

STANDARD OPERATING PROCEDURES GUIDELINES

DATE:	PI:	DEPT:
CAMPUS:	BLDG:	

Areas in Italics are additional clarifications. Replace those areas with your lab information.

1. **In this laboratory we use the following hazardous chemicals or types of hazardous chemicals (give examples):**

*If a small number of hazardous chemicals are used in the lab (less than 20), list them. For labs using large numbers of different hazardous chemicals, simply list the hazard classes found in the lab:
Flammable, Corrosive, Reactive, and/or Toxic.*

2. **The following chemicals or chemical categories used in the lab are considered "High Risk" (either significant health or physical hazards). These chemicals represent a particular hazard and require additional safety policies:**

Examples: Carcinogenic, Embryotoxic, Pyrophoric, Water Reactive, Self-Heating, Explosive, Peroxide Formers, Immediately Lethal by Skin Contact or Inhalation, and Poisonous Gases.

Information to identify these chemicals can be obtained from your SDS, a chemical dictionary, or other reference materials.

3. **Sign and labeling procedures:**

Describe how containers are labeled to identify the chemicals and hazards they contain. Example: Containers are labeled with the proper chemical name(s) (no abbreviations) and all their hazards (Flammable, Corrosive, Reactive, and/or Toxic).

Describe how chemical hazard warnings are posted at lab entrances. Example: Lab signs generated from the OEHS website with appropriate hazard symbols.

4. **For the chemicals in item #2, the following designated area has been established for use (example: hood, section of room, entire room) and is conspicuously marked (example: with a hazard symbol on the lab sign by door) warning of the hazards. Only authorized personnel trained in the hazards and proper precautions to take are allowed in the designated area.**

Describe for each hazardous chemical or chemical category where they are used (describe separately if the locations are different).

Describe how those areas are labeled to warn that there is something particularly hazardous there.

Describe any extra security measures you have that ensures only trained personnel have access to the area.

Describe any training your lab personnel are required to receive before working with these chemicals.

5. **Types and location of PPE (personal protective equipment) available in your lab and frequency of inspection:**

List any PPE used in your lab and describe where each type of PPE is stored; explain how they are inspected and how often.

Example: Rubber gloves kept in bottom drawer, inspected once a month for tears and holes.

6. **For the chemicals in item #2, the following additional PPE are used:**

Describe any additional PPE that must be worn while working with these chemicals.

Examples: Nitrile gloves, acid-resistant gloves, safety glasses, safety goggles, face shields, lab coats, rubber aprons, or shoe covers.

7. **Type of ventilation available in your lab rooms: (chemical fume hood, local exhaust, etc.)**

8. **For the chemicals in item #2, the following containment devices are used:**

Describe for each High Risk chemical or chemical category any containment devices your lab personnel are required to use when working with them (describe separately if the protections are different). Examples: Hoods, Glove Box, Splash Shield.

9. **Other special procedures, equipment, or work practices employed for added protection when using chemicals in item #2 consist of:**

Describe any additional policies or precautions that are used in your lab when working with your High Risk chemicals. Examples: respirators, limited hours of use, special ventilation, etc.

10. **Chemical storage procedures:**

Describe any chemical storage policies in the lab, including how and where incompatible chemicals are separated. Examples: Secondary containment, Flammable or Acid Cabinets, use of Eco Funnels.

11. **When a spill or contamination occurs from chemicals, especially those listed in item #2, the following procedures are used to decontaminate the area:**

In general, a lab is evacuated and emergency services called after a large spill (more than 5 Liters of hazardous material) with personnel containing the spill by closing off lab entrances and removing ignition sources. Smaller spills are typically contained and absorbed or neutralized using a lab spill kit.

Describe how your personnel will respond to a chemical spill in your lab. Describe any additional actions taken for a spill of the High Risk chemicals particular to your lab.

Describe the spill kit supplies kept in the lab and their location.

12. **If an employee develops signs or symptoms of exposure, in the event of a spill or leak, if permissible exposure limits are routinely exceeded, or if an employee feels that monitoring may be needed the following steps are taken to see that medical attention is obtained:**

Say this: *For life-threatening injuries, TUPD is contacted. Otherwise, injured lab members visit the Tulane Living Well Occupational Health Clinic for treatment or monitoring.*

13. **The following are our procedures for safe removal of hazardous waste, particularly for waste contaminated with chemicals listed in item #2:**

Say this: *Large surpluses of chemicals are not ordered and less hazardous substances are substituted when possible. Unused or expired chemicals are not accumulated. Wastes containing compatible hazardous chemicals are collected and stored in appropriate containers with a Tulane Hazardous Waste Label. Hazardous waste is disposed of by submitting a hazardous waste pickup request to OEHS. If more than 55 Gallons of liquid Hazardous Waste is accumulated, OEHS will be notified immediately for pickup. Contaminated Solid Waste (Gloves, pipette tips, etc) will be double bagged and labeled. Lab personnel handling, storing, and labeling hazardous wastes will take the online Hazardous Waste Training course annually.*

Describe where hazardous waste is stored in your lab.

Describe any additional procedures used when collecting and storing wastes containing any of your High Risk chemicals.

Describe any additional precautions OEHS will need to take when picking up the waste.

14. **Other procedures:**

*Describe any other safety procedure specific to your lab that was not covered above.
Example: Special procedures for handling cryogenics, infectious materials, etc.*

15. **Location of nearest emergency eyewash & shower:**
16. **Location of nearest fire extinguisher:**
17. **Location of posted emergency numbers and procedures:**
18. **Location of Safety Data Sheets, Chemical Inventory, and Standard Operating Procedures:**
19. **Laboratory inspections are conducted quarterly by _____ and copies of reports are sent to Office of Environmental Health & Safety.**
20. **Recordkeeping procedures:**

Describe how training, inspection, standard operating procedures, and chemical inventory records are kept. Example: Training records are located in Departmental office. Inventory and usage records for carcinogens are kept in notebook near door. Inspection records are kept in third file drawer. Medical records are kept in employee file. Etc.)