

Standard Operating Procedure
for work with

Chemical name/class: <u>Formic Acid</u>	CAS #: <u>64-18-6</u>
PI: <u>Mark Walters</u>	Date: <u>January 14, 2021</u>
Building: <u>Fitzpatrick CIEMAS</u>	Room #: <u>Cleanroom and Sample Prep</u>
Designated Work: <u>Chemical processing with Formic Acid</u>	

1. **Circumstances of Use:**

Formic is typically used in SMIF for cleanroom processing

2. **Potential Hazards:**

Consult the Safety Data Sheet (SDS) for Formic Acid

Formic Acid is an unusual chemical in that it is both flammable and corrosive, as well as being toxic.

Be aware of these specific hazards:

- Liquids and vapors cause severe burns and eye damage
- Liquid and vapors are flammable
- Formic acid is toxic if inhaled
- Formic Acid reacts explosively with oxidizers, acids and bases. Always keep Formic Acid separated from acids and oxidizers.

3. **Engineering Controls:**

- Always work with Formic Acid in a designated solvent fume hood in the Clean Room or Sample Preparation Lab.
- All SMIF solvent hoods are equipped with a CO2 fire suppression system. If the local hood fire alarm starts to beep (the fire alarm strobe on the hood will also flash) then back away from the hood as the CO2 system will activate 10 seconds after the alarm starts. Alternatively, if there is a fire in the hood the hood's local fire pull alarm can be pulled for immediate release of the CO2 fire suppression.
 - Exit the cleanroom and contact SMIF staff as soon as possible if this occurs
- An eyewash and safety shower are available in the immediate area.

4. **Work Practice Controls:**

- Use only in a designated solvent chemical hood.
- Keep containers closed as much as possible. Only open a container when it is inside a designated solvent chemical hood and you are wearing the proper PPE (section 5).
- Contaminated items are to be disposed of properly as hazardous waste, following SMIF's hazardous waste policy (see section 7).

5. **Personal protective equipment (PPE):**

- Wear nitrile or chemical gloves
 - Always first check chemical gloves for holes or damage
 - If damaged, dispose of the gloves and get a new pair
 - Never purposefully touch a chemical even while wearing the nitrile or chemical gloves. If a glove does come in contact with a chemical
 - Remove the exposed glove and dispose of it.
 - Get a new pair of gloves
 - Wear gloves to open chemical cabinets.
 - Wash and remove gloves before touching anything else (door knobs, notebooks, phone, microscopes, etc.)
- Wear chemical splash goggles or safety glasses
- Wear a lab coat (Sample Prep lab) or Cleanroom garment (Cleanroom)

6. **Transportation and Storage:**

- Formic Acid solutions must be in sealed shatter-resistant containers and stored in an exhausted chemical cabinet designated for solvents.
- Wear the designated PPE (section 5) when transporting a solvent bottle or container to a chemical hood.

7. **Waste Disposal:**

Liquid Waste

Formic acid waste should be poured into a designated Formic acid waste container. **Note: Never pour Formic down the solvent cup drain or the acid hood sink drain**

Solid Waste

Solid materials that are contaminated with Formic acid waste (such as wipes, dispensers, etc.) should be packed into a zip lock bag and properly labeled with the type of waste, your name, and date. The waste bag should be completely sealed.

- Bagged and labeled solid Formic acid waste should be placed in one of the solvent waste cans for pickup by SMIF staff. In the cleanroom these are located near the spin coat hoods in the photo area, and in the Sample Prep lab these are located near the solvent hood.
- Empty Formic acid bottles should be left in the solvent hood for pickup by SMIF staff

8. **Exposures/Unintended contact:**

Contact Employee Occupational Health and Wellness (EOHW) at 919-684-3136 for medical advice on occupational chemical exposures. For an actual chemical exposure

- Flush exposed eyes or skin with water for at least 15 minutes.
- If there is respiratory irritation associated with exposure, remove all persons from the contaminated area and contact the OESO spill team.
- Exposed persons should seek immediate medical attention at the nearest emergency department/
- Call 911 from a campus phone or 919-684-2444 from any phone to request assistance if needed. Contact Employee Occupational Health and Wellness at 919-684-8115 for exposure-related advice.

The work-related injury or illness report found at: <http://www.hr.duke.edu/benefits/medical/workcomp/report.php> should be completed within 24 hours. Follow-up medical attention should be sought through Duke Employee Occupational Health and Wellness (919-684-3136).

9. **Spill Procedure:**

In the event of a spill, follow SMIF spill procedures and immediately contact SMIF staff. Only SMIF staff and/or appropriate OESO personnel should clean up spills

Spills Contained Inside a Chemical Hood

- Avoid breathing vapors from the spill and leave the immediate area of the chemical hood
- Alert people in the immediate area of the spill
- Notify SMIF immediately by calling emergency numbers posted near the phone
- Wait for instructions from SMIF or for SMIF personnel to arrive to complete the clean-up of the affected area.

Spills Outside of a Chemical Hood

- Attend to injured or contaminated persons and remove them from exposure
- Press the closest manual alarm button (blue box) and evacuate the lab
- Make yourself available to the SMIF staff and/or emergency responders and be prepared to tell the following: What chemical(s) are involved, how much was spilled, where the spill is located, nature of any injuries

10. **Training of personnel:**

- All personnel are required to complete the SMIF General Lab Safety session and the SMIF Chemical Safety and Wet Hood training session.
- All personnel shall read and fully adhere to the *Wet Hood Operating Procedure* and the *SMIF Lab Safety and Procedures Manual*