

Chemistry Department

Standard Operating Procedure

Title: Chemical Procurement and Use.

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Section 1: (Check One)

Process

Process	X
Hazardous chemical	
Hazard class	

Describe Process, Hazardous Chemical or Hazard Class.

Obtaining, storing and using chemicals.

Potential Hazards.

Dependent on the specific chemical.

Personal Protective Equipment.

Dependent on the specific chemical.

Engineering Controls.

Dependent on the specific chemical.

Special Handling and Storage Requirements.

Dependent on the specific chemical.

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Spill and Accident Procedures.

Dependent on the specific chemical.

Decontamination Procedures.

Dependent on the specific chemical.

Waste Disposal Procedures.

Dependent on the specific chemical.

Material Safety Data Sheet Locations.

Laboratory specific (SOP)

Protocol(s):

All chemicals shall be procured through either the Chemistry Department storeroom, or through an outside vendor.

Chemicals are obtained for use only in the laboratory they may not be removed from control of the Principle Investigator unless written permission is given by the Principle Investigator or the department chairperson. Small quantities of chemicals may be sent to other laboratories for analysis, or as research samples.

Chemicals must be stored in an appropriate manner depending upon the hazards for that particular chemical.