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| ISU |  |

1. STANDARD OPERATING PROCEDURE

Use this form to document the Health & Safety information associated with the procedure.

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| **Procedure Title:** | | Eyewash flushing | | | | | | |
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| **Dept:** |  | |  | **Bldg/Rm:** |  |  | **Supervisor:** |  |

**Procedure Overview:**

To ensure a properly-functioning eyewash station with clean water in the event of an

emergency, laboratories must flush their eyewash station monthly. When performing a monthly

eyewash flush, check the following:

**Procedure:**

►Access and signage: Ensure that the eyewash station is easily identifiable and

unobstructed. Carts, chairs, glassware and equipment can all obstruct an eyewash station,

which may slow the response in the event of an emergency.

►Operation: Ensure that the eyewash station activates easily with one-handed control, the

flow removes eyepiece covers, and water flows evenly and in a steady stream.

►Water: Allow the eyewash station to run for 1-3 minutes to flush stagnant water from the line.

If this is your first time flushing the station, you may have to run it longer to ensure that the water

is clean.

**Maintenance:**

Report malfunctioning eyewash stations to Facilities, Planning and Management (515-294-5100).

**Helpful hints:**

- Make sure you know where the water drains! Often a bucket has to be positioned under the unit’s drain to collect the water.

- Have a roll of paper towels on hand in case of water leakage.

- A large tray may be needed to collect the water under units that pull down from the wall to activate.

If you have questions or if you are unable to flush your eyewash station, contact your laboratory’s assigned Research Safety Specialist or Environmental Health & Safety.

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| **Written By:** |  |  | **Date:** |  |
|  |  |  |  |  |
| **Approved By:** |  |  | **Date:** |  |

(PI or Lab Supervisor)

1. **Training Record**

Use the following table to record the training associated with this Standard Operating Procedure.

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| **Print Name** | **Signature** | **Date** |
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**Note: Attach to or file with written materials and methods**