

Flammable Solvent Use

Standard Operating Procedures for Chemicals or Processes	
1 Process	Flammable Solvents- use and storage - including the following:*
2 Hazardous Materials and Chemicals	Flammable solvent vapors can travel and can produce fire and explosion if an ignition source is contacted. Some flammable solvents are more hazardous than others. Many solvents also have an effect on the central nervous system and at high concentrations cause sedation, coma and death. Contact with solvents can de-fat skin and cause irritation of skin and mucous membranes.
3 Environmental / Ventilation Controls	Solvents should be dispensed only in a fume hood or in a well-ventilated space which has been approved and permitted by the Laramie Fire Department.
4 Personal Protective Equipment (PPE)	Wear flame-resistant lab coat and chemical splash goggles, consult the UW Safety Hazard Assessment Document (Appendix F) for proper glove selection. Call UW Safety (307-766-3277) for further information. A flame-resistant apron is recommended for personal protection and is required when dispensing or cleaning up spill quantities greater than 1 liter.
5 Special Handling Procedures & Storage Requirements	Mixing or dispensing should be done in a hood with all sources of ignition eliminated (hot plates, burners, etc.). Store in metal safety cans whenever possible. Solvents should be stored in appropriate flammable cabinets, separate from acids, bases, and oxidizers. Flammable cabinets located _____.
6 Spill and Accident Procedures	Remove all sources of ignition from the spill area if it is safe to do it. Small fires may be extinguished if it is safe and the operator is trained to use the fire extinguisher. Wipe down spill area with solvent absorbent pads. Solvent absorption pads are stored in _____.
7 Waste Disposal	Label with Hazardous Waste Label, accumulate according to requirements, and send in Waste Pickup request available online at: http://www.uwyo.edu/safety . Do not evaporate flammable solvents in the fume hood.
8 Special Precautions for Animal Use	
Particularly hazardous substance involved? (See Appendix H, Lab Safety Manual)	
<input type="checkbox"/> YES: Blocks 9 to 11 are Mandatory <input checked="" type="checkbox"/> NO: Blocks 9 to 11 are Optional.	
9 Approval Required	N/A
10 Decontamination	N/A
11 Designated Area	N/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:	