STANDARD OPERATING PROCEDURE - BASES

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| **CONTACT INFORMATION** | | |
| **Location** | Building: | Room: |
| **Street Address:** |  | |
| **Lab Safety Contact:** | Name: | |
| Lab Phone: | Office Phone: |
| **Emergency Contact** | Name: | Phone: |
| **TYPE OF STANDARD OPERATING PROCEDURE** | | |
| Indicate which type of Standard Operating Procedure applies  ☐ Specific Process or Equipment  ☐ Specific Hazardous Chemical  ☒ Hazard Class for a Group of Chemicals: Bases | | |
| **DESCRIBE PROCESS/EQUIPMENT, HAZARDOUS CHEMICAL or HAZARD CLASS** | | |
| According to Prudent Practices in the Laboratory, “Corrosive substances are those that cause destruction of living tissue by chemical action at the site of contact” and are among the most common hazardous substances used in laboratories. Bases, in particular, are increasingly corrosive with increasing pH. Strong bases (pH 12.5 or higher) release hydroxide ions in water. Strong bases include sodium hydroxide, potassium hydroxide, lithium hydroxide, and barium hydroxide. Examples of weak bases are ammonia, phosphine, and zinc hydroxide. | | |
| **HAZARD SUMMARY** | | |
| Corrosive chemicals may affect the eyes, skin, respiratory tract, and gastrointestinal tract. Contact with strong bases usually does not cause immediate pain, resulting in increased contact time and higher risk of serious injury. Corrosive compounds present a physical hazard as well. When they come into contact with some metals, like aluminum, they may react and generate hydrogen gas. This SOP is designed for general use of bases in the laboratory. Some bases, like sodium hydroxide, require additional precautions. It is essential to read the warning labels and SDS of the specific base. | | |
| **SPECIAL HANDLING AND STORAGE REQUIREMENTS** | | |
| Avoid contact with eyes, skin, and clothing. Avoid inhalation or ingestion. Do not eat or drink while working with bases. Heat is released when water is added to a strong base, and may react violently or splash. To dilute a base, add base to water. Wear a face shield if working with large quantities. Keep container tightly closed in a cool, dry, and well-ventilated area or in a designated bases storage cabinet. Opened containers must be carefully resealed and kept upright to prevent leakage. Protect from heat. Avoid contact with strong acids and oxidizers. Separate liquids and solids. Do not store hydroxide solutions in metal containers because of the possibility of hydrogen gas evolution, container leakage, and rupture. | | |
| **ENGINEERING AND VENTILATION CONTROLS** | | |
| Handle concentrated bases only in a chemical fume hood. The room where bases are being used should be equipped with proper exhaust ventilation to keep the airborne concentration below the allowable exposure limit. Emergency eyewash fountains and safety showers must be available in the immediate vicinity of any potential exposure. | | |
| **PERSONAL PROTECTIVE EQUIPMENT** | | |
| **PPE Requirements:**  ☒ Long pants or clothing that covers all skin below the waist  ☒ Shoes that cover the entire foot  ☒ Gloves; indicate type: Nitrile or neoprene.  Inspect gloves before use. Use proper glove removal technique to avoid skin contact with outer surface of glove. Wash hands after removing gloves.  ☒ Safety goggles  ☐ Safety glasses  Face shield (in addition to safety goggles, if working with or pouring large quantities)  ☒ Lab coat  ☐ Flame-resistant lab coat  ☐ Other: Click here to enter text.  If the use of an N95, half mask, or full face respirator is requested, the individual and/or their supervisor must first contact Environmental Health & Safety for a consultation to determine if respirator use is necessary. If EH&S determines the use of a respirator is necessary, the individual must participate in the University’s respirator program. This includes a medical evaluation; respirator fit test, and training. | | |
| **EMERGENCY PROCEDURES** | | |
| In case of fire or large and/or extremely hazardous chemical releases pull the fire alarm and evacuate the area  If someone is seriously injured or unconscious  **CALL 911 or CAMPUS POLICE AT <enter your campus PD #>**  From a safe place, provide as much information as possible to the emergency responders including chemical name, volume, hazards, injuries, and location.  **Chemical Exposure**: Remove any contaminated clothing, and IMMEDIATELY flush contaminated skin with water for at least 15 minutes following any skin contact. For eye exposures, IMMEDIATELY flush eyes with water for at least 15 minutes. For inhalation, remove person to fresh air and give artificial respiration if necessary. For ingestion, rinse mouth with water and have exposed individual drink sips of water. Do not induce vomiting. Never give anything by mouth to an unconscious person. Consult SDS for guidance on appropriate first aid. Where medical attention is required, bring the SDS(s) of chemical(s) to aid medical staff in proper diagnosis and treatment.  Evacuation Procedure   * Immediately evacuate the building via the nearest exit when the fire alarm is activated. * If unable to evacuate due to a disability, shelter in the area of rescue / refuge, typically a stairwell landing, and wait for assistance from drill volunteers or emergency responders. * Instruct visitors and students to evacuate and assist them in locating the nearest exit. * Do not use elevators to exit the building during an evacuation as they may become inoperable. * Carry only those personal belongings that are within the immediate vicinity. * Close doors to limit the potential spread of smoke and fire. * Terminate all hazardous operations and power off equipment. * Close all hazardous materials containers. * Remain outside of the building until the building is released for reentry. * Do not restrict or impede the evacuation. * Convene in the designated grassy gathering area and await instruction from emergency responders or drill volunteers. Avoid parking lots. * Report fire alarm deficiencies, (e.g., trouble hearing the alarm) to facilities personnel for repair. * Notify evacuation drill volunteers or emergency responders of persons sheltering in the areas of rescue/ refuge. * **Never assume that an alarm is a “false alarm”. Treat all fire alarm activations as emergencies. Get out of the building!**   **Incident and Near Miss Reporting**: Report any incident that occurs in any University of South Florida affiliated teaching or research laboratory/studio or field research project. An incident means any unplanned event within the scope of a procedure that causes, or has the potential to cause, an injury or illness and/or damage to equipment, buildings, or the natural environment. Due to medical privacy concerns, no personal identifying information of the person involved in the incident shall be entered or submitted with the form.  <http://www.usf.edu/administrative-services/environmental-health-safety/reporting/index.aspx>  **Workers’ Compensation Procedure:** Call AmeriSys at 800-455-2079 to report a work-related injury or illness. Complete the Supervisor’s Accident Investigation Report available at the link above and send it to EH&S within 24 hours. | | |
| **WASTE DISPOSAL** | | |
| Neutralization is not allowed without expressed permission from EH&S. Keep base waste streams segregated from other waste streams.  All chemical waste generated within USF System laboratories is considered hazardous waste and must be disposed of as hazardous waste in accordance with the USF Hazardous Waste Management Procedure, the U.S. EPA, and the FDEP. The USF Hazardous Waste Management Procedure can be found at: <https://www.usf.edu/administrative-services/environmental-health-safety/documents/hazwaste-managementprocedure.pdf> | | |
| **TRAINING REQUIREMENTS** | | |
| All individuals working with chemicals in USF laboratories must take EH&S’s Laboratory Safety Training. To register for Laboratory Safety Training, please use the following link, <https://www.usf.edu/administrative-services/environmental-health-safety/training/course-descriptions.aspx#labsafety>  This procedure may warrant additional safety training per the PI, EH&S, or an authorizing unit such as the Biosafety or Radiation Safety programs. Check training requirements for this activity below:  Research Specific Training from the PI/Lab Supervisor or their designee  EH&S Laboratory Safety Training  EH&S Hazard Communication  EH&S Hazardous Waste Awareness and Handling  EH&S Respirator Fit Test  EH&S Biomedical Waste  EH&S Universal Pharmaceutical Waste Training  EH&S Fire Prevention Safety  EH&S Slips, Trips, and Falls  RIC Biosafety Core Course  RIC Shipping Biohazardous Materials  RIC BSL 3  RIC Radiation Safety  RIC Laser Safety  RIC Boating Safety  RIC Scientific Diving  Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **PRIOR APPROVALS** | | |
| ☒ This activity requires prior approval from the PI/designee.  ☒ If this box is checked, working alone with concentrated solutions is not allowed. | | |

By signing and dating here the Principal Investigator/ or a designee certifies that the Standard Operating Procedure (SOP) for ***Bases*** is accurate and effectively provides safe standard operating procedures for employees and students in this lab who will handle this hazardous chemical.

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Signature Printed Name Date

I affirm that I have read and understand the Standard Operating Procedure for ***Bases*** and have undergone the EH&S Laboratory & Research training and any lab specific training regarding this SOP.

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| Printed Name | Signature | Date |
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