

**EHS**

**Environmental Health and Safety**

**Handling Toluene**

**Standard Operating Procedure**

Name:

Date: 4/30/2021

Revision Number:

Date of Revision:

**\*Attach description of process that involves the use of toluene.\***

**1.0 Hazards Associated with Toluene:**

Toluene is a highly flammable liquid and vapor. It can be fatal if swallowed and enters airways. It causes eye, skin, and respiratory tract irritation. It may cause drowsiness or dizziness and it is a teratogen.

**2.0 Controls:**

**2.1 Engineering Control:**

* Utilize a fume hood.

**2.2 Administrative Controls:**

* Do not work alone in the lab. Implement the buddy system.
* Attend baseline laboratory safety training (required annually). The training schedule is located at the following link - [Training Schedule](http://www.uml.edu/ehs/Training_Schedule.html).
* Attend laboratory-specific training on handling toluene.
	+ Document this training in section 8 of the Chemical Hygiene Plan Notebook.
* Know the location of the emergency shower and eyewash station.
* Review this SOP and applicable safety data sheets as part of your laboratory-specific training on handling toluene.
* Keep a hard copy of the safety data sheet (SDS) for toluene in section 6 of the CHP Notebook.
* Place the toluene SOP in section 7 of the CHP Notebook.
* Purchase only enough material needed to complete an experiment.
* Wash hands thoroughly with soap and water after removing gloves.
* Launder lab coats.

**2.3 Personal Protective Equipment:**

* Safety goggles are required if there is a splash hazard. Safety glasses are required at a minimum.
* Face shield required if there is a splash hazard to the face.
* Laboratory coat
* Viton/Butyl ®, polyvinyl alcohol (PVA), or silver shield gloves are the best type of gloves to wear.
	+ NOTE: Gloves must be selected on the basis of their chemical resistance to the material(s) being handled, their suitability for the procedures being conducted as well as temperature extremes. Improper selection may result in permeation of the chemical through the glove and possible personal exposure to the chemical.
	+ You may wear a layer of disposable nitrile gloves on top of the silver shield gloves to increase dexterity.
* Closed toe shoes and pants

**3.0 Precautions:**

* Avoid contact with eyes and skin.
* Avoid inhalation of vapor or mist.

**4.0 Storage:**

* Store in a well-ventilated location.

**5.0 Disposal:**

Place the UMass Lowell Hazardous Waste Label on the container and fill out the label. Full and/or dated containers of hazardous waste are picked up by EHS during the weekly inspection checks for satellite accumulation areas or upon request by calling 42543. Remember, the container must be picked up within 3 days after the container is full or dated.

Empty containers that once contained toluene must be disposed of as hazardous waste. Please properly label the empty container with a hazardous waste label.

**NOTE: Gloves that are not contaminated with toluene may be disposed of in the trash. Gloves, KimWipes and other solid waste contaminated with toluene must be disposed of as hazardous waste. Please place contaminated solid waste in an impervious, properly labeled container. Contact the chemical receiving stockroom at extension 42543 if in need of a waste container.**

**6.0 Emergency Procedures:**

**6.1 Spills**

**For spills that occur inside of a fume hood (< 100 milliliters)**

* If lab group has received proper training and a proper spill kit is available, the spill may be cleaned up by the lab group if the spill occurs inside of a fume hood.
* If the lab group has not received proper training and a spill kit is not available, please evacuate the lab and call 44911.

**For spills that occur outside of a fume hood**

* Evacuate the lab, post a restriction on the lab door and call UMass Lowell Police at extension 44911.
* Stay close by to answer questions when EEM-EHS and emergency response personnel arrive.

**6.2 First Aid**

For eyes

* Irrigate the eyes for 15 minutes, holding eyelids apart.
* Call extension 44911 or 978-934-4911 from a cell phone to seek medical assistance and then can keep track of the length of time eyes are being irrigated.

 For skin

* For full body exposure, remove contaminated clothing and go under the emergency shower for 15 minutes. If bare hands and/or arms are contaminated, rinse area with soap and water for 15 minutes.
* Call extension 44911 or 978-934-4911 from your cell phone immediately to seek medical assistance.

For inhalation

* Remove to fresh air. Seek medical attention immediately. Call extension 44911 or 978-934-4911 from a cell phone.

**6.3 Fire:**

* Evacuate the lab, pull the nearest fire alarm pull station and then go to a safe area and call extension 44911 or 978-934-4911 from a cell phone. Follow the fire safety evacuation plan.

**NOTE:** All work-related injuries must be reported immediately to Human Resources (HR) by calling extension 43560. (HR has some forms that will need to be filled out within 48 hours after the incident.) An Incident/Injury Report Form must be filled out as well. The Incident/Injury Report Form is available on-line at [EHS](http://www.uml.edu/ehs).

*\*The buddy, supervisor, or Principal Investigator may fill out the Incident/Injury Report Form while the injured employee follows first aid procedures and seeks medical attention.*