

# Unattended Chemical Experiment

THIS FORM MUST BE POSTED IN PROMINENT LOCATION NEXT TO THE ENTRANCE TO THE EXPERIMENT

|                    |   |
|--------------------|---|
| Contact Name:      | Phone Number(s): BNL, Private &/or Cell |
| Alternate Contact: | Phone Number(s): BNL, Private &/or Cell |

Experiment Location: (Room# and location in room)

Description of Unattended Experiment/Activity:

|                         |                                    |                                      |   |                                       |
|-------------------------|------------------------------------|--------------------------------------|---|---------------------------------------|
| <u>Chemical Hazards</u> | <input type="checkbox"/> FLAMMABLE | <input type="checkbox"/> CORROSIVE   | <input type="checkbox"/> WATER REACTIVE       | <input type="checkbox"/> AIR REACTIVE |
|                         | <input type="checkbox"/> TOXIC     | <input type="checkbox"/> PRESSURIZED | <input type="checkbox"/> ELEVATED TEMPERATURE | OTHER?                                |

Names of Hazardous Chemicals

|       |       |     |       |
|-------|-------|-----|-------|
| Start | Date: | End | Date: |
|       | Time: |     | Time: |

**EMERGENCY SHUTDOWN PROCEDURE** (Steps to safely shutdown the experiment in the event of a fire or other accident, interruption of services (such as water, electric), or monitoring alarms)

|   |  |
|---|--|
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |

Type of fire extinguisher:

|                              | Name | Signature |
|------------------------------|------|-----------|
| Person Conducting Experiment |      |           |
| PI or Designee Approval      |      |           |

# Unattended Chemical Experiment Instructions

Follow these instructions when it is necessary for experimental apparatus to be left unattended outside normal working hours. An *Unattended Chemical Experiment* is a hazardous chemical operation in a laboratory conducted outside normal business hours of the organization when no one present in the area is knowledgeable of the experiment and its hazards.

## Responsibilities:

- Experiments are only allowed to be left unattended with the consent of the Principle Investigator or designee.
- When an experiment is to be left unattended, complete the **Unattended Chemical Experiment Form** which identifies the hazards and establishes emergency actions and shutdown steps.
- Post the Form at the main entrance to the experimental area and indicate where the experiment is located in the space.
- If unattended experimental equipment would be hard to identify in an emergency, add a posting near the experiment.
- If personnel will be in the laboratory during the period you are away, inform them of any hazards and any precautions.
- Leave instruction on how to shut down the experiment in the event of a fire or other accident, interruption of services (such as water, electric), or monitoring alarms.
- Leave the laboratory neat and with the lights on if possible to indicate an active experiment.

## Limitations:

1. If using water-cooling, the apparatus must have plastic tubing with connections properly wired or clipped, and the outlet securely clamped.
2. When an experiment is left running in a fume hood, the sash must be pulled down.
3. Only baths using silicon oil are permitted for unattended operation. Baths using hydrocarbon oil can not be left unattended.
4. Stills of highly flammable solvents may not be run unattended.
5. Operations with pyrophoric materials are not are permitted to be left unattended.