

Procedures for Safe Handling and Use of Chemicals

The purpose of this guideline is to assist personnel when handling chemicals in a manner that is safe and in accordance with applicable state and federal laws and regulations.

- Inventory all chemicals/products in lab or storage areas. Review inventory with staff and determine those that are no longer required, or in use. Remove chemicals not needed as a hazardous waste.
- Organize remaining chemicals into their organic and inorganic families. Then further divide them into related and compatible families.
- It is important to keep the compatible families separate and keep the organic and inorganic families stored as far apart as possible.
- Always obtain and review Safety Data Sheet (SDS) for chemicals and products in use. Store SDSs in an accessible area.
- Review containers in storage periodically as some chemicals degrade when stored beyond the labeled material shelf life.
- Properly dispose of chemicals which are leaking and/or decomposing to avoid mixing of incompatible chemicals.
- Ensure chemicals transferred to new containers are properly labeled and place appropriate hazard warnings on all containers.
- **Spills - Injuries - Emergencies**
 - If any person is hurt or injured, staff should immediately notify the office and call 9-1-1 as needed.
 - If a spill occurs that staff can safely contain, utilize proper protective equipment and containers to remove spilled materials. Always notify office of any spill and keep spill incident information as required.
 - If you encounter an unknown chemical spill immediately remove everyone from the area, close the doors and contact the office and call 9-1-1 as needed.

Safe Handling Tips

- Prevent the buildup of hazardous concentrations, use and store products only as directed and only use them for the right application.
- Always wear eye protection (safety goggles or a face shield) and other personal protective equipment as identified on Safety Data Sheet (SDS) when using hazardous chemicals.
- Understand the properties and hazards of acids and flammable liquids in use and ensure they are properly stored in accordance with safety standards.
- Use proper ventilation when working with chemicals to avoid inhalation hazards.