

## Standard Operating Procedures # 5

Lab Name: Koffel Laboratory

Lab Location: Building: J.M. Patterson (083) Room #: 3229

Laboratory director: Dr. Andre W. Marshall Page 1 of    

1. Process:	Operating of Fire Box.
2. Hazards:	Flammable liquids: heptane. Facility: open flame, smoke
3. Personal Protective Equipment:	Heat protective gloves. Safety glasses, if window's safety screen removed.
4. Engineering \ Ventilation Controls:	Do not operate without exhaust ventilation on.
5. Special Handling Procedures Storage Requirements:	Never leave container with flammable liquids near working Fire box.
6. Spill containment/ Accident Procedures:	Contain spill with spill cleanup materials. Notify the lab manager if big spill. Emergency showers and eyewashes shall be used when skin or eye contact Occurs.
7. Waste Disposal	All broken glass (if any) should be placed in the container.
8. Required Approvals:	Lab workers must be trained by lab manager in proper use of the flammable liquids and heat. Any deviation from this SOP must be approved by the lab manager.
9. Decontamination:	If any spill.
10. Designated Areas:	Spill area.