# STANDARD OPERATING PROCEDURES FOR HAZARDOUS AND PARTICULARLY HAZARDOUS CHEMICALS

For

## Ammonium Acetate

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| 1. PROCEDURE /  PROCESS | Ammonium Acetate is used in **Building, Room.**  **Insert procedure here:** |
| 2. CHEMICAL NAME(S)  and associated  PHYSICAL and  HEALTH  HAZARDS | **Ammonium Acetate- CAS# 631-61-8**; also known as acetic acid and ammonium salt.   * **Ammonium acetate can affect you when inhaled.** * **Contact can irritate and burn the skin and eyes.** * **Inhaling ammonium acetate can irritate the nose, throat and lungs causing coughing, wheezing and/or shortness of breath.**   Toxicological Data:  **Intraperitoneal (LD50):** 736 mg/kg [Mouse].  \***Always refer to the Safety Data Sheet for the most detailed information**\* |
| 3. NAME OF TRAINER /  RESOURCE  PERSON | **Principal Investigator Name, Building, Room, Phone Number**  **Secondary contact Name, Building, Room, Phone Number** |
| 1. LOCATION OF   HEALTH & SAFETY  INFORMATION | The Safety Data Sheet (SDS) for ammonium acetate is located in the Laboratory Safety Manual in **Building, Room**.  Labeling: Containers shall either have original warning label affixed or a label identifying the contents and hazards. |
| 5. PROTECTIVE  EQUIPMENT | Wear nitrile rubber gloves, chemical splash goggles, and a fully buttoned lab coat. Wash hands after removing gloves. Work within a properly functioning certified laboratory chemical fume hood. |
| 1. WASTE DISPOSAL   PROCEDURES | **Waste Ammonium Acetate** must be managed as Dangerous Waste at concentrations of 1% of greater. It should be collected in a compatible container with a vented lid designed for storage of acids and bases. The container should be stored away from incompatible materials and a completed Dangerous Waste label should be attached when waste is first added to the container. When container is full or no longer being used complete a Chemical Collection Request Form, and deliver to the Waste Accumulation Area Operator at **Building, Room, Phone Number.**  If solution is less than 1% then the solution may be drained discharged. |
| 7. DESIGNATED AREA  INFORMATION | The ammonium acetate is stored and dispensed in **Building, Room**.  Ammonium acetate is used in a properly functioning, certified laboratory chemical fume hood.  The designated area(s) should be shown on the floor plan in Laboratories Chemical Hygiene Plan. |
| 8. DECONTAMINATION  PROCEDURES | **Upon Accidental Exposure**:  In case of **eye contact**, flush eyes with copious amounts of water at an emergency eyewash station for at least 15 minutes. Consult a physician.  In case of **skin contact**, flush skin with copious amounts of water for 15 minutes. For exposure over a large portion of the body, remove clothing and shoes and rinse thoroughly in an emergency shower for at least 15 minutes. Consult a physician.  In case of **inhalation**, move person to fresh air. Consult a physician  In case of **ingestion**, follow instructions on SDS. Consult a physician  **Upon Accidental Release**:  **Large Spill:** If a large amount of ammonium acetate is released outside the fume hood, immediately evacuate, secure area and call 911 to contact EH&S.  **Small Spill:** If a small amount of ammonium acetate is released (it can be cleaned up in 10 minutes) and you have been trained to clean it up you may do so. Wear appropriate PPE including nitrile rubber gloves, chemical splash goggles, and a fully-buttoned lab coat.  Additional PPE such as respirators may be necessary depending upon material and concentration. (Note: You must be medically cleared, fit tested and enrolled in WSU’s respiratory protection program to wear a respirator). If it is necessary to use a respirator and personnel are not cleared to wear a respirator and not trained to appropriately clean up the spill, the employee should immediately evacuate, secure area, and call 911 to contact EH&S.  Moisten spilled material first with water to reduce dust generation. Place material in an appropriate waste disposal container (resealable bag, etc.) and dispose of as hazardous waste (see above WASTE DISPOSAL PROCEDURES).  As with all accidents, report any exposure as soon as possible to your Principal Investigator or Supervisor. Additional health and safety information on ammonium acetate can be obtained by referring to the SDS or by calling the EH&S Office (335-3041). |
| 1. SPECIAL STORAGE   AND HANDLING  PROCEDURES | Keep secured and store in a tightly closed dry container in a cool, dry, ventilated area away from sources of heat or ignition. Hygroscopic. Avoid dust formation. Recommended storage temperature: 2-8 °C  Keep away from incompatibles such as strong acids and strong oxidizing agents. |

**Certification of Hazard Assessment**

Is this document a certification of Hazard Assessment for the processes identified within? ***Yes No***

If yes, provide the name of the person certifying the Hazard Assessment and the date it was performed:

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Name Date

The location of the Hazard Assessment is indicated in the document preceding this form.

**Certificate of Employee Training**

Name of person providing training for employees working with this process:

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The following employees have been trained in when, where and how to use selected PPE, the maintenance, limitations and disposal of the PPE selected, and have demonstrated the correct use of the PPE selected on the reverse of this certification.

**Name**  **Date Trained**

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