Standard Operating Procedure

**Sodium Hydroxide (Pellets)**

*This is an SOP template and is not complete until: 1) lab specific information is entered into the box below 2) lab specific protocol/procedure is added to the protocol/procedure section and
3) SOP has been signed and dated by the PI and relevant lab personnel.*

 Print a copy and insert into your
*Laboratory Safety Manual* and *Chemical Hygiene Plan*.
Refer to instructions for assistance.

|  |  |
| --- | --- |
| **Department:** | Click here to enter text. |
| **Date SOP was written:** | Click here to enter a date. |
| **Date SOP was approved by PI/lab supervisor:** | Click here to enter a date. |
| **Principal Investigator:** | Click here to enter text. |
| **Internal Lab Safety Coordinator/Lab Manager:** | Click here to enter text. |
| **Lab Phone:** | Click here to enter text. |
| **Office Phone:** | Click here to enter text. |
| **Emergency Contact:** | Click here to enter text. |
| *(Name and Phone Number)* |
| **Location(s) covered by this SOP:** | Click here to enter text. |
| *(Building/Room Number)* |

**Type of SOP:** [ ]  Process [x] Hazardous Chemical [ ]  Hazardous Class

**Purpose**

Sodium hydroxide is a corrosive, strong base. It reacts with strong acids, during which time heat is liberated due to exothermic reaction. It is the primary strong base used in chemical industry. Among hundreds of uses it can be utilized to increase alkalinity or to neutralize acidic solutions.

**Physical & Chemical Properties/Definition of Chemical Group**

CAS#: 1310-73-2

Class: **Corrosive**

Molecular Formula: NaOH

Form (physical state): Pellets

Color: White

Melting point: 318 °C (604 °F)

pH: 13.0 – 14

Synonym: Caustic soda

**Potential Hazards/Toxicity**

**OSHA Hazards -** Corrosive

Pictogram



**Potential Health Effects**

**Inhalation** May be harmful if inhaled. Material is extremely destructive to the tissue of the mucous membranes and upper respiratory tract.

**Skin** May be harmful if absorbed through skin. Causes skin burns.

**Eyes** Causes eye burns. Causes severe eye burns.

**Ingestion** May be harmful if swallowed.

**Signs and Symptoms of Exposure**

Spasm, inflammation and edema of the larynx, spasm, inflammation and edema of the bronchi, pneumonitis, pulmonary edema, burning sensation, cough, wheezing, laryngitis, shortness of breath, headache, nausea & vomiting. Material is extremely destructive to tissue of the mucous membranes and upper respiratory tract, eyes, and skin.

**Personal Protective Equipment (PPE)**

**Hand Protection**

Handle with nitrile gloves. Gloves must be inspected prior to use. 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.

 NOTE: Consult with your preferred glove manufacturer to ensure that the gloves you plan on using are compatible with Sodium hydroxide (pellets).

Refer to glove selection chart from the links below:

<http://www.ansellpro.com/download/Ansell_8thEditionChemicalResistanceGuide.pdf>

OR

<http://www.allsafetyproducts.biz/page/74172>

OR

<http://www.showabestglove.com/site/default.aspx>

OR

<http://www.mapaglove.com/>

**Eye Protection**

ANSI approved safety glasses or goggles. Face shield is also recommended

**Skin and Body Protection**

Lab coat, long pants, closed-toed shoes

**Hygiene Measures**

Avoid contact with skin, eyes and clothing.

Wash hands before breaks and immediately after handling Sodium Hydroxide.

**Engineering Controls**

N/A

**First Aid Procedures**

**If inhaled**

If breathed in, move person into fresh air. If not breathing, give artificial respiration. Consult a physician.

**In case of skin contact**

Take off contaminated clothing and shoes immediately. Wash off with soap and plenty of water (under safety shower). Consult a physician.

**In case of eye contact**

Rinse thoroughly with plenty of water for at least 15 minutes (using emergency eyewash) and consult a physician. Continue rinsing eyes during transport to hospital.

**If swallowed**

Do NOT induce vomiting. Never give anything by mouth to an unconscious person. Rinse mouth with water. Consult a physician.

**Special Handling and Storage Requirements**

**Precautions for safe handling**

Avoid formation of dust and aerosols. Provide appropriate exhaust ventilation at places where dust is formed.

**Conditions for safe storage**

Keep container tightly closed in a dry and well-ventilated place. **Materials to avoid:** Segregate from**;** Strong oxidizing agents, Strong acids, Organic materials

**Spill and Accident Procedure**

**Personal precautions**

Use appropriate Personal Protective Equipment (PPE). Avoid dust formation. Avoid breathing dust, vapors, mist or gas. Ensure adequate ventilation. Evacuate personnel to safe areas.

**Environmental precautions**

Prevent further leakage or spillage if safe to do so. Do not let product enter drains. Discharge into the environment must be avoided.

**Methods and materials for containment and cleaning up**

Pick up and arrange disposal without creating dust. Sweep up and shovel. Keep in suitable, closed containers for disposal. Dispose of the spill clean-up waste according to EH&S guidelines.

**Chemical Spill on Body or Clothes** – Remove clothing and rinse body thoroughly in emergency shower for at least 15 minutes. Seek medical attention. *Notify supervisor and EH&S at x59797 immediately.*

**Chemical Splash Into Eyes** – Immediately rinse eyeball and inner surface of eyelid with water from the emergency eyewash station for 15 minutes by forcibly holding the eye open. Seek medical attention. *Notify supervisor and EH&S at x59797 immediately.*

# **Medical Emergency Dial 911 or x52111**

**Life Threatening Emergency, After Hours, Weekends And Holidays** – Dial **911** (or 310-825-1491 from cell phone) or contact the Ronald Reagan UCLA Medical Center (emergency room) directly at **x52111** (located at 757 Westwood Plaza, enter from Gayley Avenue). *Note: All serious injuries must be reported to EH&S at* ***x59797*** *within 8 hours.*

**Non-Life Threatening Emergency** – Go to the Occupational Health Facility (OHF), **x56771,** CHS room 67-120(This is on the 6th floor, 7th corridor, room 120. Enter through the School of Dentistry on Tiverton Drive and proceed to the “O” elevator to the 6th floor.)Hours: M - F, 7:30 a.m. to 4:30 p.m. At all other times report to Ronald Regan UCLA Medical Center (emergency room) at **x52111**. *Note: All serious injuries must be reported to EH&S at x59797 within 8 hours.*

**Needle stick/puncture** **exposure** (as applicable to chemical handling procedure) – Wash the affected area with antiseptic soap and warm water for 15 minutes. For mucous membrane exposure, flush the affected area for 15 minutes using an eyewash station. Page the needle stick nurse by dialing **231** from a campus phone, enter **93333** when prompted and then enter your extension. Hours: M – F, 8:00 a.m. to 4:00 p.m. At all other times report to Ronald Regan UCLA Medical Center (emergency room) at **x52111**. *Note: All needle stick/puncture exposures must be reported to EH&S at x59797 within 8 hours.*

**Decontamination/Waste Disposal Procedure**

*General hazardous waste disposal guidelines:*

**Label Waste**

* Affix an on-line hazardous waste tag on all waste containers using the Online Tag Program <http://otp.ucop.edu/> as soon as the first drop of waste is added to the container

**Store Waste**

* Store hazardous waste in closed containers, in secondary containment and in a designated location
* Double-bag dry waste using transparent bags <http://map.ais.ucla.edu/go/1002774>
* Waste must be under the control of the person generating & disposing of it

**Dispose of Waste**

* Dispose of regularly generated chemical waste within 90 days
* Call EH&S at x61887 for questions
* Empty Containers
* Dispose as hazardous waste if it once held extremely hazardous waste (irrespective of the container size) <http://ehs.ucla.edu/Pub/ExtremelyHazardousWaste.pdf>
* Consult waste pick-up schedule <http://ehs.ucla.edu/pub/HazWaste%20Pickup%20Schedule.pdf>

Prepare for transport to pick-up location

* Check on-line waste tag
* Write date of pick-up on the waste tag
* Use secondary containment

**Safety Data Sheet (SDS) Location**

Online SDS can be accessed at [http://msds.ehs.ucla.edu](http://msds.ehs.ucla.edu/).

**Protocol/Procedure (Add lab specific Protocol/Procedure here)**

Click here to enter text

**NOTE**

Any deviation from this SOP requires approval from PI.

**Documentation of Training** (signature of all users is required)

* Prior to conducting any work with Sodium Hydroxide., designated personnel must provide training to his/her laboratory personnel specific to the hazards involved in working with this substance, work area decontamination, and emergency procedures.
* The Principal Investigator must provide his/her laboratory personnel with a copy of this SOP and a copy of the SDS provided by the manufacturer.
* The Principal Investigator must ensure that his/her laboratory personnel have attended appropriate laboratory safety training or refresher training within the last one year.

I have read and understand the content of this SOP:

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