

# Linlab procedure for Obtaining Chemicals

## How to buy and store chemicals in our lab

These rules are put in place to ensure that we know what is coming into our lab. In the past few years, we have had problems with highly dangerous chemicals coming in, which could be *immediately fatal* if used without a fume hood. In general, know about the chemicals you are using! And if you are ever unsure, ask.

As of this update, superusers: Takeshi and Emmeline

- 1) **Complete trainings:** In order to order chemicals, you must fulfill the following trainings
  - a. EH&S 101<sup>1</sup>
  - b. Hazardous Waste Program<sup>2</sup>
  - c. Spill training<sup>3</sup>
  - d. Sign the Chemical Hygiene Plan
  - e. Sign the relevant SOPs
- 2) **Check the inventory**<sup>4</sup>: Some chemicals may already be in our lab or are chemicals we buy in bulk to be shared throughout the lab. Bulk, shared chemicals do not need to be specially ordered.
  - a. Is the chemical already in our lab? If it is, is it being used exclusively by someone? Try your best not to duplicate the chemicals in our lab
  - b. Is it a general use chemical? (e.g.: acetone, IPA, ethanol, DI?)
- 3) **Fill out a purchase request form**<sup>5</sup>: The form is staffed by Linlab chemical superusers. They will check submissions each afternoon. They will
  - a. Check training status and hazard warnings.
    - i. If it is OK to use in our lab, they will order it and forward you the confirmation email
    - ii. Some chemicals must be used in the fume hood, or need special handling. Superusers may email you to get more information about your process.
- 4) **Pick up your chemical:** When the chemical arrives, superusers will send you an order arrival email. You may then pick up your chemical from the appropriate storeroom/mailroom.
  - a. Be sure to use proper handling when transporting chemicals. This is outlined in each chemical's MSDS sheet.
  - b. Be ready to catalog the chemical before storing it in the Linlab.

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<sup>1</sup> <http://jwas.ehs.berkeley.edu/lmsi> search: EH&S 101

<sup>2</sup> Ibid. search: HWP

<sup>3</sup> Ibid. search: Spill response

<sup>4</sup> [https://docs.google.com/spreadsheets/d/103\\_HPahVX-roZ9KyoIYiejla1ocO5e4vcyyY01R33WM/edit?usp=sharing](https://docs.google.com/spreadsheets/d/103_HPahVX-roZ9KyoIYiejla1ocO5e4vcyyY01R33WM/edit?usp=sharing)

<sup>5</sup> <https://goo.gl/forms/Qm3yFNvZWlclLAq5n1>

- 5) **Catalog the chemical**<sup>6</sup>: BEFORE storing in the Linlab, catalog the chemical in the chemical inventory
- a. Pay extra attention to the CAS# and where you are storing it. Here are a few common mistakes:
    - i. Be sure to distinguish oxidizers (small “o” within the flame on GHS labels) from flammables.
    - ii. Bases and acids should never be stored in the same contained.
    - iii. Peroxide formers need to be labeled with the date they were opened as well as the expiration date
  - b. If you are unsure of the expiration date, put 1 year from the date of receipt.
  - c. At a random time each month, the chemical inventory will be checked against the purchase requests. If an item is not entered into the inventory, the owner will receive a strike.
  - d. When it has been entered into the inventory, label it with a green sticker.
  - e. Optional: if you want to use this chemical exclusively, label it with a yellow sticker with your name on it.

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<sup>6</sup> <https://goo.gl/forms/Si7ADvjOpA9EcGlh2>