

## Standard Operating Procedure (SOP)

Author:	Andre Nogueira	Date:	02/13/2025
User(s)			
PI/Advisor:	David A. Shultz		
Process Name:	Non-Emergency Chemical Spill Response and Cleanup		
Department:	Chemistry	Phone:	
Lab Number:	308B	Email:	amnoguei@ncsu.edu

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.

<b>I. Purpose</b>
This SOP details the step-by-step procedure to respond and cleanup to a non-emergency solvent chemical spill. <b>It is the responsibility of the user to read and acknowledge their understanding of this SOP.</b> <b>Prior to</b> using the equipment, the users must: 1- Read this SOP. 2- Be a registered worker or formally allowed to enter the lab with the corresponding safety trainings.
<b>II. Outline of Method</b>
1. Selecting the correct spill kit 2. Use of correct PPE 3. Use the contents of the kit on the pre-determined order 4. Contact emergency personnel
<b>III. Hazards</b>
<ul style="list-style-type: none"><li>Fume hazard</li><li>Fire Hazard</li></ul>
<b>IV. Laboratory Equipment, Materials &amp; Personal Protective Equipment (PPE)</b>
<ul style="list-style-type: none"><li><b>Materials:</b> Adequate spill kit (Organic)</li><li><b>PPE:</b> safety goggles, lab coat, and gloves.</li></ul>

## **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 organic spill kit is identified with the color red. This kit is adequate for up to 4 liters of solvent spills.
- A short version of this SOP is outlined in the inner part of the kit's lid

### **2. Use adequate PPE**

- The solvent 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. Absorb the spill**

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

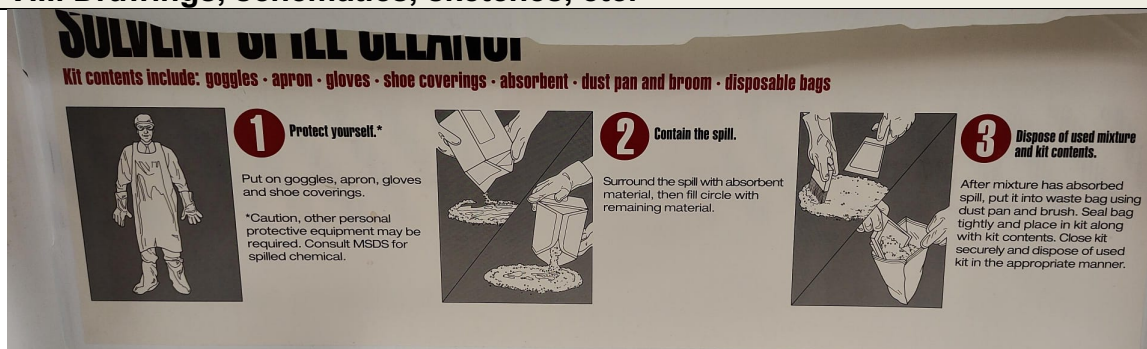
#### 4. Dispose materials

- When the solvent is completely absorbed, the mixture can be removed.
- In the partition identified with a red number 3, 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]