

STANDARD OPERATING PROCEDURES FOR HAZARDOUS CHEMICALS

TOXINS, TERATOGENS, CARCINOGENS

#1 PROCESS	Preparing or dispensing solutions, dilutions, or mixtures.
#2 HAZARDOUS CHEMICALS/CLASS OF HAZARDOUS CHEMICALS	Toxins, Teratogens, Carcinogens. Including but not limited to: Benzene, Chloroform, Carbon Tetrachloride, Hydroxylamine, Mercury and Methanol. Other toxics used in this lab include: * _____ _____
#3 PERSONAL PROTECTIVE EQUIPMENT	Gloves appropriate (see MSDS) to the chemicals being handled, lab coat, goggles.
#4 ENGINEERING/VENTILATION CONTROLS	Use fume hood when handling.
#5 SPECIAL HANDLING PROCEDURES AND STORAGE REQUIREMENTS	All containers are to be kept closed unless material is being removed from or added to them. Solids prone to forming airborne particulates should be weighed in a hood. Pouring, mixing, and heating of liquid materials is to be performed in a hood to remove the hazard of contaminating the laboratory air by the formation of vapors or in the event of a spill. Toxics should be stored separately from acids, bases, oxidizers and flammable solvents.
#6 SPILL AND ACCIDENT PROCEDURES	For minor liquids spills, use absorbant pads to clean up. Moist absorbant pads can also be used to clean up small solid spills and solid spills of material that could generate airborne particulates. Large solid spills can be swept up if they do not generating particulate dust. However, any brooms or brushes used to clean up the spill are considered contaminated. When appropriate, contaminated materials may be cleaned by flushing with a stream of water into a waste container. EH&S is to be notified to clean up spills beyond the capability of the immediate staff present.
#7 WASTE DISPOSAL	All waste is to be collected by EH&S, including absorbant pads and stock solutions. Contaminated waste containers must be labeled with the name of the material they contain and are to be kept closed.
#8 SPECIAL PRECAUTIONS FOR ANIMAL USE	Not applicable.

FOR PARTICULARLY HAZARDOUS SUBSTANCES

#9 APPROVAL REQUIRED	Departmental approval is required before undergraduate students are to handle any particularly hazardous materials without immediate staff supervision.
#10 DECONTAMINATION	Decontamination of inorganic toxic materials from bench tops, balances, hoods, and glassware consists of washing the surface well with wet absorbant pads and disposing of the pads in contaminated waste containers.
#11 DESIGNATED AREA	The entire laboratory area is a designated area for the handling of teratogens, toxins, and carcinogens. Airborne particulate forming solids and liquids must be handled in fume hoods.