WAKE FOREST UNIVERSITY	**Standard Operating Procedure (SOP)**	

CHEMICAL	
Effective Date: 8/23/2013	**Revised Date:** 8/23/2013

INTRODUCTION

- This SOP applies to

GENERAL LAB RULES

1. No eating, drinking, smoking, handling contact lenses, or applying cosmetics in the laboratory.
2. Persons shall wear buttoned lab coat, long pants, safety glasses or goggles and appropriate gloves when working with hazardous chemicals.
3. Mouth pipetting is prohibited; mechanical pipetting devices are to be used at all times.
4. All procedures are performed carefully to minimize the creation of splashes or aerosols.
5. Wash hands
   - after handling chemicals materials,
   - after removing gloves, and
   - before leaving the laboratory.

POTENTIAL HAZARDS

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HEALTH HAZARDS

PERSONAL PROTECTIVE EQUIPMENT

EYE PROTECTION
- Ordinary (street) prescription glasses do not provide adequate protection. Adequate safety glasses must meet the requirements of the Practice for Occupational Education Eye and Face Protection (ANSI Z87.1-1989) and must be equipped with side shields.

HAND PROTECTION
- Laboratory personnel should thoroughly wash hands with soap and water before and immediately upon removal of gloves.

LAB COATS, ETC.
- Button lab coats, closed toed shoes, long pants and long sleeved clothing shall be worn when handling CHEMICAL. Protective clothing shall be worn to prevent any possibility of skin contact with CHEMICAL.

Additional PPE Requirements

WORK PRACTICES

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SPECIAL HANDLING PROCEDURES AND STORAGE REQUIREMENTS

- Do not store with incompatible material.

Additional Lab Specific Special Handling/Storage Procedures

WASTE DISPOSAL

- Chemicals shall not be drain disposed unless prior approval is given by EH&S.
- 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.

- Additional Waste Disposal Procedures

EMERGENCY PROCEDURES

Emergency Numbers:

Fire and Medical Emergencies	x5911 (911 on cell phone)
Environmental Health and Safety	x3427
Hillcrest Urgent Care (employees)	336-760-8999
Student Health (students only)	x5218

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Poison Control		800-222-1222		

FIRST AID

1. If inhaled: If breathed in, move person into fresh air. If not breathing, give artificial respiration. Call x5911 for medical assistance.
2. In case of skin contact: Take off contaminated clothing and shoes immediately. Wash off in safety shower for at least 15 minutes. Call x5911 for medical assistance.
3. In case of eye contact: Rinse thoroughly with plenty of water at eyewash for at least 15 minutes and call x5911 for medical assistance.
4. If swallowed: Do NOT induce vomiting. Never give anything by mouth to an unconscious person. Rinse mouth with water. Call x5911 for medical assistance.
5. Call x5911 and describe the extent of injuries.
6. Report all accidental exposures to EHS and Human Resources (employees) or Student Health (students).
7. Complete an online injury/illness report if there is an over-exposure to the chemical or if there is an accident involving the chemical.
8. Additional First Aid Information

SPILL AND ACCIDENT PROCEDURES

SPILL QUANTITY	PROPER SPILL RESPONSE
Spill less than 500 mL	**Contact Environmental Health and Safety (x3427) and clean up spill using spill kit. Avoid breathing vapors.**
Spill greater than 500 mL	**Do not attempt to clean up spill. Leave the area and immediately report to WFU Police (x5911) and EHS (x3427).**

Additional Spill and Accident Procedures

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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 Basic Lab Safety Training by EH&S prior to using chemical materials.
4. I agree to permit Representatives of WFSM Environmental Health and Safety to inspect the facilities where this work is being conducted.
5. All chemical waste will be disposed of through EH&S Chemical Waste Program. 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 container, i.e., a sharps container.
8. As soon as possible, the Chemical Occupational 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 Occupational Hygiene Officer.
10. Chemical materials will not be transferred to other Authorized Users without prior approval of the Chemical Occupational Hygiene Officer.
11. Chemical materials will not be shipped anywhere off campus without prior approval of the Chemical Occupational 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 Occupational Hygiene Officer of my intent to leave WFUHS at least **60 days** in advance. I will be responsible for disposing of my chemical materials inventory through EH&S Chemical Waste Program.

First	Last	Signature
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