

## Standard Operating Procedure

### Title: Use and Control of laboratory Chemical Materials

5.1.1 If the laboratory designee receiving the material is unsure of the safety, handling or storage requirements for the material, obtain a copy of the corresponding Material Safety Data Sheets (MSDS) from EH&S and review the document.

The laboratory MSDS folders are located in the document compactor.

NOTE: If the MSDS cannot be found in the laboratory MSDS folders, or through the above link, contact the EHS group for assistance.

5.1.2 Adhere a Laboratory Receipt label to the material container.

5.1.3 The following information should be included on the Laboratory Receipt label:

- Receipt date
- Received by (initials)
- Quantity received
- Expiry date (as specified in Section 5.4)

5.1.4 When bulk organic solvents arrive on site they are stored, in bulk, in the outside dangerous goods store. A Laboratory Receipt label is to be attached to each container. Where external packaging exists a Laboratory Receipt label is to be attached to the outside of the box.

5.1.5 When the bulk container is transferred to the laboratory, the bottles are to be removed from the packaging and a Laboratory Receipt label is to be attached to each bottle, with the received date reflecting the Laboratory Receipt label that is on the outside of the box. Table 1: shows which bulk chemicals are stored in the dangerous goods store.

Chemical	Storage
Methanol	Bottles in external packaging
Ethanol	Drum
Acetonitrile	Bottles in external packaging
Dichloromethane	Drum

Table 1: Chemicals Stored in External Dangerous Goods Store

*Note: Section 5.3 - Labelling of Laboratory Chemical Materials - details the labelling requirements for laboratory chemical materials.*

5.1.6 Store the material as per the information detailed in the MSDS and according to the procedure in Section 5.6 - Storage of Laboratory Materials.

5.1.7 When the container is opened for the first time, complete the Laboratory Receipt label by recording the date opened and signing the label in the corresponding sections.

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	<ul style="list-style-type: none"> <li>• Laboratory Workbook reference</li> <li>• Composition (List all ingredients including concentrations)</li> <li>• Prepared by (initials)</li> <li>• Preparation date</li> <li>• Storage conditions, if other than ambient</li> <li>• Expiry date</li> <li>• Hazard, risk and safety information (where relevant)</li> </ul>
HPLC Wash / Rinse Solutions	<ul style="list-style-type: none"> <li>• Solution name (e.g. Injector Rinse)</li> <li>• Laboratory Workbook reference</li> <li>• Composition (list all ingredients including concentrations)</li> <li>• Prepared by (initials)</li> <li>• Preparation date</li> <li>• Storage conditions, if other than ambient</li> <li>• Expiry date</li> <li>• Hazard, risk and safety information (where relevant)</li> </ul>
Chemical Materials Transferred to a secondary container	<p><b>Note:</b> <i>These requirements only apply when transferring material from containers obtained commercially.</i></p> <ul style="list-style-type: none"> <li>• Material name / identity</li> </ul> <p>Chemical Materials</p> <ul style="list-style-type: none"> <li>• Material supplier</li> <li>• Material batch / lot number</li> <li>• Transferred by</li> <li>• Transfer date</li> <li>• Storage conditions, if other than ambient</li> <li>• Expiry date</li> <li>• Hazard, risk and safety information (where relevant)</li> </ul>
General Cleaning Solutions (i.e. other than HPLC wash / rinse solutions)	<ul style="list-style-type: none"> <li>• Solution name</li> <li>• Composition (list all ingredients including concentrations)</li> <li>• Prepared by (initials)</li> <li>• Preparation date</li> <li>• Storage conditions, if other than ambient</li> <li>• Expiry date</li> <li>• Hazard, risk and safety information (where relevant)</li> </ul>
Waste Materials	<p><b>Note:</b> <i>When handling laboratory LAB-040 Laboratory Waste Management.</i></p> <p><b>Note:</b> <i>All original labels must be removed before affixing new labels to a waste container.</i></p> <ul style="list-style-type: none"> <li>• Waste Type (e.g. Organic Waste, Acetonitrile Waste)</li> <li>• Hazard, risk and safety information (where relevant)</li> <li>• Dangerous Goods Classification label (where applicable)</li> </ul>
Reference Standard Solutions	<ul style="list-style-type: none"> <li>• Solution name</li> <li>• Laboratory Solutions Logbook or Laboratory Workbook reference</li> <li>• Concentration if applicable (normality, molarity, %v/v etc.)</li> <li>• Composition (list all other ingredients including concentrations, e.g. solvents other than purified water)</li> <li>• Prepared by (initials)</li> <li>• Preparation date</li> </ul>

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5.5.4 After use, all bottles and containers will be wiped on the outside to remove any reagent which may have spilled onto the outside.

5.5.5 After use, all bottles and containers will be returned to the appropriate storage location as specified in Section 5.6.

5.5.6 Spillages of laboratory chemical materials will be cleaned immediately as per SOP *LAB-110 Safety Procedure in Laboratory*.

## 5.6 Storage of Laboratory Chemical Materials

All laboratory chemical materials within the QC Laboratory are to be stored according to the storage conditions stated on the label and the MSDS. Incompatible chemicals should not be stored together unless segregated.

- All volumetric solutions and unstable liquid reagents will be stored in an appropriate bottle or container with a screw top cap.
- All Sodium Hydroxide and Potassium Hydroxide solutions should be stored in plastic bottles or containers.
- All light sensitive solutions should be stored in amber bottles or containers.
- All temperature sensitive solutions should be stored in the 4 °C cool room.
- All flammable liquids are to be stored in the Flammable Liquids safety cabinets.
- All acids are to be stored in the Acids safety cabinets.
- All bases are to be stored in the Bases safety cabinets.
- All toxic materials / poisons are to be stored in the Poisons cupboard.
- All other solid and liquid materials are to be stored in the reagent cabinet, ensuring that incompatible chemicals are segregated.

**Note:** Where a material falls under more than one Dangerous Goods Class, it must be stored according to the primary class.

## 5.7 Disposal of Laboratory Chemical Materials

For disposal of laboratory chemical materials please refer to SOP *LAB-040 Laboratory Waste Management*.

## 6.0 DEFINITION

None

## 7.0 REFERENCES

<i>LAB-020 Management of Reference Substances</i>
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