**INSTRUCTIONS: This is an SOP template; it is complete when**

**1) All form fields have been completed to reflect chemical/lab-specific information,** including adding relevant procedure information, or deleted inapplicable information; and

**2) SOP has been signed and dated by the PI and relevant lab personnel.**

Use safety data sheets (SDSs) as a resource for chemical-specific information. Text highlighted in gray indicates where information should be added or edited. Delete all instructions in red text and “Draft” watermark after the SOP is approved by PI.

Standard Operating Procedure

Inorganic Bases

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

**Chemical(s) covered by this SOP:**

**Building/Room(s) covered by this SOP:**

**Unit or department:**

**Principal Investigator Name:**

**Principal Investigator Signature/Date:**

# **Important Definitions**

* **Base:** Any chemical compound which, when dissolved in water, gives a solution with a pH of greater than 7.0.

**Section 2 – Hazards**

Bases are corrosives that may be harmful if inhaled, ingested, or absorbed through the skin. Inhalation may cause irritation to the respiratory tract with burning pain in the nose and throat, coughing, wheezing, shortness of breath and pulmonary edema. Contact with skin causes burns and irritation. Eye contact causes burns, irritation, a may cause blindness. Ingestion may cause permanent damage to the digestive tract. It is destructive to the tissue of the mucous membranes and upper respiratory tract. Bases may have other hazards associated with them, such as flammability, oxidizer, or toxicity.

**Bases may have other hazards associated with them in addition to corrosivity. Obtain hazard information from SDS. Include regulatory information if chemical is a** [particularly hazardous substance](https://www.ehs.washington.edu/resource/particularly-hazardous-substances-655)**. Use** [**GHS Pictograms**](https://www.ehs.washington.edu/system/files/resources/GHS-pictograms-poster.pdf) **to indicate hazards; delete the pictograms that do not apply.**



**Section 3 – Engineering and Personal Protective Equipment (PPE)**

Using certain classes of chemicals, including particularly hazardous chemicals (i.e., highly toxic, reproductive toxicity, select toxins, carcinogens, corrosives, strong oxidizers, otherwise dangerous), under certain conditions (e.g., at elevated temperatures) may require facility-specific engineering/ventilation controls. Refer to the chemical SDS and identification of [particularly hazardous substances](https://www.ehs.washington.edu/resource/particularly-hazardous-substances-655) in MyChem. Contact UW EH&S at labcheck@uw.edu for engineering control details.

**Engineering Controls**

Use of inorganic bases should be conducted in a properly functioning chemical fume hood whenever possible.

REQUIRED - Insert descriptions of lab-specific engineering or ventilation controls used to reduce chemical exposures (e.g.,fume hoods, snorkels, glove boxes, reverse flow laminar benches, biosafety cabinets, etc.) or specific equipment safety features.

Any chemical fume hood used must be tested and passed by EH&S.

**Hygiene Measures**

Avoid contact with skin, eyes, and clothing. Wash hands after removing PPE, before breaks, and immediately after handling the chemical. If chemical name(s) come(s) into contact with any PPE, the PPE shall be immediately removed and discarded properly. Any potentially exposed body parts should be washed immediately.

**PPE must be specified completely, such as type, and whether necessary for the entire process or at certain steps.** Refer to the chemical SDS(s) and [UW Laboratory Safety Manual](https://www.ehs.washington.edu/resource/laboratory-safety-manual-510) Section 5.b. for further guidance.

## Skin and body protection

Chemically compatible laboratory coats that fully extend to the wrist must be worn and be appropriately sized for the individual and buttoned to their full length. Personnel must also wear full-length pants, or equivalent, and close-toe shoes. The area of skin between the shoe and ankle must not be exposed.

If a risk of fire exists, a flame-resistant laboratory coat that is NFPA 2112-compliant should be worn. Some FR fabrics (e.g., Nomex®, Rhovyl®, Kevlar®, etc.) are highly permeable and do not provide good chemical/acid resistance.

For chemicals that are corrosive and/or toxic by skin contact/absorption additional protective clothing (e.g.,face shield, chemically-resistant apron, disposable sleeves, etc.) are required where splashes or skin contact is foreseeable. For high volume applications, additional PPE such as a chemical-resistant apron may be required.

REQUIRED: Specify type of lab coats to be used (if multiple options are available) or list information on chemical-appropriate alternatives, such as chemical aprons.

## Hand protection

Hand protection is required for the activities described in this SOP.Chemical-resistant gloves must be worn, nitrile gloves are recommended for low volume applications. For high volume applications, disposable gloves are not appropriate; a heavy-duty glove is required.

**NOTE: Consult with your preferred glove manufacturer to ensure that the gloves you plan to use are compatible with the specific chemical being used. For high volume applications, disposable gloves are not appropriate; a heavy-duty glove is required such as butyl rubber, Viton, or equivalent.**

REQUIRED – Specify gloves or combination of gloves that are required. When possible, include the exact manufacturer and model information.

Gloves must be inspected prior to use, including a check for pinholes.

Use proper glove removal technique (without touching glove’s outer surface) to avoid skin contact with this product. Dispose of contaminated gloves after use in accordance with applicable laws and good laboratory practices. Wash and dry hands immediately after glove removal.

**Eye Protection**

ANSI Z87.1-compliant eye protection is required for all work with chemical(s). Ordinary prescription glasses will NOT provide adequate protection unless they also meet the Z87.1 standard and have compliant side shields.

A face shield may be required for high volume applications.

REQUIRED - Specify minimum eye protection required (splash goggles, safety glasses, safety goggles, face shields).

**Respiratory Protection**

Respiratory protection is/is not required for the activities described in this SOP.

REQUIRED - Specify if/when this chemical is allowed to be used outside of a fume hood and if additional respiratory protection is required for such work. Include expectations for completion of respirator fit-testing.

Respirators should be used as a last line of defense (i.e., after engineering and administrative controls have been exhausted), and when any Action Limit (AL) or Occupational Exposure Limit (OEL) has been exceeded or when there is a possibility that an AL/OEL will be exceeded. Respiratory protection may be needed if a dust, aerosol or vapor hazard is present *and* work is conducted outside of the fume hood. If any procedure may pose an external hazard, it should be eliminated or strictly isolated**.**

**If a potential exposure hazard cannot be eliminated, contact the EH&S** [Respiratory Protection Program](https://www.ehs.washington.edu/workplace/respiratory-protection) **administrator at uwresp@uw.edu, or call 206.543.7388** **to discuss respiratory protection or to enroll in the program so a respiratory protection analysis can be performed**. Program enrollment includes medical evaluation, training and fit testing for an appropriate respirator. Where air-purifying respirators are appropriate, use a full-face respirator with appropriate respirator cartridges as a backup to engineering controls. Use a full-face supplied air respirator if it is the sole means of protection.

# **Section 4 – Special Handling and Storage Requirements**

REQUIRED - Insert descriptions of any additional administrative controls (e.g., restrictions on procedure/quantity/work equipment/work locations/unattended operations/etc.), including controls that may be chemical-specific (e.g., peroxide formers).

Specify limits, if any, to the amount of chemicals/reactants during process.

Specify practices beyond general laboratory rules that are required for the chemical(s).

Identify best practices used to minimize accidents (temporary hazard signs when personnel are absent, etc.)

Describe special storage requirements: Secondary containment? Locked cabinet? Incompatible chemical groups? Container type(s); special precautions.

Describe transport requirements.

* Do not over purchase; only purchase what can be safely stored in the laboratory.
* Use in the smallest practical quantities for the experiment being performed.
* Avoid contact with skin and eyes. Avoid inhalation of vapor or mist. Avoid formation of dust.
* 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.
* **If** you need to dilute the concentration, always add base to water.
* Keep container upright and tightly closed in a dry and well-ventilated place.
* Opened containers must be carefully resealed and kept upright to prevent leakage. Containers should remain closed when not in use.
* Store in original container whenever possible.
* Keep away and store separately from incompatible materials. Acids and bases should not be stored together. **Check SDS for incompatibles listed.**

Oxidizing acid

* Transport in secondary containment, such as polyethylene or other non-reactive acid/solvent bottle carrier.
* Clean the [specify ventilation control]upon completion of tasks with [specify cleaning solution]*.*
* Clean all contaminated surfaces with [specify cleaning solution] and dry.
* Place all contaminated disposable items in appropriate laboratory waste for disposal.
* Non‐disposable/re‐usable utensils, glassware, and other surfaces contaminated with [chemical(s)] must be decontaminated at the end of the laboratory work session. Complete this inside [specify ventilation control]before removing any of the items.
* When work is completed, remove gloves and wash hands with soap and water.

# **Section 5 – Spill and Accident Procedures**

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 personnel have become exposed and need medical assistance, **dial 911**. If the spill is minor and does not pose a threat to personnel, contact EH&S at 206.543.0467 during normal business hours (Monday – Friday, 8 AM – 5 PM) for spill cleanup assistance (dial 911 if spill occurs after hours and assistance is needed). Refer to EH&S Spill Response Poster <https://www.ehs.washington.edu/resource/spill-response-poster-884>

REQUIRED - Insert descriptions of any specialized spill clean up procedures for materials used in this SOP. Additional details of lab-specific spill cleanup should be provided if applicable.

INSERT IF APPLICABLE - Descriptions of any specialized emergency procedures for locations outside of a UW campus or facility.

**Section 6 – Waste Disposal Procedures**

Store hazardous waste in closed containers that are properly labeled, and in a designated area. Corrosive waste should be segregated from all incompatibles, including those in the same chemical class (e.g., acids away from bases). No corrosive wastes are permitted to be poured down the drain.

REQUIRED - Describe specific waste disposal procedures for all waste streams generated with this/these chemical(s). Include appropriate containment practices, storage locations, and any specific storage or handling practices. If relevant, include instructions for updating chemical inventories.

Describe any applicable neutralization or treatment of wastes to ensure safe handling and minimize the amount of hazardous waste.

Refer to the SDS and [UW Laboratory Safety Manual](https://www.ehs.washington.edu/resource/laboratory-safety-manual-510), Section 3 for guidance on waste handling, labeling, accumulation, storage and pickup.

Per [UW Administrative Policy Statement 11.2](https://www.washington.edu/admin/rules/policies/APS/11.02.html), the University of Washington Environmental Health & Safety Department has full responsibility for collection of hazardous waste for the University, all its campuses, and off-site locations; **University laboratories cannot contract with an outside vendor to collect hazardous waste.**

**Be aware that many laboratory accidents happen from inadvertent disposal of** [**incompatible wastes**](https://www.ehs.washington.edu/system/files/resources/Incompatible_Chemicals_Focus_Sheet.pdf) **into the same waste container.** Therefore, identify different waste streams as appropriate.

**Accumulate waste at the point of generation** in a sturdy, [compatible container], with a securely-closable/screw‐top lid.

Vented lids may be appropriate for certain chemicals. Email labcheck@uw.edu with questions.

Manage chemical and hazardous chemical waste separately from other waste streams such as biohazardous waste. Never autoclave chemical waste because it can produce hazardous chemical vapors, aerosols, and explosive reactions.

In certain cases, chemical waste can be treated and disposed of into the sanitary sewer or exchanged with other University units. [Chemical treatment and recycling](https://www.ehs.washington.edu/chemical/chemical-treatment-and-recycling) and [chemical exchange](https://www.ehs.washington.edu/chemical/chemical-exchange) options and are available on the EH&S website.

**All chemical waste containers must be labeled** with a [UW Hazardous Waste Label](https://www.ehs.washington.edu/chemical/hazardous-chemical-waste-disposal). Refer to [How to Label Chemical Waste Containers](https://www.ehs.washington.edu/system/files/resources/how-to-label-chemical-waste-containers.pdf).

To request a collection of chemical waste, submit a form on the [Chemical Waste Disposal](https://www.ehs.washington.edu/chemical/hazardous-chemical-waste-disposal) webpage on the EH&S website or directly in [MyChem](https://www.ehs.washington.edu/chemical/mychem) inventory. Contact EH&S at 206.616.5835 or chmwaste@uw.edu with questions.

Work area decontamination procedures as appropriate for the chemical in use should be followed.

REQUIRED - Insert descriptions of decontamination procedures for equipment, glassware, and controlled areas (e.g., glove boxes, restricted access hoods, perchloric/hot acid fume hoods, or designated portions of the laboratory) where chemical is used.

Visit the [Hazardous Material Disposal and Recycling](https://www.ehs.washington.edu/popular-services/hazardous-material-disposal-and-recycling) webpage on the EH&S website for information on disposing, recycling and surplusing materials.

# **Section 7 – Protocol** **(Add lab specific Protocol/Procedure here)**

REQUIRED - Insert or attach detailed laboratory-specific procedures for the process, hazardous chemical(s), or hazard class. You may also include any relevant supporting resources such as journal citations, etc. that are applicable

Refer to Section 2 of the [UW Laboratory Safety Manual](https://www.ehs.washington.edu/resource/laboratory-safety-manual-510) on the EH&S website for additional guidance on chemical management and preparation for use for [particularly hazardous substances](https://www.ehs.washington.edu/resource/particularly-hazardous-substances-655) (PHSs).

**NOTE:** Any deviation from this SOP requires approval from Principal Investigator.

# **Section 8 – Special Precautions for animal use (****[ ]  Yes** **[ ]  No)**

Use of [chemical], in animals will be documented and approved by [IACUC](https://oaw.uw.edu/iacuc/).

Annotate “N/A” if no animal exposure is involved. If chemicals are being administered to animals, describe how employees should protect themselves from contaminated animals and animal waste below. Include all restricted access, chemical administration, aerosol suppression, PPE, and waste disposal procedures required.

Describe how employees should protect themselves from contaminated animals and animal waste.

[**PARTICULARLY HAZARDOUS SUBSTANCE**](https://www.ehs.washington.edu/resource/particularly-hazardous-substances-655) **INVOLVED?**

[ ]  **YES: Sections #9 to #11 are Mandatory.**

[ ]  **NO: Sections #9 to #11 are Optional.**

EH&S flags [Particularly Hazardous Chemicals](https://www.ehs.washington.edu/system/files/resources/Criteria-designate-particularly-hazardous.pdf) in [MyChem](https://www.ehs.washington.edu/chemical/mychem)based on hazards**.**

# **Section 9 – Approvals required**

All staff working with [chemical] must be trained on this SOP prior to starting work. They must also review the [chemical] SDS, and it must be readily available in the laboratory. All training must be documented and maintained by the PI or their designee.

Describe any requirements for obtaining authorization before use of the chemical for the procedure, operation, or activity can be performed.

Examples:

* A worker must have [specific training] documented before performing described procedure for the first time.
* A medical examination must be completed prior to respirator use (for lead, dust, pathological organisms).
* Other authorizations required before a person can independently perform a process using a particularly hazardous substance.

# **Section 10 – Decontamination**

Include work area decontamination procedures as appropriate for the chemical in use:

# REQUIRED - Insert descriptions of decontamination procedures for equipment, glassware, controlled areas (e.g., glove boxes, restricted access hoods, perchloric/hot acid fume hoods, designated laboratory areas), include cleaning solutions and materials.

# **Section 11 – Designated area**

# REQUIRED - Identify specific areas where the particularly hazardous chemicals may be used (e.g., glove boxes, restricted access hoods, perchloric/hot acid fume hoods, or designated portions of the laboratory).

# **Section 12 – Documentation of training (signature of all users is required)**

* Prior to using substances included in this SOP, laboratory personnel must be trained on the hazards described in this SOP, how to protect themselves from the hazards, and emergency procedures.
* Ready access to this SOP and to a Safety Data Sheet for each hazardous material described in the SOP must be made available in the lab space(s) where these substances are used.
* The Principal Investigator (PI), or Responsible Party, if the activity does not involve a PI, must ensure that their laboratory personnel have attended appropriate laboratory safety training (and refresher training where applicable).
* Training must be repeated following **any** revision to the content of this SOP.
* Training must be documented. This training sheet is provided as one option; other forms of training documentation (including electronic) are acceptable but records must be accessible and immediately available upon request.

 **I have read and understand the content of this SOP:**

| **Name** | **Signature** | **Date** |
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