THE UNIVERSITY OF RHODE ISLAND

ENVIRONMENTAL HEALTH & SAFETY

Standard Operating Procedure

Type Chemical Name Here

This is an SOP template and is not complete until: 1) lab specific information is entered into the box below 2) lab specific protocol/procedure is added to the protocol/procedure section and 3) SOP has been signed and dated by the PI and relevant lab personnel.

Print a copy and insert into your
Laboratory Safety Manual.

All lab users must be trained on the finalized SOP ***prior*** to starting the procedure
Refer to instructions for assistance.

Department:	Click here to enter text.
Date SOP was written:	Click here to enter a date.
Date SOP was approved by PI/lab supervisor:	Click here to enter a date.
Principal Investigator:	Click here to enter text.
Internal Lab Safety Coordinator/Lab Manager:	Click here to enter text.
Lab Phone:	Click here to enter text.
Office Phone:	Click here to enter text.
Emergency Contact:	Click here to enter text. *(Name and Phone Number)*
Location(s) covered by this SOP:	Click here to enter text. *(Building/Room Number)*

Type of SOP: ☐ Process ☐ Hazardous Chemical ☐ Hazardous Class

Purpose

Include summary of chemical, chemical hazards, research field, research process and equipment used.

Physical & Chemical Properties/Definition of Chemical Group

CAS#:

Class:

Molecular Formula:

Form (physical state):

Color:

Boiling point:

Potential Hazards/Toxicity

Refer to SDS of chemical(s) used and other sources, such as CDC and NIOSH for this section

Personal Protective Equipment (PPE)

Respirator Protection
Lab personnel intending to use/wear a respirator mask must be trained and fit-tested by EH&S and should email srm@etal.uri.edu. This is a URI requirement described in more detail in the URI Respiratory Protection Program.

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.

Hand Protection
Handle with *type of* gloves. Gloves must be inspected prior to use. Use proper glove removal technique (without touching glove's outer surface) to avoid skin contact with this product. Dispose of contaminated gloves after use in accordance with applicable laws and good laboratory practices. Wash and dry hands.

NOTE: Consult with your preferred glove manufacturer to ensure that the gloves you plan on using are compatible with .

Refer to glove selection chart from the links below:
http://www.ansellpro.com/download/Ansell_8thEditionChemicalResistanceGuide.pdf
OR
http://www.showabestglove.com/site/default.aspx
OR
http://www.mapaglove.com/

Eye Protection
ANSI approved safety glasses or goggles. Face shield is also recommended. Splash hazards will require goggles and face shield (not safety glasses).

Skin and Body Protection
Type specific information on skin and body protection here, the following is an example: Lab coats should be worn. These laboratory coats must be appropriately sized for the individual and be buttoned to their full length. Laboratory coat sleeves must be of a sufficient length to prevent skin exposure while wearing gloves. Full length pants and close-toed shoes must be worn at all times by all individuals that are occupying the laboratory area. The area of skin between the shoe and ankle should not be exposed.

Hygiene Measures
Avoid contact with skin, eyes and clothing. Wash hands before breaks and immediately after handling the product.

Engineering Controls

Example of Engineering Controls: Work with this chemical in a certified ducted fume hood. Facilities storing or utilizing this material should be equipped with an eyewash facility and a safety shower.

First Aid Procedures

If inhaled
Example to follow, (refer to SDS for first aid procedures: Move person into fresh air. If not breathing, give artificial respiration. If breathing is difficult, give oxygen. Take victim immediately to hospital. Consult a physician.

In case of skin contact
Wash off with soap and plenty of water for at least 15 minutes while removing contaminated clothing and shoes. Consult a physician.

In case of eye contact
Flush with plenty of water for at least 15 minutes lifting upper and lower eyelids and removing contact lenses. Consult a physician.

If swallowed
Do not induce vomiting. Never give anything by mouth to an unconscious person. Rinse mouth with water. Consult a physician.

Special Handling and Storage Requirements

Precautions for safe handling: Avoid contact with skin and eyes. Avoid inhalation and ingestion. Keep away from sources of ignition. Prevent build-up of electrostatic charge.

Conditions for safe storage: Store in secondary containment with corrosive label on the primary container, secondary containment and the storage location. Keep containers tightly closed in a dry, cool, and well-ventilated place. Fumes in air. Avoid oxidizing agents, bases, organic materials, metals, and alcohols.

Spill and Accident Procedure

Chemical Spill Dial 911

24-7 For assistance in cleaning up a spill (NON-EMERGENCY ONLY), contact URI Dispatch at 874-4910 and ask for the on-call EH&S staff to contact you. Be prepared to leave you contact information.

Spill – Refer to the SDS for chemical specific protocols for responding to a spill and URI's Chemical Hygiene Plan for information on cleaning up spills. EH&S can assist with this section.

Medical Emergency Dial 911

Life Threatening Emergency, After Hours, Weekends And Holidays – Dial **911**

Note: All incidents that result in an injury or property damage must be reported to URI Health Services at 874-2246 and EH&S at 874-7993 or at the following link: https://web.uri.edu/ehs/incident-reporting-form/.

Non-Life Threatening Emergency – Contact URI Dispatch at 874-4910 and request to be contacted by EH&S on call staff. Have your contact information (cell phone number) available to provide to Dispatch.

Decontamination/Waste Disposal Procedure

Chemical Specific Procedures: [to be inserted or marked as "none"]

Include information regarding proper PPE, decontamination solutions and procedures, waste collection (including wastewater from decontamination) and disposal. All waste must be labeled and placed in the SAA. For additional information, refer to URI's Chemical Hygiene Plan.

Safety Data Sheet (SDS) Location

URI personnel can access Online SDS through a link under "Resources" on the right banner of the EH&S home page (https://web.uri.edu/ehs/) and logging in by using their single sign-on user name and password.

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 *add chemical name*, 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 access to 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 12 months.
- By signing below, I affirm that I understand and will follow the preceding information and have instructed all lab users on these protocols.

Principal Investigator

Print name _____Signature_____
Approval Date:

I have read and understand the content of this SOP:

Name	Signature	Date
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