





OPS-SOP- 14	Revision #: 01	Implementation Date: 2019-03-01	Last Reviewed/ Update Date: 2019-03-01	Page #: 1 of 3
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## Standard Operating Procedure: Acetone Recycling Program

- 1. Purpose:** to provide step by step guidance on how to collect acetone for recycling.
- 2. Scope:** applies to all students, staff and faculty participating in the recycled acetone program.
- 3. Prerequisites:** WHIMIS & laboratory safety training (EHS) You must have read this SOP prior to collecting acetone.
- 4. Responsibilities:** it is the responsibility of all those involved in the recycling program to ensure that only wash acetone is collected for recycling.

### 5.

Personal Protective Equipment (PPE)	Acetone Collection Receptacle
	

### 6. Procedure:

- Initial acetone wash of your reaction flask must be disposed of into your flammable waste container. This first wash of your

reaction flask should NEVER be included in the collection receptacle.

- If the reaction flask is extremely dirty please dispose of a second wash into the flammable waste.
- Any subsequent acetone washes may be included in the acetone recycling receptacle.
- No solute and no particulate matter should be included with the wash acetone.
- Fill the acetone-wash qualitative composition form (Appendix 1 at the end of this SOP) and bring it to Chemical Stores together with your acetone-wash container.
- **WARNING:** Without this form; containers WILL NOT be accepted into the recycling program.

## **7. Health and Safety**

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- It is imperative that the first wash of the reaction flask is not included in the acetone recycling receptacle.
- Contents from the reaction flask are unknown to Stores Technicians as well as any hazards associated.
- **Acetone waste receptacles that arrive at Stores highly contaminated with particulate (NMR caps, tips, needles, stir bars etc.) will be refused.**
- Refused acetone receptacles will be the responsibility of the research group to clean; any acetone included in the refused receptacles will need to be disposed of and the receptacle will need to be thoroughly cleaned out.
- It is mandatory (under the acetone recycling program policy) to clean out your acetone receptacle quarterly.

### **For Personnel Operating the Acetone Recycling Unit:**

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- The Acetone Recycling Instrument will run Overnight (cycle starting at end of working day and ending at midnight)
- Dispensing takes on average 10 minutes.
- The risk assessment performed by the Health & Safety Department (report available upon request) has determined that it is not necessary the use of respirators when dispensing acetone.
- If personnel chooses to wear a respirator during operation of the acetone recycling unit & dispensing; the manager will ensure fit-testing, training in the use of respirators and will provide the proper respirator as per fit-testing recommendation.

Reviewed by Grace Flock, Director of Operations and Technical Services  
(DOTS).

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