



ECKERD COLLEGE

Safe Operating Procedure

(2/04)

CHEMICAL SECURITY

Security of dangerous chemicals in laboratories, shops, and other areas at Eckerd is of increasing concern. While the theft and misuse of chemicals is not commonplace, care must be taken to reduce the possibility of such events. Providing for security of chemicals can also safeguard against unexpected results due to cross-contamination, whether intentional or not.

- Keep laboratory, stock room, and other work area doors closed and locked when not occupied.
- Ask strangers to exit the work area if they are not authorized to be there. Strangers should always be able to account for their presence. If you do not feel comfortable with their answer, be prepared to take appropriate actions, such as 1) asking them if they need assistance; 2) politely asking them to leave the area; 3) asking them to follow you to the department office to seek information; or, 4) if necessary, calling Campus Safety x8260 for assistance. Discuss how to handle strangers beforehand so that your response is proper and effective.
- Inspect all packages of chemicals arriving at the work area. If stains are present on the package, or the package is damaged, isolate and secure the package and call Fawn Crotty (x8447).
- Keep an accurate inventory of highly toxic and dangerous materials. Report losses to Fawn Crotty (x8447) immediately.
- To the extent possible, use less hazardous substitutes where possible, use and store the smallest possible amounts of chemicals, and reduce or eliminate any unnecessary storage, transportation, handling, disposal and discharge of chemicals.