1.0   OBJECTIVE:

To lay down the procedure for receiving, sampling, dispensing & storage of corrosive acids.

2.0   SCOPE:

This SOP is applicable for all type of corrosive acids like Hydrochloric acid, sulphuric acid

3.0   RESPONSIBILTY:

Store Executive shall be responsible for receiving, dispensing storage the materials.

Quality executive shall be responsible for sampling the corrosive materials

4.0   PROCEDURE:

4.1   **Receipt procedure**

4..1.1   Corrosive material shall be received as per SOP.

4..1.2   Material shall be taken extra care during receiving & labeling.

4..1.3   Store in quarantine area & after checking & making documents, GRN shall be sent to Q.C. deptt.

4.2   Sampling Procedure

4..2.1   Q.C shall organize sampling of receipt item.

4..2.2   Q.C.Executive shall transfer acids to Q.C.Deptt. Through Q.C.pass box

4..2.3   Material shall be moved in the case trolley.

4..2.4   Perform Sampling under fume hood.

4..2.5   After sampling, all the containers shall be affixed "under test" label.

4..2.6   Immediate after sampling & tagging material shall be transferred as per 4.1.3 & 4.2.3

4.3   Storage of Acids

4.3.1   Store the acids in the respective area in the bottom tray of racks in the original thermocol

pack of supplier.

4.4   Dispensing Procedure

4.4.1   On the receipt of work order, transfer the acid with original pack to quality control

department.

4.4.2   Dispense the required quantity by using clean and dry pipette under fume hood.

4.4.3   Make entries in the work order.

4.4.4   In case of spillage, follow SOP.

4.5   Destruction

4.5.1   Follow SOP.

5.0   SAFETY AND PRECAUTIONS:

5.1   Use safety body cover, hand gloves, safety shoes & safety goggles while sampling and

dispensing.

5.2   In case of accidental inhalation of solvent fumes, rush out of solvent storeroom to an open

area for fresh air.

6.0   REVISION HISTORY:

Revision No	Reason for revision	Superseded from and date
00	New SOP	

7.0   REFERENCES:

7.1   SOP

8.0   ABBREVIATIONS:

SOP   : Standard operating procedure

QC   : Quality Control

GRN   : Goods Receipt Note