Safe Work Practice ("SWP") Protocol

Click here to enter Title

**Print a copy and insert into your *Lab Group Safe Work Practice Binder*.**

# **Section 1 – Lab-Specific Information**

| **Department:** | UBC - Chemistry |
| --- | --- |
| **Date SWP was reviewed/approved by**  **ChemDept Safety Committee:** | January 6, 2016 |

# **Section 2 – Material Safety Data Sheet (MSDS)**

A current copy of the MSDS for the specific Click here to enter text  **ie oxidizing liquid or solid** being used must be made available (hardcopy or on-line copy) to all personnel working in the laboratory at all times. To obtain a copy of the MSDS, contact the chemical manufacturer. Many manufacturers’ MSDSs can be found online on websites such as Sigma-Aldrich (<http://www.sigmaaldrich.com/canada-english.html>) or Siri MSDS Index (<http://hazard.com/msds/>).

# **Section 3 – Storage and Transport within UBC Chemistry Buildings**

* Do not over purchase; only purchase what can be safely stored in the laboratory.
* Avoid contact with skin, eyes, and inhalation. Avoid inhalation of vapor or mist. Avoid formation of dust.
* Keep away from combustible materials. Keep away from sources of ignition - No smoking.
* Keep containers tightly closed. Store in a cool, dry, and well-ventilated area away from incompatible substances such as flammable and combustible liquids.
* Keep cool and protected from sunlight.
* Opened containers of oxidizing liquids must be carefully resealed and kept upright to prevent leakage.
* Carefully follow manufacturer’s instructions if oxidizing liquid needs to be vented during storage.

# **Section 4 – Spill and Accident Procedures**

**Chemical Spill Dial 911**

Immediately evacuate area and ensure others are aware of the spill. If there is an imminent threat of a fire, pull the nearest fire alarm station to evacuate the building and **dial 911**. If the spill is minor and does not pose a threat to personnel, contact Supervisor/PI for spill cleanup assistance (dial 911 if spill occurs after hours and assistance is needed).

# **Section 5 – Waste Disposal Procedures**

**Label Waste:**

Click here to enter text. **ie Do not mix oxidizer waste streams with flammable or combustible waste.** Make sure the waste is properly labeled; the waste tag should indicate all of the contents of the container. If you have questions, contact the ChemDept Safety Office (604 827-5216).

**Store Waste**:

Store hazardous waste in closed containers, and in a designated area.

**Dispose of Waste:**

Complete the UBC - ESF Hazardous Waste Inventory process at: (<http://www.hse2.ubc.ca/wis/Login.aspx?ReturnUrl=%2fwis%2fuserapp%2fcwisApp.aspx>). No oxidizing liquids or solids are permitted to be poured down the drain.

# **Section 6 – Protocol/Procedure *(Additional lab protocol may be added here)***

* Use in the smallest practical quantities for the experiment being performed.
* Work must be conducted in a chemical fume hood if the chemical is irritating to the eyes or respiratory system, and/or is toxic by inhalation.
* Containers should remain closed when not in use.
* Containers should be labeled appropriately. Label should indicate the name of the chemical(s) in the container. Avoid using chemical abbreviations (acceptable if a legend is present in the lab) and formulae.
* Containers should be in good condition and compatible with the material.

Avoid using ignition sources (flame burners or any open flame source, hot plates, electrical equipment with frayed or cracked wiring, etc.) and/or creating static electricity in areas where Click here to enter text. **ie oxidizing chemicals** are being used.

Transport all Click here to enter text. **ie oxidizing liquids and solids** in secondary containment, such as polyethylene or other non-reactive acid/solvent bottle carrier.

Click here to enter text. **ie Oxidizers** must be segregated from incompatible materials such as flammable and combustible materials. Incompatibilities will be noted in Section 10 of the SDS, “Stability and Reactivity” (<http://www.ccohs.ca/products/Supplements/MSDS_FTSS/msdsINTGUIDE.html#10>).

Click here to enter text. **ie NOTE:** Any deviation from this SWP requires review/approval from the Supervisor or Chemistry Dept Faculty Member.