

STANDARD OPERATING PROCEDURES (SOP) FOR WATER SENSITIVE CHEMICALS

INTRODUCTION:

Standard operating procedures (SOP) are intended to provide you with general guidance on how to safely work with a specific class of chemical or hazard. This SOP is generic in nature. It addresses the use and handling of substances by hazard class only. In some instances multiple SOPs may be applicable for a specific chemical (i.e., both the SOPs for flammable liquids and carcinogens would apply to benzene). If you have questions concerning the applicability of any items listed in this procedure contact the Office of Environmental Health and Radiation Safety (EHRS) at 215-707-2520 or the Principal Investigator of your laboratory. Specific written procedures are the responsibility of the principal investigator.

If compliance with all the requirements of this standard operating procedure is not possible, the principal investigator must develop a written procedure that will be used in its place. This alternate procedure must provide the same level of protection as the SOP it replaces. The Office of Environmental Health and Radiation Safety is available to provide guidance during the development of alternate procedures.

Water sensitive chemicals are chemicals that react vigorously with moisture. The most common water sensitive chemicals include sodium, potassium, lithium metals and aluminum alkyls.

SECURING OF GAS CYLINDER:

Not applicable

DECONTAMINATION PROCEDURES:

- Personnel: Wash hands and arms with soap and water immediately after handling water sensitive chemical's.
- Area: Carefully clean work area after use.

DESIGNATED AREA:

Not applicable

EMERGENCY PROCEDURES:

Emergency procedures which address response actions to fires, explosions, spills, injury to staff, or the development of sign and symptom of overexposure must be developed. The procedures must address as a minimum the following:

- Who to contact: (University police, and Office of Environmental Health and Radiation Safety, Principal investigator of the laboratory including evening phone number)

- The location of all safety equipment (showers, spill equipment, eye wash, fire extinguishers, etc.)
- The location and quantity of all water sensitive chemicals in the laboratory
- The method used to alert personnel in nearby areas of potential hazards
- Special first aid treatment required by the type of water sensitive chemicals handled in the laboratory

EYE PROTECTION:

Eye protection in the form of safety glasses must be worn at all times when handling water sensitive chemicals. Ordinary (street) prescription glasses do not provide adequate protection. (Contrary to popular opinion these glasses cannot pass the rigorous test for industrial safety glasses.) Adequate safety glasses must meet the requirements of the American Standard Practice for Occupational and Educational Eye and Face Protection (ANSI Z.87. 1 1989) and must be equipped with side shields. Safety glasses with side shields do not provide adequate protection from splashes; therefore, when the potential for splash hazard exists other eye protection and/or face protection must be worn.

EYEWASH:

Where the eyes or body of any person may be exposed to water sensitive chemicals, suitable facilities for quick drenching or flushing of the eyes and body must be provided within the work area for immediate emergency use. Bottle type eyewash stations are not acceptable.

FUME HOOD:

Many water sensitive chemicals will liberate hydrogen when they react with water. The use of a fume hood must be used to prevent the buildup of combustible gases.

GLOVE (DRY) BOX:

A glove box must be used to handle water sensitive chemicals when a dry atmosphere is required.

GLOVES:

Gloves must be worn when handling water sensitive chemicals. Disposable latex or nitrile gloves provide adequate protection against accidental hand contact with small quantities of most laboratory chemicals. Lab workers should contact EHRS for advice on chemical resistant glove selection when direct or prolonged contact with hazardous chemicals is anticipated.

HAZARD ASSESSMENT:

Hazard assessment of work involving water sensitive chemicals must address proper use and handling techniques, fire safety (including the need for Class D fire extinguishers), storage, water reactivity, and waste disposal issues.

EHRIS NOTIFICATION:

Not Applicable

PROTECTIVE APPAREL:

Lab coats, closed toed shoes and long sleeved clothing must be worn when handling water sensitive chemicals. Additional protective clothing must be worn if the possibility of skin contact is likely.

SAFETY SHIELDING:

Safety shielding is required any time there is a risk of explosion, splash hazard or a highly exothermic reaction. All manipulations of water sensitive chemicals which pose this risk must occur in a fume hood with the sash in the lowest feasible position. Portable shields, which provide protection to all laboratory occupants, are acceptable.

SAFETY SHOWER:

A safety or drench shower must be available in a nearby location where the water sensitive chemicals is used.

SIGNS AND LABELS:

Containers: All water reactive chemicals must be clearly labeled with the correct chemical name. Handwritten labels are acceptable; chemical formulas and structural formulas are not acceptable.

SPECIAL STORAGE:

Water sensitive chemicals must be stored in a cool and dry location. Keep water sensitive chemicals segregated from all other chemicals in the laboratory. Minimize the quantities of water sensitive chemicals stored in the laboratory.

Date all containers upon receipt. Potassium will form peroxides and superoxides when stored under oil at room temperature. Examine storage containers frequently. Dispose of any container that exhibits salt build up on its exterior. Dispose of all water sensitive chemicals whenever they are no longer required for current research.

Never return excess chemicals to the original container. Small amounts of impurities may be introduced into the container which may cause a fire or explosion.

SPECIAL VENTILATION:

Special ventilation is required if these materials are used outside of a fume hood. If your research does not permit the handling of water sensitive chemicals in a fume hood you must contact the Office of Environmental Health and Radiation Safety to review the adequacy of all special ventilation.

SPILL RESPONSE:

Anticipate spills by having the appropriate clean up equipment on hand. The appropriate clean up supplies can be determined by consulting the material safety data sheet. This must occur prior to the use of any water sensitive chemicals. Spill control materials for water sensitive chemicals are designed to be inert and will not react with the reagent. Do not put water on the spill.

In the event of a spill, alert personnel in the area that a spill has occurred. Do not attempt to handle a major spill of water sensitive chemicals. Turn off all ignition sources and vacate the laboratory immediately. Call for assistance.

- Office of Environmental Health & Radiation Safety at 215-707-25230
- After hours, Contact the Page Operator at 215-707-4545
- Campus Police at 215-707-1234. This is a 24 hour service.

Remain on the scene, but at a safe distance, to receive and direct safety personnel when they arrive.

VACUUM PROTECTION:

Not applicable

WASTE DISPOSAL:

All materials contaminated with water sensitive chemicals must be disposed of as hazardous waste. Alert the Office of Environmental Health and Radiation Safety if you generate wastes contaminated by water sensitive chemicals. These wastes may pose a flammability risk and should not remain in the laboratory overnight.