Standard Operating Procedure

Click here to enter chemical name or class.

**Purpose**

Click here to enter text.

**Physical & Chemical Properties/Definition of Chemical Group**

CAS#: Click here to enter text.

Class: Click here to enter text.

Molecular Formula: Click here to enter text.

Form (physical state): Click here to enter text.

Color: Click here to enter text.

Boiling point: Click here to enter text.

**Potential Hazards/Toxicity**

Click here to enter text.

**Personal Protective Equipment (PPE)**

**Respiratory Protection**

Click here to enter text.

Respirators should be used only under any of the following circumstances:

* As a last line of defense (i.e., after engineering and administrative controls have been exhausted).
* When Permissible Exposure Limit (PEL) has exceeded or when there is a possibility that PEL will be exceeded.
* Regulations require the use of a respirator.
* An employer requires the use of a respirator.
* There is potential for harmful exposure due to an atmospheric contaminant (in the absence of PEL)
* As PPE in the event of a chemical spill clean-up process

Lab personnel intending to use/wear a respirator mask must be trained and fit-tested by EH&S. This is a regulatory requirement.

**Hand Protection**

Click here to enter text.

NOTE: Consult with your preferred glove manufacturer to ensure that the gloves you plan on using are compatible with Click here to enter chemical name or class.

Refer to glove selection chart from the links below:

<http://www.ansellpro.com/download/Ansell_8thEditionChemicalResistanceGuide.pdf>

OR

<http://www.allsafetyproducts.biz/page/74172>

OR

<http://www.showabestglove.com/site/default.aspx>

OR

<http://www.mapaglove.com/>

**Eye Protection**

Safety glasses or chemical splash goggles. Goggles are preferred.

**Skin and Body Protection**

Lab personnel working with the chemical need to wear full-length pants or its equivalent, closed-toe footwear with no skin being exposed, and a lab coat.

**Hygiene Measures**

Wash hands after working with the substance.

**Engineering Controls**

Click here to enter text.

**First Aid Procedures**

**If inhaled**

Evacuate the victim to a safe area as soon as possible. Loosen tight clothing such as a collar, tie, belt or waistband. If breathing is difficult, administer oxygen. If the victim is not breathing, perform mouth-to-mouth resuscitation. WARNING: It may be hazardous to the person providing aid to give mouth-to-mouth resuscitation when the inhaled material is toxic, infectious or corrosive. Seek immediate medical attention.

**In case of skin contact**

In case of contact, immediately flush skin with plenty of water for at least 15 minutes while removing contaminated clothing and shoes. Cold water may be used. Wash clothing before reuse. Thoroughly clean shoes before reuse. Get medical attention immediately.

**In case of eye contact**

Check for and remove any contact lenses. In case of contact, immediately flush eyes with plenty of water for at least 15 minutes. Cold water may be used. Get medical attention.

**If swallowed** Enter text here

**Special Handling and Storage Requirements**

 Enter text here

**Spill and Accident Procedure**

**Chemical Spill Dial 9-911 and 228-7864**

**Spill** – Assess the extent of danger. Help contaminated or injured persons. Evacuate the spill area. Avoid breathing vapors. If possible, confine the spill to a small area using a spill kit or absorbent material. Keep others from entering contaminated area (e.g., use caution tape, barriers, etc.).

**Small (<1 L)** – If you have training, you may assist in the clean-up effort. Use appropriate personal protective equipment and clean-up material for chemical spilled. Double bag spill waste in clear plastic bags, label and take to the next chemical waste pick-up.

**Large (>1 L)** – Dial **9-911** and EH&S at 228-7864 for assistance.

**Chemical Spill on Body or Clothes** – Remove clothing and rinse body thoroughly in emergency shower for at least 15 minutes. Seek medical attention. *Notify supervisor and EH&S at 228-7864 immediately.*

**Chemical Splash Into Eyes** – Immediately rinse eyeball and inner surface of eyelid with water from the emergency eyewash station for 15 minutes by forcibly holding the eye open. Seek medical attention. *Notify supervisor and EH&S at 228-7864 immediately.*

# **Medical Emergency Dial 9-911 or 228-7864**

**Life Threatening Emergency, After Hours, Weekends And Holidays** – Dial **9-911** *Note: All serious injuries must be reported to EH&S at* ***228-7864*** *within 8 hours.*

**Non-Life Threatening Emergency** – Go to Patients First at 394 E. Yosemite 8am-8pm Monday – Friday, 9am-5pm Saturday and Sunday. All other times report to Mercy Medical Center 315 Mercy Ave. *Note: All serious injuries must be reported to EH&S at 228-7864 within 8 hours.*

**Needle stick/puncture** **exposure** (as applicable to chemical handling procedure) – Wash the affected area with antiseptic soap and warm water for 15 minutes. For mucous membrane exposure, flush the affected area for 15 minutes using an eyewash station. Go to Patient’s First at 394 Yosemite Ave. during regular business hours. All other times report to Mercy Medical Center 315 Mercy Ave. *Note: All needle stick/puncture exposures must be reported to EH&S at 228-7864 within 8 hours.*

**Decontamination/Waste Disposal Procedure**

Click here to enter text.

*General hazardous waste disposal guidelines:*

**Label Waste**

* Affix an on-line hazardous waste tag on all waste containers using the Online Tag Program [https://ehs.ucop.edu/](https://ehs.ucop.edu/waste)waste as soon as the first drop of waste is added to the container

**Store Waste**

* Store hazardous waste in closed containers, in secondary containment and in a designated location
* Double-bag dry waste using transparent bags
* Waste must be under the control of the person generating & disposing of it

**Dispose of Waste**

* Dispose of regularly generated chemical waste within 90 days
* Call EH&S at 228-7864 for questions
* Empty Containers
* Dispose as hazardous waste if it once held extremely hazardous waste (irrespective of the container size) A list can be found at <http://ehs.ucmerced.edu/researchers-labs/chemical-safety/hazardous-waste/storage-and-accumulation>

Prepare for transport to pick-up location

* Check on-line waste tag
* Use secondary containment

**Safety Data Sheet (SDS) Location**

Online SDS can be accessed at <https://ehs.ucop.edu/sds/#/>

**Protocol/Procedure (Add lab specific Protocol/Procedure here)**

Click here to enter text.

**NOTE**

Any deviation from this SOP requires approval from PI.

**Documentation of Training** (signature of all users is required)

* Prior to conducting any work with Click here to enter chemical name or class., designated personnel must provide training to his/her laboratory personnel specific to the hazards involved in working with this substance, work area decontamination, and emergency procedures.
* The Principal Investigator must provide his/her laboratory personnel with a copy of this SOP and a copy of the SDS provided by the manufacturer.
* The Principal Investigator must ensure that his/her laboratory personnel have attended appropriate laboratory safety training or refresher training within the last one year.

I have read and understand the content, requirements, and responsibilities of this SOP:

|  |  |  |
| --- | --- | --- |
| **Name** | **Signature** | **Date** |
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