

HF Usage Guidelines

- 1) Only use HF and HF related chemicals if there are no alternatives.
- 2) HF and HF related chemicals are only to be used by persons authorised to do so and who have undergone training in these procedures.
- 3) Read the First Aid for HF Burns document BEFORE using any HF or HF related chemicals.
- 4) Read the Chemical Spill Procedures document BEFORE using HF or HF related chemicals.
- 5) Use the smallest amount of HF or HF related chemicals compatible with required process.
- 6) Prepare fume cupboard with required apparatus prior to bringing HF into the fume cupboard. Use only polyethylene or PTFE containers and measuring cylinders. Ensure that the outside of all containers are clean and dry. Ensure water is flowing in the sink of the fume cupboard.
- 7) Use full protective clothing (face shield, apron and nitrile gloves).
- 8) Ensure that all protective clothing is dry.
- 9) Before removing HF from storage cupboard, inspect the bottle and ensure that the bottle is clean and dry.
- 10) Take only one bottle of HF into the acid fume cupboard.
- 11) Again check that gloves and protective clothing are dry. Check protective clothing regularly. Any wet spots or splashes must be assumed to be HF. Rinse any wet spots in copious amounts of water for at least 2 minutes and redry your protective clothing.
- 12) Unseal the HF bottle in the fume cupboard with the sash as low as practical and at least below the marked points on the fume cupboard.
- 13) Again check that gloves and protective clothing are dry as outlined in 11 above.
- 14) Decant the required amount of HF and reseal the bottle.
- 15) Again check that gloves and protective clothing are dry as outlined in 11 above.
- 16) Check the bottle for any spilt chemical. Assume any wet areas on the bottle are HF. If wet areas are observed, rinse the **sealed** bottle in the fume cupboard in water. Also rinse and dry your gloved hands.
- 17) Ensure that the exterior of the HF bottle is completely dry and return it to the storage cupboard.
- 18) Throughout the process that uses HF, ensure that your protective clothing remains dry as noted in 11 above.
- 19) When your process is complete, discard without undue splashing used HF solutions down the sink in the fume cupboard with copious amounts of water flowing. Ensure that water is flowing in the sink for at least 5 minutes after you have finished.
- 20) Again check that gloves and protective clothing are dry as outlined in 11 above.
- 21) Rinse all containers used in copious amounts of water. When rinsed and cleaned, dry and remove all containers from the fume cupboard.
- 22) Again check that gloves and protective clothing are dry as outlined in 11 above.
- 23) Rinse fume cupboard working surfaces with copious amounts of water ensuring that splashing is minimised.
- 24) Dry the working surface of the fume cupboard.