



WAKE FOREST
UNIVERSITY

Standard Operating Procedure (SOP)

GHS Hazard Symbols

CHEMICAL

Effective Date:

Revised Date:

Introduction

- This SOP applies to

POTENTIAL HAZARDS

HEALTH HAZARDS

PERSONAL PROTECTIVE EQUIPMENT

EYE PROTECTION

HAND PROTECTION

LAB COATS, ETC.

WORK PRACTICES

Special Handling Procedures and Storage Requirements



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- Do not store with incompatible material.

WASTE DISPOSAL

- Excess CHEMICAL and all waste material containing CHEMICAL must be placed in a container labeled with the following "HAZARDOUS WASTE CHEMICAL", AND THE FULL CHEMICAL NAME. Contact EHS at x3427 for hazardous waste removal.

Emergency Numbers

Emergency Numbers:

Fire and Medical Emergencies	x5911 (911 on cell phone)
Environmental Health and Safety	x3427
FastMed Urgent Care (employees)	(336) 714-4616
Student Health (students only)	x5218
Poison Control	800-222-1222

First Aid

Spill and Accident Procedure

CERTIFICATION OF APPLICATION

PLEASE READ

THESE ITEMS AUTOMATICALLY BECOME A PART OF YOUR SOP

1. I understand that it is my responsibility to assure that all personnel working in my laboratory with any of these hazards are fully informed about their specific dangers, proper actions for safe use, steps to take in case of accidents, and are provided with all necessary safety equipment and instructions in its use.
2. I agree to follow the provisions of the Chemical Hygiene Plan.
3. I will ensure that all of my personnel attend Lab Safety Training prior to using chemical materials.
4. I agree to permit Representatives of WFU Environmental Health and Safety to inspect the facilities and labs.
5. All chemical waste will be disposed of through EH&S. I understand that **drain disposal is NOT allowed.**
6. Chemical materials will be transported in closed containers.
7. Sharps and/or breakable plastic solid waste items will be placed in approved puncture-resistant containers, i.e., a sharps container.
8. As soon as possible, the Chemical Hygiene Officer will be notified in writing of any proposed changes in locations where chemical materials are stored or used.
9. Additional chemicals or changes in possession limits will be requested in writing from the Chemical Hygiene Officer.
10. Chemical materials will not be transferred to other Authorized Users without prior approval of the Chemical Hygiene Officer.
11. Chemical materials will not be shipped anywhere off campus without prior approval of the Chemical Hygiene Officer.
12. Secure chemicals (including waste) to prevent unauthorized access or removal. In addition, you must control and maintain constant surveillance of chemicals that are not in storage or are in use. This can be achieved by: 1) Locking refrigerators and/or storage cabinets, 2) Locking the laboratory when no one is present, and 3) Challenging unknown persons entering the laboratory.
13. I will notify the Chemical Hygiene Officer of my intent to leave WFU at least **60 days** in advance. I will be responsible for disposing of my chemical materials inventory through EH&S Waste Program.

First	Last	Signature
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