

## Mercury

| Standard Operating Procedures for Chemicals or Processes    |  |                   |                              |        |                              |
|---|--|-------------------|------------------------------|--------|------------------------------|
| 1 Process<br>(if applicable)                                | Mercury - handling (lab use, thermometers, etc) including: _____ All mercury thermometers should be replaced with alcohol thermometers as soon as possible).   |                   |                              |        |                              |
| 2 Hazardous Materials and Chemicals                         | Metallic mercury at elevated temperatures (e.g., drying ovens, water baths, and incubators) will vaporize and may reach concentrations which will adversely affect worker health.  |                   |                              |        |                              |
| 3 Environmental /<br>Ventilation Controls                   | If working with elemental mercury, the mercury should be in an enclosed vessel.  |                   |                              |        |                              |
| 4 Personal Protective Equipment (PPE)                       | Safety glasses, gloves and a lab coat or apron are recommended for personal protection and are required during dispensing and spill cleanup activities.  |                   |                              |        |                              |
| 5 Special Handling Procedures & Storage Requirements        | Use an unbreakable container when transporting thermometers or other mercury containing equipment. Dispense mercury in a pan with raised edges to contain spills. If possible place a plastic tub under equipment containing large amounts of mercury.   |                   |                              |        |                              |
| 6 Spill and Accident Procedures                             | Prevent others from entering the area of the spill. Do not allow any mercury to contact shoes or be tracked into a wider area. Spills less than 5 ml (e.g. thermometer) should be cleaned up according to the instructions in the mercury spill cleanup kit which is located _____. A mercury vacuum may also be used. User instructions should be attached to the machine. Users should receive specialized training regarding proper use of the unit prior to their first use. The mercury vacuum is located _____. Call UW Safety at (307-766-3698) for help with mercury spills. |                   |                              |        |                              |
| 7 Waste Disposal  | Place mercury and contaminated materials, such as broken glass, into a screw capped plastic container. Label with Hazardous Waste Label, accumulate according to requirements, and send in Chemical Collection Request or Routine Pickup request, both available online at <a href="http://www.uwyo.edu/safety">http://www.uwyo.edu/safety</a>   |                   |                              |        |                              |
| 8 Special Precautions for Animal Use<br><br>(if applicable) | *  |                   |                              |        |                              |
| Particularly hazardous substance involved?                  | <table style="width: 100%; border: none;"> <tr> <td style="width: 30%; border: none;"><u>  X  </u> YES:</td> <td style="border: none;">Blocks 9 to 11 are Mandatory</td> </tr> <tr> <td style="border: none;">__ NO:</td> <td style="border: none;">Blocks 9 to 11 are Optional.</td> </tr> </table>   | <u>  X  </u> YES: | Blocks 9 to 11 are Mandatory | __ NO: | Blocks 9 to 11 are Optional. |
| <u>  X  </u> YES:   | Blocks 9 to 11 are Mandatory   |                   |                              |        |                              |
| __ NO:  | Blocks 9 to 11 are Optional.   |                   |                              |        |                              |
| 9 Approval Required   | The PI must train staff on procedures and observe the first procedure of a new employee prior to allowing independent work.  |                   |                              |        |                              |
| 10 Decontamination  | Request UW Safety monitor the area for mercury after clean-up and before allowing un-restricted access to the area.  |                   |                              |        |                              |
| 11 Designated Area  | Mercury which is not in an enclosed device (such as a thermometer) can only be used in the fume hood in room _____. Check to ensure its operating before starting the procedure.   |                   |                              |        |                              |

# Individual Chemical SOP Example

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|--|---|
|  | <b>University of Wyoming Safety</b>                                 |
|  | Web: <a href="http://www.uwyo.edu/safety/">www.uwyo.edu/safety/</a> |
|  | Phone: (307) 766-3277   |
|  | Email: <a href="mailto:uwehs@uwyo.edu">uwehs@uwyo.edu</a>           |
|  | <b>Regulated Materials Management Center</b>                        |
| Phone: (307)766-3698 Fax: (307)766-3699  |   |
| Email: <a href="mailto:HAZMAT@uwyo.edu">HAZMAT@uwyo.edu</a>                        |   |

|   |        |
|---|--------|
| Name (print) (Assessor):                      | Title: |
| Signature (Assessor):                         | Date:  |
| Name (print) (PI, Lab Manager, or Unit Head): | Title: |
| Signature (PI, Lab Manager, or Unit Head):    | Date:  |
| Date Sent to UW Safety:                       |        |