#1 CONTACT INFORMATION:

<table>
<thead>
<tr>
<th>Procedure Title</th>
<th>Distillation of Triethylamine</th>
</tr>
</thead>
<tbody>
<tr>
<td>Procedure Author</td>
<td>REDDY</td>
</tr>
<tr>
<td>Date of Creation/Revision</td>
<td>10/25/2013</td>
</tr>
<tr>
<td>Name of Responsible Person</td>
<td>REDDY</td>
</tr>
<tr>
<td>Location of Procedure</td>
<td>FW 333</td>
</tr>
</tbody>
</table>

#2 THIS STANDARD OPERATING PROCEDURE (SOP) IS FOR A:

- [x] Specific laboratory procedure or experiment
- [ ] Generic laboratory procedure that covers several chemicals
- [ ] Generic use of specific chemical or class of chemicals with similar hazards

#3 PROCESS OR EXPERIMENT DESCRIPTION

Distillation of an acid

| Frequency: |  
|------------|---------------------------------------------------------------|
| one time   | daily weekly monthly |
| other:     | ____________________ |

<table>
<thead>
<tr>
<th>Duration per Expt:</th>
<th>____________________ minutes; or 5 hours</th>
</tr>
</thead>
</table>
#4 SAFETY LITERATURE REVIEW & HAZARD SUMMARY

High temperature, broken glass, high pressure

#5 STORAGE REQUIREMENTS

Store in dedicated

#6 STEP-BY-STEP OPERATING PROCEDURE

1. You should use all safety precautions (acid resistant gloves, face shield, lab coat).
2. Distillation should be done in a fume hood.
3. Place triethylamine in gingham flask and have distillation setup.

1. Don personal protective equipment.

- [x] appropriate street clothing (long pants, close-toed shoes)
- [x] gloves; indicate type: **acid resistant gloves**
- [x] safety goggles  [ ] safety glasses  [x] face shield
- [x] lab coats
- [ ] other: _______________________

2. Check the location and accessibility of the safety equipment that serves your lab:

<table>
<thead>
<tr>
<th>ITEM</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laboratory Fume Hood/Glove Box or other Ventilation Control</td>
<td>Location: In the lab (C2W333)</td>
</tr>
<tr>
<td>Eyewash/Safety Shower</td>
<td>Location: above the sink outside the lab</td>
</tr>
</tbody>
</table>

For assistance with this form contact NIU Environmental Health and Safety, 815-753-0404.
3. 

4. 


6. Clean up work area and lab equipment.

7. Remove PPE and wash hands.

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<table>
<thead>
<tr>
<th>#7</th>
<th>WASTE DISPOSAL</th>
</tr>
</thead>
</table>

7. Remove waste

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<table>
<thead>
<tr>
<th>#8</th>
<th>TRAINING REQUIREMENTS</th>
</tr>
</thead>
</table>

**General Training (check all that apply):**
- [ ] General Safety & Emergency Preparedness
- [✓] Chemical Safety for Laboratories
- [ ] Radiation Safety
- [ ] Biosafety training
- [ ] Other: ________________________________

**Location Where Records Maintained:**

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For assistance with this form contact NIU Environmental Health and Safety, 815-753-0404.
Laboratory-specific training (check all that apply):
- □ Review of SDS for other chemicals involved in process/experiment
- □ Review of this SOP
- □ Other: _______________________

Location Where Records Maintained:

#9 PRIOR APPROVALS

Prior approvals are required by the following University Committees:

Radiation Safety Committee: Radioactive material.
http://www.ehs.niu.edu/ehs/lasersafety/RAM/index.shtml

Radiation Safety Committee: X-Ray machines
http://www.ehs.niu.edu/ehs/lasersafety/XRay/index.shtml

Laser safety: Laser producing equipment Class 3b or above.
http://www.ehs.niu.edu/ehs/lasersafety/Laser/index.shtml

IACUC: Animal use in research
http://www.orc.niu.edu/orc/animal_research/index.shtml

IBC: Recombinant DNA, potential pathogens, human tissue/body fluids
http://www.orc.niu.edu/orc/biosafety/niupolicy.shtml