

# ALFRED UNIVERSITY Site-Specific Chemical SOP

A copy of the completed SOP must be filed with EH&S Coordinator, 117A Myers Hall X 2190.

**Chemical**                      or                       **Chemical Hazard Class**

**Lab Location/Div:** \_\_\_\_\_

**Chemical name:** \_\_\_\_\_ **Cas#** \_\_\_\_\_

**Hazard Class:**  Reproductive Toxin     Toxic     High Acute Toxicity (PHS)     Carcinogen  
 Flammable     Corrosive (Acid or Base)     Oxidizer/Reactive     Peroxide Former  
 Other (describe) \_\_\_\_\_

GHS Category (1 most dangerous & 4 least): Flammability: \_\_\_\_ Reactivity: \_\_\_\_ Health: \_\_\_\_

Specific Hazard \_\_\_\_\_

**Chemical precautions:** \_\_\_\_\_

**Purchasing:**  N/A

Purchase (or current possession/use) of a [PHS](#) must have [prior approval](#) from EH&S before ordering. Complete [PHS Approval Form](#) and [Prior Approval Form](#) . A current MSDS must be available. Quantities of this material will be limited to \_\_\_\_\_, or the smallest amount necessary to complete the experiment.

**Storage:** Chemical(s) are stored according to compatibility and label recommendations in \_\_\_\_\_ . Security protocol for the area \_\_\_\_\_ .  
Storage area will be regularly inspected by \_\_\_\_\_ to ensure safety.

**Designated area:**  N/A

Chemicals shall be used only in the following designated area:

Room \_\_\_\_\_ Building \_\_\_\_\_

Designated area within lab (describe) \_\_\_\_\_

Security protocol \_\_\_\_\_

**Authorized personnel:** ONLY personnel who have fulfilled the required [training requirements](#) and have received approval from the LSF/PI are allowed to use the chemical or chemical class for which this SOP is written. Attach completed [LSF/PI Site Specific Employee Authorization Form](#) to SOP.

Other restrictions (describe) \_\_\_\_\_

**Training requirements:** The user must demonstrate competency and familiarity regarding the safe handling of this chemical prior to use. Training should include the following:

Review of current MSDS                       Review of the OSHA Lab Standard

Review of Divisional safety manual     Review of Chemical Hygiene Plan

Site-specific training                       Lab Safety training (EH&S)

Respirator training                       Other (describe) \_\_\_\_\_

**Engineering/Ventilation/Isolation Controls:**  none required

To be used to reduce employees' exposure to hazardous chemicals and physical hazards.

Chemical Fume Hood     Specialty Hood (describe) \_\_\_\_\_

Glove box                       Vented gas cabinet                       Explosion Shield

Other(describe) \_\_\_\_\_

**Personal protective equipment:** All personnel are required to wear the following personal protective equipment whenever using this chemical/process. *Check all that applies:*

- Safety glasses    Chemical safety goggles    Face shield  
 Lab coat    Rubber apron    Tyvek clothing    Respirator type \_\_\_\_\_  
 Gloves type/use: Incidental Contact: \_\_\_\_\_ Extended Contact: \_\_\_\_\_  
 Proper lab attire    Other (describe) \_\_\_\_\_

**Emergency Controls:**  First aid kit    Spill kit    Eyewash/Shower  
 Other \_\_\_\_\_

**Significant Routes of Chemical Exposures:**

<input type="checkbox"/> Skin/eye contact-symptoms:  First aid:	<input type="checkbox"/> Ingestion - symptoms:  First aid:	<input type="checkbox"/> Inhalation – symptoms:  First aid:
---	--	---

**Emergency shutdown and evacuation procedures:**

**10. Spills/Decontamination:**

Spill cleanup:

Decontamination:

**11. Waste disposal:** Person using this process is responsible for the safe collection, handling and storage of chemical waste managed in accordance with all government regulations and AU policies and procedures. Details:

**Emergency numbers:**

**9-991 Medical, Fire, Police, Haz-Mat Spill Team**

**2190 Environmental Health and Safety**

**2108AU Public Safety**

**LSF/PI or Division Chair** \_\_\_\_\_

**Other applicable phone numbers** \_\_\_\_\_

All lab injuries must be reported to the LSF/PI, "AU Accident Report" must be completed and sent to HR within 24 hours. Occurrence of three or more serious (life-threatening) accidents or one death must be reported immediately to EH&S as OSHA must be contacted immediately.

**LSF/PI:** printed name \_\_\_\_\_ **Date:** \_\_\_\_\_

Signature: \_\_\_\_\_ Reviewed: \_\_\_\_\_