in contact with **Chemical, call the Amherst College Emergency phone number 413-542-2111. Also call this number if you begin to feel ill after working with or in the vicinity of **Chemical**.**

Choose corresponding route of entry and action – note that the actions listed for each route of entry may vary depending on chemical; consult Safety Data Sheet

Inhalation

If inhaled, move to fresh air, and get help. if you begin to feel ill during / after working with **Chemical**, Call the Amherst College Police Department (ACDP) at x2111 to report it.

Eye contact

Use eyewash to flush eyes with water for at least 15 minutes.

Skin Contact

Wash skin with plenty of water for 15 minutes. Use safety shower, if needed.

Ingestion

(Do not induce vomiting, drink plenty of water, etc.,)

Injection

Seek help immediately

Storage and Special Handling

- Store [how] (in a desiccator, away from light, wrapped in foil, in glass, in plastic, etc).
- Store [where] (vented (hazard) cabinet, chemical fridge, dry environment).
- Do not store (on shelf, by sources of ignition, in the fridge etc).
- Compounds incompatible with chemical are: (acids, organic compounds, oxidizers, etc.).
- If you have Chemical that you no longer need, please contact Jason Williams, x2736, for disposal

Special Handling

(Add acid to water, not water to acid; maximum concentration or volume to make, stock expired after X days, pour dropwise, etc.,)

Spill clean up

Do not attempt to clean up of any chemical unless you are comfortable with doing so.

If a spill of less than 100ml of “non-acutely hazardous chemical” occurs insert clean up method, such as neutralization, absorption with spill pad.

Wear all personal protective equipment mentioned in the “Personal Protective Equipment” section of this SOP.

All Clean-up materials shall be disposed of as hazardous waste.

If a spill of more than 100ml of Chemical / or any volume or concentration of acutely hazardous chemical occurs:

- ✓ Alert everyone in the area
- ✓ Leave the room
- ✓ Close the door behind you
- ✓ Call Jason Williams (Chemical Hygiene Officer) or The Amherst College emergency number (x2111) to report it.

Disposal

For acutely hazardous chemical: disposable pipets, pipet tips, and any other disposable devices that come into contact with **Chemical** shall be disposed of as hazardous waste. All grossly contaminated PPE shall be disposed of as hazardous waste.

Waste containing **acutely hazardous chemical** shall not be mixed with other types of waste.

For non-acutely hazardous chemical: disposal pipets, pipet tips, and any other disposable devices that come into contact with **Chemical** may be disposed of in the regular trash, provided that they are not grossly contaminated.

Waste containing **non-acutely hazardous chemical** may be disposed of into the [insert waste stream or name of container] container or by itself.

Waste containing chemical is incompatible with (**incompatible chemicals in “Storage” section of this SOP**)

If you have **chemical** that you no longer need, contact the Chemical Hygiene officer

Questions

Contact Jason Williams or Environmental Health and Safety if you have any questions about this SOP or this compound.