Standard Operating Procedure

Sodium

*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 ☒Hazardous Chemical ☐ Hazardous Class

**Purpose**

Sodium is a soft, silver-grey alkali metal with atomic number 11. It is very reactive with water, producing flammable hydrogen gas that can ignite spontaneously. It can also produce caustic sodium hydroxide upon contact with water. The powdered form may burn in the presence of air or oxygen. It may be harmful if inhaled, ingested, or absorbed through the skin. It is extremely destructive to the tissue of the mucous membranes and upper respiratory tract. It can cause burns to the skin and eyes with irreversibly damage. Due to sodium’s reactivity, it is not found free in nature. It is the sixth most abundant element in the Earth’s crust. It is a vital nutrient for humans regulating blood volume, blood pressure, osmotic equilibrium, and pH. Sodium is used as an alloying metal, as a reducing agent for metals, and as a desiccant. It is also used in optics.

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

CAS#: 7440-23-5

Class: **Highly flammable, water reactive, corrosive**

Molecular Formula: Na

Form (physical state): Solid

Color: Grey

Boiling point: 883 °C

**Potential Hazards/Toxicity**

Contact with water releases flammable gases which may ignite spontaneously. Sodium may burn in the presence of air. Handle under inert gas and protect from moisture. It may be harmful if inhaled, ingested, or absorbed through the skin. It is extremely destructive to the tissue of the mucous membranes and upper respiratory tract. It causes skin and eye burns with severe or permanent damage. Symptoms of exposure may include burning sensation, coughing, wheezing, laryngitis, shortness of breath, inflammation and edema of the larynx, spasm, inflammation and edema of the bronchi, pneumonitis, and pulmonary edema.

**Personal Protective Equipment (PPE)**

**Respirator Protection**

Use a full-face respirator with multi-purpose combination (US) respirator cartridges.

Respirators should be used only under any of the following circumstances:

* As a last line of defense (i.e., after engineering and administrative controls have been exhausted).
* When Permissible Exposure Limit (PEL) has exceeded or when there is a possibility that PEL will be exceeded.
* Regulations require the use of a respirator.
* An employer requires the use of a respirator.
* There is potential for harmful exposure due to an atmospheric contaminant (in the absence of PEL).
* As PPE in the event of a chemical spill clean-up process.

Lab personnel intending to use/wear a respirator mask must be trained and fit-tested by ORS and should contact occhealt@uga.edu. This is a UGA requirement described in more detail in the [UGA Respiratory Protection Plan](https://esd.uga.edu/sites/default/files/respiratoryprotection.pdf) and supported by the [Office of Research Occupational Health and Safety Program](https://research.uga.edu/ohsp/).

**Hand Protection**

Handle with gloves. Nitrile gloves are recommended.

NOTE: Consult with your preferred glove manufacturer to ensure that the gloves you plan on using are compatible with sodium.

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, tight-fitting safety glasses/goggles. Face shields are recommended.

**Skin and Body Protection**

Flame-resistant lab coats should be worn. These laboratory coats must be appropriately sized for the individual and be buttoned to their full length. Laboratory coat sleeves must be of a sufficient length to prevent skin exposure while wearing gloves. Full length pants and close-toed shoes must be worn at all times by all individuals that are occupying the laboratory area. The area of skin between the shoe and ankle should not be exposed.

**Hygiene Measures**

Avoid contact with skin, eyes and clothing. Wash hands before breaks and immediately after handling the product.

**Engineering Controls**

Sodium should be used in a glove box or in a closed system in a certified chemical fume hood.

**First Aid Procedures**

**If inhaled**

Move person into fresh air. If not breathing, give artificial respiration. If breathing is difficult, give oxygen. Consult a physician.

**In case of skin contact**

Wash off with soap and plenty of water for at least 15 minutes while removing contaminated clothing. Consult a physician.

**In case of eye contact**

Rinse thoroughly with plenty of water for at least 15 minutes lifting upper and lower eyelids and removing contact lenses. 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 contact with skin, eyes, and clothing. Avoid inhalation and ingestion. Avoid dust formation. Provide adequate exhaust ventilation. Keep away from sources of ignition - No smoking.

**Conditions for safe storage:** Keep container tightly closed in a dry and well-ventilated area. Never allow contact with water. Air sensitive. Incompatible with oxidizing agents and acids. Store in flammables-area. Handle and store under inert gas.

**Spill and Accident Procedure**

**Chemical Spill Dial 911**

**24-7 On-Call Response to Research, Environment, Health or Safety Concerns Dial 2-5561 from a campus phone or 706-542-5561 from a non-campus line.**

**Spill** – Follow the procedures set out in the [UGA Chemical and Laboratory Safety Manual.](http://research.uga.edu/docs/units/safety/manuals/Chemical-Laboratory-Safety-Manual.pdf)

[If there are any chemical-specific protocols for responding to a spill, insert them here or mark “none”:]

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# **Medical Emergency Dial 911**

**Life Threatening Emergency, After Hours, Weekends and Holidays** – Dial **911** or the emergency phone numbers listed at the beginning of the UGA Chemical and Laboratory Safety Manual.

*Note: All incidents that result in an injury or property damage must be reported to ORS / ESD using a University Incident/Accident Report.*

**Non-Life-Threatening Emergency** – Follow the instructions in the UGA Chemical and Laboratory Safety Manual.

*Note: All incidents that result in an injury or property damage must be reported to ORS / ESD using a University Incident/Accident Report.*

**Decontamination/Waste Disposal Procedure**

**For general hazardous waste disposal procedures, see Appendix H of the UGA Chemical and Laboratory Safety Manual.**

**Chemical Specific Procedures: [to be inserted or marked as “none”]**

Wearing proper PPE, sweep up or shovel. Do not flush with water. Collect with an electrically-protected vacuum cleaner or by wet-brushing and place in container for disposal.

**Safety Data Sheet (SDS) Location**

UGA personnel can access Online SDS through a link in the upper left corner of the ESD home page (<https://esd.uga.edu>) and logging in by using their UGA email user name and password.

**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, 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 access to 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 12 months.

**Principal Investigator SOP Approval**

Print name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approval Date:

I have read and understand the content of this SOP:

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