

**WRITTEN LAB PROCEDURES FOR CHEMICALS WITH SPECIAL HAZARDS**

**Purpose:** OSHA's Lab Standard (1910.1450) requires that laboratory workers have relevant procedures to follow when using chemicals with special hazards. Lab workers should be aware of the safety and health risks of a specific chemical before beginning any lab operation. Lab workers must also be trained on the proper methods of storing, transporting, and disposing of chemicals with special hazards. In addition, each lab should have a written plan for how to handle emergencies or accidental release involving a hazardous chemical.

**Instructions:**

- Use this template to document the necessary precautions individuals should take when working with chemicals that present "special hazards". The template should be tailored to fit the lab's specific needs.
- Chemicals that present "special hazards" include: shock-sensitive material, peroxide forming compounds, highly toxic compounds, pyrophoric compounds, acetyl cholinesterase inhibitors, highly reactive compounds, water reactive compounds, teratogenic compounds, mutagenic compounds, and carcinogens.

**General Lab/Chemical Information:**

<b>PI Name:</b>	<b>Lab Location:</b>
<b>Date Created:</b>	<b>Last Date of Review:</b>

<b>Chemical Name/CAS#:</b>	<b>Common Name (if applicable):</b>
<b>Color/Physical state of Chemical:</b>	<b>Molecular Formula:</b>

**Potential Routes of Exposure to Compound:**

<input type="checkbox"/> Inhalation	<input type="checkbox"/> Skin Contact	<input type="checkbox"/> Eye Contact	<input type="checkbox"/> Injection
<input type="checkbox"/> Other (provide details):			

**Temperature Conditions or Quantity Requirements:**

<input type="checkbox"/> Temperature Conditions :
<input type="checkbox"/> Quantity/Concentration:

**Major Chemical Hazards/Known Toxicological Effects:**

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**Transportation and Storage Requirements:**

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**Waste Disposal Procedures:**

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### **Engineering Controls Required:**

<input type="checkbox"/> Chemical Fume Hood	
<input type="checkbox"/> Biological Safety Cabinet	
<input type="checkbox"/> Glove Box	
<input type="checkbox"/> Engineered Sharps Devices	
<input type="checkbox"/> Other ( <i>please specify</i> ):	

### **Personal Protective Equipment Required:**

<input type="checkbox"/> Flame Resistant Lab Coat	<input type="checkbox"/> Lab Apron
<input type="checkbox"/> Nitrile Gloves	<input type="checkbox"/> Double Gloving
<input type="checkbox"/> Safety Glasses with Side Shields	<input type="checkbox"/> Respirator (N-95, N-99, or N-100)
<input type="checkbox"/> Safety Goggles	<input type="checkbox"/> Blast Shield
<input type="checkbox"/> Face Shield	<input type="checkbox"/> Other ( <i>please specify</i> ):

### **Administrative Controls Required:**

<input type="checkbox"/> Special Signage: ( <i>please specify</i> )	<input type="checkbox"/> Standard Operating Procedure (SOP) Review
<input type="checkbox"/> EHSO Training:	<input type="checkbox"/> Protocol Review
<input type="checkbox"/> Protocol Specific Training:	<input type="checkbox"/> Safety Data Sheet Review
<input type="checkbox"/> Procedure Training – ( <i>please specify</i> ):	
<input type="checkbox"/> Other ( <i>please specify</i> ):	

### **Emergency and First Aid Procedures:**

**Eye Exposures:** Immediately flush eyes with water continuously for 15 minutes. Obtain medical attention from Employee Health Services or the University Emergency Room. Submit an incident report as soon as possible through Peoplesoft.

**Skin Exposures:** Remove contaminated clothing. Flush affected skin with running water from a faucet or safety shower for fifteen minutes. Obtain medical attention from Employee Health Services or the University Emergency Room. Submit an incident report as soon as possible through Peoplesoft.

**Needlesticks/Cuts/Puncture Wounds:** Wash the injury with soap and water for 15 minutes. Obtain medical attention from Employee Health Services or the University Emergency Room. Submit an Incident Report as soon as possible through Peoplesoft.

### **Spill Procedures:**

**For minor spills:** Use appropriate absorbent and neutralizer (if necessary) to contain and remove the spill. Wear Personal Protective Equipment (PPE) appropriate for the spilled material. Pick up broken glass with tongs or dustpan. Place spill clean-up materials in the chemical waste container.

**For major spills:** For assistance with spill cleanup, contact the Environmental Health and Safety Office (EHSO) at 404-727-5922.

### **Fire Safety:**

**In case of small fire:** Assess fire to determine if it can be extinguished using a fire extinguisher. Fire extinguishers are mounted on the walls within the labs and in the hallways. Report any fire extinguisher discharge to Emory's Fire Life Safety Office at 404-727-7378.

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***In case of clothing fire:*** Have person drop to floor and roll. If possible, use safety shower to douse flames. Remove contaminated clothing if possible and place cold cloth onto burned area.

***In case of serious fire:*** If you cannot extinguish the fire, alert people in the area. Immediately exit the lab, activate the fire alarm and evacuate the building using the closest exit. Fire alarm pull stations are located in hallways near the stairwells. Contact the local fire department by calling 911.

### **Emergency Contact Numbers:**

***In case of fire or medical emergency:*** Call Emory Police at 911 from a campus phone or 404-727-6111 to provide details of location.

***In case of spill:*** Call EHSO during normal business hours (8am to 5pm) at 404-727-5922. All other times call Emory Police at 911 from any campus phone or 404-727-6111.

### **Personnel Statement of Understanding:**

***I have read the contents of the SOP and I agree to complete/follow any and all safety related requirements while working with this compound.***

Personnel Name:	Signature:	Date: