

Standard Operating Procedure (SOP)

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User(s)			
PI/Advisor:	David A. Shultz		
Process Name:	Non-Emergency Chemical Spill Response and Cleanup		
Department:	Chemistry	Phone:	
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This SOP details the steps that must be taken by lab personnel to respond to and clean up a hazardous chemical spill that **DOES NOT** pose an emergency situation. Non-emergency chemical spills are generally defined as less than 1 liter, do not involve a highly toxic or reactive material, do not present a significant fire or environmental hazard, and are not in or pose a threat to a public area such as a hallway. These spills can be cleaned up by properly trained lab personnel using conventional lab PPE (e.g., safety glasses/goggles, lab coat, chemical-resistant gloves) and the lab spill kit.

I. Purpose
<p>This SOP details the step-by-step procedure to respond and cleanup to a non-emergency caustic chemical spill.</p> <p>It is the responsibility of the user to read and acknowledge their understanding of this SOP.</p> <p>Prior to using the equipment, the users must:</p> <ol style="list-style-type: none">1- Read this SOP.2- Be a registered worker or formally allowed to enter the lab with the corresponding safety trainings.
II. Outline of Method
<ol style="list-style-type: none">1. Selecting the correct spill kit2. Use of correct PPE3. Use the contents of the kit on the pre-determined order4. Contact emergency personnel
III. Hazards
<ul style="list-style-type: none">• Fume hazard• Fire Hazard
IV. Laboratory Equipment, Materials & Personal Protective Equipment (PPE)
<ul style="list-style-type: none">• Materials: Adequate spill kit (Caustic)• PPE: safety goggles, lab coat, and gloves.

V. Emergency Procedures

In case of emergency, dial 911 or 919-515-3000. In case of mercury spill, contact 919-515-7915 (EHSA).

Contact Emergency: David A. Shultz (919) 656-9774

VI. Procedure (a Step-by Step description of the work to be done)

Familiarize yourself with the location of the spill kits. They are located near the fridges next to room 308A. Each kit has its use identified as below:



1. Select the correct kit

- If unsure, contact the emergency contact or EHSA
- All kits have everything needed to clean small spills, including new safety goggles that must be worn.
- The caustic spill kit is identified with the color green
- A short version of this SOP is outlined in the inner part of the kit's lid

2. Use adequate PPE

- The caustic Kit possesses new safety goggles, apron, adequate gloves and shoe coverings.
- Additional PPEs might be also needed. Consult SDSs prior to any chemical manipulation.

3. Neutralize the spill

- The box identified with a green number 2 is a neutralizer.
- After properly equipped with the necessary PPE, surround and cover the spill with the neutralizer

4. Absorb the spill

- The Box identified with a green number 3 is and absorbent specific for caustic spills.

5. Dispose materials

- When the mixture of neutralizer and absorbent turns pink, the mixture can be removed.
- In the partition identified with a green number 4, a bag, dustpan and brush are stored. Use the dustpan and the brush to transfer the mixture to the bag
- Add waste request on EHSA website for the bag

VII. Waste Handling

Add waste request on EHSA website for the bag and any contaminated PPE.

VIII. Drawings, schematics, sketches, etc.



IX. Maintenance, Troubleshooting, etc.

N/A

X. Authorized Users

Record acknowledgements that the SOP has been read and understood.

Authorized Users:

I have read this Standard Operating Procedure, understand the contents, have been trained on implementing the contents, and will utilize this procedure without exception.

NAME (print)	Signature	Date	PI Initial

[illegible]