**Wayne State University**

**Office of Environmental Health and Safety (OEHS)**

**Standard Operating Procedure (SOP) for Cyanides**

Enter Lab Specific SOP Title Here

****

*[Hazard pictograms and statements may vary based on the type of cyanide compound used. Refer to the* [*GHS Pictograms and Hazards Guide*](https://ehs.stanford.edu/wp-content/uploads/GHS_Pictograms_Guide.pdf?1630323980)*, chemical-specific SDS, and* [*PubChem*](https://pubchem.ncbi.nlm.nih.gov) *to select the appropriate GHS pictogram(s) corresponding to the hazard(s) specific to this SOP. Delete the rest of the pictograms.]*

***Note –Text in gray italics indicate instructions to complete this SOP.***

| **#1 CONTACT INFORMATION** |  |
| --- | --- |
| **SOP Title** | Click or tap here to enter text. |
| **SOP Prepared By** | Click or tap here to enter text. |
| **Date Prepared** | Click or tap here to enter text. |
| **SOP Revised By** | Click or tap here to enter text. |
| **Date Revised** | Click or tap here to enter text. |
| **Responsible Person** | *[Name of PI, Lab Supervisor, or Autonomous Researcher, as appropriate]*  Click or tap here to enter text. |
| **Locations** | **This procedure may be performed in the following location(s):**Building Name & Room #. Building Name & Room #. Building Name & Room #. Building Name & Room #.  |
| **Approval Signature** | *[Obtain prior approval, as appropriate. See section #10 of this template.]*Signature.  |
| **Emergency Contact Name(s)** | Click or tap here to enter text. |
| **Emergency Contact Number(s)** | *[Enter at least one 24/7 emergency contact number of a lab member]*Enter contact number(s).  |
|  | **WSU Police: (313) 577-2222** |

| **#2 THIS SOP IS DEVELOPED FOR A:** |
| --- |
| [ ]  **Storage of Cyanide(s) Only**[ ]  The Principal Investigator acknowledges the lab is currently only storing cyanide(s) and has no immediate plans to use it. The Principal Investigator also acknowledges that no work with cyanide(s) will commence in the lab without prior approval of the WSU Chemical Safety Committee. Warning signage most be posted at the storage location of the cyanide(s).[ ]  **Specific laboratory procedure or experiment***[Examples: synthesis of chemiluminescent esters; folate functionalization of polymeric micelles; etc.]*[ ]  **Generic laboratory procedure that covers several chemicals***[Examples: distillation; chromatography; etc.]*[ ]  **Generic use of specific chemical or class of chemicals with similar hazards***[Examples: organic azides, mineral acids, etc.]* |

| **#3 PROCESS OR EXPERIMENT DESCRIPTION** |
| --- |
| *[Provide a brief description of your process or experiment, including its purpose. Do not provide a detailed sequential description as this will be covered by section #6 of this template. Include the frequency and the duration below.]*Click or tap here to enter text. |
| **Frequency** | [ ]  One time[ ]  Daily[ ]  Weekly[ ]  Monthly[ ]  Other: Enter text |
| **Duration per experiment** | *[Minutes/ Hours/ Days, etc.]*Click or tap here to enter text. |

| **#4 HAZARD SUMMARY & SAFETY LITERATURE REVIEW** |
| --- |
| 1. Hazardous substances and associated physical, health, and environmental hazards.

*[List hazardous substances (chemicals) and their associated physical, health, and environmental hazardous. Refer to Safety Data Sheets (SDS),* [*Globally Harmonized System (GHS) of Classification and Labeling of Chemicals*](https://unece.org/transport/standards/transport/dangerous-goods/ghs-rev9-2021)*,* [*GHS Classification Criteria*](https://www.chemsafetypro.com/Topics/GHS/GHS_Classification_Criteria.html)*, or* [*OSHA Hazard Communication resource webpage*](https://www.osha.gov/hazcom#data-analysis) *as needed.]*1. Other Hazards Associated with the Process or Experiment

[List nonchemical hazards, e.g., biological hazards, electrical hazards, mechanical hazards, nonionizing radiation, or ionizing radiation.]Enter text. If not applicable, enter “N/A”.1. References

*[List all references you are using for the safe and effective design of your process or experiment, including safety literature and peer-reviewed journal articles.]* Enter text. If not applicable, enter “N/A”.  |

| **#5 STORAGE REQUIREMENTS** |
| --- |
| ***[Describe special handling and storage requirements for hazardous chemicals in your laboratory, especially for explosives, water reactive/pyrophoric materials, highly flammable materials, oxidizers and corrosives.]***Click or tap here to enter text.  |

| **#6 STEP-BY-STEP OPERATING PROCEDURE** |
| --- |
| [*Include any personal protective equipment, engineering controls, and designated work areas in the left hand column in the table below.*1. ***Guidance on Personal Protective Equipment(PPE) - To assist with your PPE selection, refer to Section 8 “Exposure controls/personal protection” of SDS or PPE guides such as*** [*Ansell Chemical Protection Guide*](https://www.ansellguardianpartner.com/chemical/home#hp)***,*** [*VWR North Safety Hand Protection Chemical Resistance Guide*](https://eta-safety.lbl.gov/sites/all/files/VWR%20Chemical%20Resistance%20Gloves%20Chart.pdf)***. Respiratory protection is generally not required for lab research, provided the appropriate engineering controls are employed. For additional guidance on respiratory protection, consult with OEHS, 313-577-1200.***
2. ***Guidance on Engineering and Ventilation Controls – Review safety literature and peer-reviewed journal articles to determine appropriate engineering and ventilation controls for your process or experiment. Guidance is available from OEHS (313-577-1200).***
3. ***De*signated work area(s)** – These areas are intended to limit and minimize possible sources of exposure to highly hazardous materials [e.g. – highly flammable, highly reactive (e.g. water reactive/pyrophoric), toxic (e.g. acute toxins, reproductive toxins, mutagens), biohazards, radioactive materials]. The entire laboratory, a portion of the laboratory, or a laboratory fume hood or bench may be considered a designated work area

Describe the possible risks involved with failure to follow a step in the SOP in the right hand column.] |

| **Step-by-Step Description of Your Process or Experiment** | **Potential Risks if Step is Not Done or Done Incorrectly (if any)** |
| --- | --- |
| 1. Don personal protective Equipment

[x]  Appropriate street clothing (long pants/skirt, closed toed shoes)[ ]  Gloves. Type & thickness: Enter text.[ ]  Safety glasses[ ]  Safety goggles[ ]  Face shield[ ]  Standard Lab coat – Type: Enter text.[ ]  Flame-resistant lab coat – Type: Enter text.[ ]  Disposable gown[ ]  Chemical resistant apron – Type: Enter text.[ ]  Air purifying respirator (e.g. N95, cartridge respirator, etc.) Type: Enter text.[Requires fit testing and adherence to [WSU Respiratory Protection Program](https://research.wayne.edu/oehs/health-safety/respirators)][ ]  Other: List all other required PPE. Enter text.*Describe if specific activities require additional or specific PPE.* Click or tap here to enter text. | Enter text. |
| 1. Check the location/accessibility/certification of the safety equipment that serves your lab:
 |  |
| **ITEM AND STATUS** |  |
| [ ]  Chemical Fume Hood – Location & certification date: Enter text.[ ]  Biological Safety Cabinet – Location & certification date: Enter text.[ ]  Glove Box – Location: Enter text.[ ]  Other – Description & location: Enter text. | Enter text. |
| Eyewash – Location: Enter text.Safety Shower – Location & certification date: Enter text. | Enter text. |
| First Aid Kit – Location: Enter text. | Enter text. |
| Chemical Spill Kit – Type & location: *[The chemicals being used may require a specific, commercially available chemical spill kit (e.g. hydrofluoric acid neutralizing spill kit). If this is a lab-assembled, basic chemical spill kit, please describe contents.]*Kit description | Enter text. |
| Fire Extinguisher – Type & location: Enter text. | Enter text. |
| Fire Alarm Manual Pull Station – Location: Enter text. | Enter text. |
| Telephone – Location: Enter text. | Enter text. |
| 1. Designated work area(s) - Enter text.
 | Enter text. |
| 1. Procedure – *[Describe the steps in the procedure. Add steps as required. Note which steps are of highest risk for personnel exposure. If MPTP will be transported to a different room, building floor, or different building, describe the safety controls to be used for safe transport. Note where MPTP will be transported to.]*

Step 1: Step 2: Step 3:  | Enter text. |
| 1. Dispose of hazardous solvents, solutions, mixtures, and reaction residues as hazardous chemical waste.
 | Enter text. |
| 1. Clean up /decontamination work area and lab equipment. *[Describe specific cleanup procedures for work areas and lab equipment that must be performed after completion of your process or experiment. For carcinogens and reproductive toxins, designated areas must be immediately wiped down following each use.]*

Enter text. | Enter text. |
| 1. Remove PPE in the following order:
* Outer gloves
* Disposable gown (if applicable)
* Safety glasses (or face shield then goggles)
* N95 respirator (dispose of as hazardous chemical waste) (if applicable)
* Lab coat
* Inner gloves
* Wash hands with soap and water
 | Enter text. |

| **#7 EMERGENCY PROCEDURES AND SPILL RESPONSE** |
| --- |
| **Exposure to any amount of cyanide compounds should be treated as a serious medical concern, requiring immediate decontamination and medical treatment. See the Emergency Response section of this SOP for first aid response, which MUST be followed by an evaluation in a medical emergency room.****\*\*If medical attention is needed, call WSU police (313-577-2222) immediately\*\**** **Fire Extinguishers** – Refer to section 5 of the SDS for chemical specific firefighting measures. ABC dry powder based fire extinguishers are appropriate for most fires. **In case of fire involving a cyanide, DO NOT attempt to fight the fire unless a self-contained breathing apparatus (SCBA) is available.** Water, CO2 and soda-acid extinguishers will all result in the discharge of hydrogen cyanide gas which may, under certain circumstances, be explosive. Inform the responding fire fighters of the type of cyanides present. If unsure about the type of fire extinguisher in your laboratory, consult with OEHS and the WSU Fire Marshall.

[ ]  **Chemical Specific Fire Extinguisher Required**Enter chemical specific fire extinguisher information.* **Eyewash/Safety Showers** – Depending on the chemical hazard type, an eyewash station and safety shower may be required, easily accessed, and available within 10 seconds travel time for emergency use. Instruct personnel on the locations of eyewashes and safety showers, and how to activate them, prior to an emergency. Refer to [MIOSHA Fact Sheet: Eyewashes and Safety Showers](https://www.michigan.gov/documents/lara/lara_miosha_cet0199_628109_7.doc) to determine if an eyewash/safety shower is required for your specific chemical.

Please note: Additional hazards present in the laboratory may require that an eyewash or safety shower be present. This emergency equipment is required for treating exposures to workplace hazards such as chemical splashes, biological agents, welding sparks, metal shavings, or fine particulates like dust, dirt and sand.1. **Life Threatening Emergencies**
	1. **Fire, explosion, health-threatening hazardous material spill or release, compressed gas leak, or valve failure, etc.**
		1. Call WSU Police 313-577-2222
		2. Alert people in the vicinity and activate the local alarm systems.
		3. Evacuate the area and go to your Emergency Assembly Point (EAP): Enter EAP Location.
		4. Remain nearby to advise emergency responders.
		5. Once personal safety is established, call OEHS at 313-577-1200.

**Note:** For compressed gas leaks, shut off gas supply only if this can be done safely, without risk to personnel.* 1. **Injuries and Exposures**
		1. Remove the injured/exposed individual from the area, unless it is unsafe to do so because of the medical condition of the victim or the potential hazard to rescuers.
		2. Call WSU Police (313) 577-2222.
		3. Administer first aid as appropriate. Refer to the first aid section of chemical Safety Data Sheet.
			1. Eye contact: Promptly flush eyes with copious amounts of water for a prolonged period (at least 15 minutes). If applicable, after washing hands remove contact lenses while flushing with water. Seek medical attention.

[ ]  **Chemical Specific First Aid for Eye Contact Required**Enter chemical specific first aid for eye contact.* + - 1. Ingestion: Do not induce vomiting. Rinse mouth with water. Never give anything by mouth to an unconscious person. Seek medical attention IMMEDIATELY.

[ ]  **Chemical Specific First Aid for Ingestion Required**Enter chemical specific first aid for ingestion.* + - 1. Skin contact: Remove any contaminated clothing and jewelry. IMMEDIATELY flush all affected areas with water for 15 minutes using the nearest sink or safety shower (depending on size and location of exposure). Any clothing that has to be pulled over the head should be cut off the body instead. REMOVE GOGGLES LAST. Seek medical attention IMMEDIATELY.

[ ]  **Chemical Specific First Aid for Skin Contact Required**Enter chemical specific first aid for skin contact.* + - 1. Inhalation: Immediately move to a source of fresh air and call WSU Police (313-577-2222). DO NOT perform mouth-to-mouth resuscitation on a victim who is not breathing, due to the risk of exposing yourself.

[ ]  **Chemical Specific First Aid for Inhalation Required**Enter chemical specific first aid for inhalation.1. Bring to the hospital this SOP and copies of Safety Data Sheets for all chemicals the victim was exposed.
2. Call (313) 577-1200 to report the exposure to OEHS.
3. After seeking medical attention, complete and submit the [Report of Injury](https://risk.wayne.edu/files/rofi.pdf) form to [WSU Enterprise Risk Management & Insurance Programs](https://risk.wayne.edu/) (5700 Cass, Suite 4622).
4. **Non-Life Threatening Emergencies**
	1. **Injuries and Exposures**

For injuries and exposures that are not considered serious or a medical emergency, visit a WSU authorized medical provider:Henry Ford Occupational Health – Harbortown3300 East Jefferson, Suite 100Detroit MI 48207(313) 656-1618Monday – Friday 8:00 AM to 6:30 PMIf Henry Ford Occupational Health Center is closed or for serious injuries, visit:Henry Ford Hospital – Emergency Room2799 W. Grand Blvd.Detroit MI 48202(313) 916-8742ORDetroit Receiving Hospital - Emergency Room4201 St. Antoine St, Detroit, MI 48201Phone: (313) 745-3000After seeking medical attention, complete and submit the [Report of Injury](https://risk.wayne.edu/files/rofi.pdf) form to [WSU Enterprise Risk Management & Insurance Programs](https://risk.wayne.edu/) (5700 Cass, Suite 4622).* 1. **Spills**

**DO NOT use PLAIN WATER to cleanup a cyanide spill. Cyanides in contact with water can form hydrogen cyanide gas, a highly toxic and flammable gas.****DO NOT** attempt to cleanup cyanide spills, independent of the amount, if:* + released hydrogen cyanide (HCN) gas or produced a smell of bitter almonds\* – this indicates release of HCN gas.
	+ spilled on chemically contaminated surfaces
	+ initiated a chemical reaction
	+ generated dust and contaminated the surrounding air
	+ happened outside of the fume hood
	+ have impacted the environment (via the storm drain, soil, or air outside the building)
	+ OR hazards are unknown

*\*NOTE: Never rely on the characteristic almond odor. Between 20-60% of people cannot detect the odor of hydrogen cyanide gas.*1. Evacuate the spill area.
2. Call WSU Police 313-577-2222. These services are available 24 hours a day, 7 days a week.
3. Post someone or mark-off the hazardous area with tape and warning signs to keep other people from entering.
4. Remain in the vicinity until emergency personnel arrive and provide them with information on the chemicals involved.
5. For additional information regarding spill response procedures, refer to the [OEHS chemical spill response guidelines](http://research.wayne.edu/oehs/chemical/spills), [WSU Chemical Hygiene Plan](http://research.wayne.edu/oehs/pdf/chemical-hygiene-plan.pdf) and [American Chemical Society (ACS) guide for chemical spill response](https://www.acs.org/content/acs/en/about/governance/committees/chemicalsafety/publications/guide-for-chemical-spill-response.html).
6. Provide local notifications (local notifications are listed at the end of this section).
	1. **Local Cleanup of Small Spills (Solid or Liquid spills only)**

*[Note: This section provides generic guidelines for cleanup of small spills. If any chemical specific procedure is available (from SDS or other valid sources) for local cleanup of small spills, list in the text box provided at the end of generic small spill cleanup guidelines.]*Small spills of cyanides that occur inside a fume hood can be safely cleaned up by local personnel wearing appropriate PPE and using readily available equipment (e.g. absorbent materials):1. Alert personnel in the immediate area of spill and restrict access.
2. If your skin, eyes, or airways have been exposed, medical treatment is the priority. Spill clean-up should then be left to another lab personnel familiar with this SOP and safe spill clean-up procedures or OEHS emergency response group.
3. Eliminate all sources of ignition.
4. Increase ventilation in area of spill (turn on fume hood and open sash, open windows). Vent vapors to outside of building only.
5. Review the SDS for the spilled material, or use your knowledge, to assess the hazards and to determine the appropriate level of protection. **DO NOT** clean up spills requiring respiratory protection. Contact OEHS for help (313-577-1200).
6. Choose appropriate personal protective equipment (e.g. goggles, face shield, chemical resistant gloves, lab coat or apron).
7. Protect floor drains, sinks or other potential avenues of environmental release as much as possible. Make a dike around the outside edges of the spill using absorbent materials.
8. For solid spills: Minimize dust generation. Do not dry sweep. Cover solid spill with appropriate absorbent materials (refer to the SDS for compound specific absorbent material) dampened with a pH 10 buffer solution and then wipe up.
9. For liquid spills: Cover the liquid with appropriate absorbent material (paper towel), working from the spill's outer edges toward the center.
10. Collect spill cleanup materials using a non-metallic scoop or other suitable items and place in durable 6 mil plastic (polyethylene) bags (double bagged). Place bags inside a chemical fume hood.
11. After spilled material is removed, decontaminate surfaces with a pH 10 buffered solution, followed by freshly prepared 10% bleach solution.
12. Place all contaminated materials, including contaminated items such as gloves, in the same double bags as in step j. Seal the bags within the fume hood and place the bag in to a hazardous waste container dedicated for collection of cyanide waste.
13. Label waste container with completed hazardous waste tag (available from OEHS).
14. Submit online [waste pickup request](https://research.wayne.edu/oehs/hazardous/chemical-waste.php) to OEHS.

For additional information regarding spill response procedures, refer to the [OEHS chemical spill response guidelines](http://research.wayne.edu/oehs/chemical/spills), [WSU Chemical Hygiene Plan](http://research.wayne.edu/oehs/pdf/chemical-hygiene-plan.pdf) and [American Chemical Society (ACS) guide for chemical spill response](https://www.acs.org/content/acs/en/about/governance/committees/chemical-safety/publications-resources/guide-for-chemical-spill-response.html).[ ]  **Chemical Specific Small Spill Clean-up Procedure Required**Enter chemical specific procedures for small spill clean-up.1. **Lab Specific Emergency Procedures**

*[This section is for any emergency procedures different from standard responses, or for additional emergency information due to the nature of materials or task. Include information on gas leaks, chemical spills, and personal exposure/medical emergency as appropriate.]*Enter text. If not applicable, enter “N/A”.1. **Building Maintenance Emergencies**

For building maintenance emergencies (e.g. power outages, plumbing leaks, roof leaks, etc.) immediately call:* Between 7:00 AM - 4:00 PM Monday – Friday, Facilities Operations and Maintenance at (313) 577-4315
* After business hours, Public Safety at (313) 577-2222
1. **Local Notifications**

*[Identify the area management staff that must be contacted and include their work and after-hours numbers. This must include the principal investigator and may include the lab safety coordinator, facilities manager, and/or business manager.]*Enter text. |

| **#8 WASTE DISPOSAL** |
| --- |
| Do not dispose waste by dumping down a drain or discarding in regular trash containers, unless authorized by OEHS. Contact OEHS at (313) 577-1200 for waste containers, labels, manifests, waste collection and for any questions regarding proper waste disposal.* Always dispose the cyanide waste to compatible waste containers within the chemical fume hood.
* For solid waste:
* Place solid based cyanide waste materials to durable 6 mil plastic bags (double bagging required).
* Seal the bag within the fume hood.
* Dispose the sealed waste bag to a clearly labeled hazardous solid waste container (5-gallon solid white pale) kept outside the fume hood. Place the waste container in a designated waste accumulation area within the laboratory to be picked up by OEHS waste management team.
* For liquid waste:
* Discard the liquid waste in to a compatible, labeled liquid waste container placed within the hood. Due to spacing and handling restraints within the fume hood, use a small (≤ 1 gallon) waste container to collect liquid waste. To retain any accidental spills always place the waste container within a secondary container.
	+ Seal the container tightly within the fume hood and then placed the waste container in a secondary container kept outside the fume hood in a designated waste accumulation area in the laboratory to be picked up by OEHS waste management team.
* **Note:** Accidental mixing of cyanide compounds with incompatibles such as water and acids may result hazardous chemical reactions producing highly toxic and flammable gasses such as HCN. For example: alkali metal cyanide salts, such as sodium or potassium cyanide, slowly release deadly hydrogen cyanide gas on contact with water. The cyanide salts of alkaline earth metals such as calcium or barium cyanide react at a faster rate with water to produce hydrogen cyanide gas. This can result in a life-threatening problem in confined spaces or poorly ventilated areas. Extra caution must be taken to make certain that cyanide waste does not come in contact with incompatible agents. **MUST use dedicated, clearly labeled** hazardous waste containers (solid or liquid) to collect cyanide waste. Waste accumulation areas which store cyanide waste should be clearly labeled with warning signs to avoid accidental mixing of cyanide waste with other incompatible waste.
* **Note**: Many cyanide-containing chemicals are Environmental Protection Agency (EPA) P-Listed (acutely toxic) \* chemicals, which have stringent requirements for waste disposal. Such p-listed waste types include:
* Unused and waste P-listed cyanide solids and solutions
* Empty primary bottles in which P-listed cyanide compound was received in.
* Other utensils contaminated with P-listed cyanides such as syringes, pipette tips, and other containers if the cyanide-containing chemical was the sole active ingredient in the container.
* Used and potentially contaminated absorbent pads, PPE, etc.

\* Refer to [EPA website](https://www.epa.gov/hw/defining-hazardous-waste-listed-characteristic-and-mixed-radiological-wastes#PandU)  to identify P-listed cyanide compounds.* All types of cyanide waste are considered hazardous chemical waste and MUST be disposed of by OEHS. [Submit requests to OEHS](https://research.wayne.edu/oehs/forms/chem-waste) for waste containers, labels, and waste collection.
* Refer to the [OEHS Hazardous Waste Management web page](http://research.wayne.edu/oehs/hazardous/index.php) and [WSU Chemical Hygiene Plan](http://research.wayne.edu/oehs/pdf/chemical-hygiene-plan.pdf) for more information on waste disposal.
 |

| **#9 TRAINING REQUIREMENTS** |
| --- |
| **General Training** *(check all that apply)*: The courses listed below can be taken online through the [Collaborative Institutional Training Initiative (CITI) at the University of Miami](https://about.citiprogram.org/).[x]  Laboratory Safety Training (general lab and chemical safety issues)[x]  Hazard Communication[ ]  Shipping Biological Substances & Dry Ice Refresher TrainingInformation about [Shipping Dangerous Goods](https://research.wayne.edu/oehs/shipping).The trainings below are linked to specific training slides or documents.[x]  [Laboratory-Specific Safety Training (](http://research.wayne.edu/oehs/docs/lab-safety-training-checklist.doc)link to Word Doc checklist)[ ]  [Controlled Substance Training](http://research.wayne.edu/oehs/training/lab.php#CS)[ ]  [Radiation Safety Training](https://research.wayne.edu/oehs/training/radiation) |
| **Laboratory Specific Training** *(check all that apply)*:[x]  Review of SDS for chemicals involved in process/experiment[x]  Review of this SOP[x]  Review of General Use SOP for Cyanide Compounds (from OEHS)[ ]  Other: Enter text. |
| **Location Where Training Records Are Maintained:** Enter text. |

| **#10 PRIOR APPROVALS AND CERTIFICATIONS** |
| --- |
| Notes: You **must** seek prior approval from your principal investigator (PI) or lab supervisor if you plan to use **restricted chemicals** (e.g. dimethyl mercury, hydrofluoric acid and toxic gasses).You should also consult your PI or lab supervisor if your experiments involve **high-risk chemicals and operations,** as special safety precautions may need to be taken. High-risk chemicals and operations may involve chemicals with a high level of acute toxicity, carcinogens, reproductive toxins, and highly reactive materials.[ ]  **Prior approval from the PI or lab supervisor is required for this procedure**Complete the following table confirming that all lab personnel using this SOP read and understand the above SOP and is agreed to contact PI if planned to modify this SOP.*[The table below should be completed after WSU Chemical Safety Committee approval.]* |

| **NAME** | **ACCESS ID #** | **SIGNATURE** | **DATE** |
| --- | --- | --- | --- |
| Enter text. | Enter text. |  | Enter text. |
| Enter text. | Enter text. |  | Enter text. |
| Enter text. | Enter text. |  | Enter text. |
| Enter text. | Enter text. |  | Enter text. |
| Enter text. | Enter text. |  | Enter text. |
| Enter text. | Enter text. |  | Enter text. |
| Enter text. | Enter text. |  | Enter text. |
| Enter text. | Enter text. |  | Enter text. |
| Enter text. | Enter text. |  | Enter text. |
| Enter text. | Enter text. |  | Enter text. |
| Enter text. | Enter text. |  | Enter text. |