

Standard Operating Procedure for the Purchase and Record of Chemicals

1. Purpose

- 1.1. To keep track of chemicals that are purchased, brought and/or stored in NERI Lab.

2. Scope

- 2.1. Researchers and laboratory users must inform the laboratory staff when they purchase chemicals. This is applicable to chemicals that will be stored and/ used in NERI.
- 2.2. If it is used in NERI Lab, a copy of the SDS should be given to the laboratory staff.
- 2.3. The chemicals must be stored in safety cabinets in the chemical store, in freezers or in the fridge according to the nature of the chemicals.
- 2.4. If special gases are needed, laboratory users must inform the laboratory staff.

3. Responsibility

- 3.1. All laboratory users are responsible for the safe keeping and handling of their chemicals.
- 3.2. All laboratory users must dispose of their expired chemicals as stated in the SDS.

4. Procedure

- 4.1. Laboratory users must check with the Laboratory staff whether NERI has the license to purchase chemicals especially if they are poisons or restricted chemicals.
- 4.2. Submit a copy of the SDS of the chemical to be brought into NERI laboratory and get the chemicals stamped by NERI Laboratory staff.
- 4.3. All chemicals must be labeled with PIs name and dated.
- 4.4. Delivery of chemicals is only through the laboratory area.
- 4.5. All solvents are categorized and stored in the flammable cabinets which are locked.
- 4.5.1. The correct PPE must be used when handling chemicals/solvents.
- 4.5.2. The key for the chemical cabinet can be signed out from the laboratory staff office.
- 4.5.3. All flammable solvents must have a secondary containment.
- 4.5.4. The amount of solvents dispensed must be recorded in a log book.
- 4.5.5. A list of chemicals/solvents is pasted on the respective cabinets.
- 4.5.6. Each PI must keep a record of their chemical use so that the stock can be replenished if needed.
- 4.5.7. For chemicals stored in the freezer/fridge, the laboratory user must record the details in the inventory list according to the level or compartment.
- 4.5.8. A list of the contents of the freezer/fridge must be declared and pasted on the door of the freezer/fridge. It must contain chemical name, amount, researcher's name and PI.
- 4.6. When small amounts of chemicals are dispensed from the stock bottle into a secondary bottle, the secondary bottle must be labeled clearly. These labels can be obtained from the laboratory staff.

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- 4.7. Any empty solvent bottle must be left un-capped in the chemical store for 2-3 days. They are then capped back and placed in the box to be removed by the waste disposal company.
- 4.8. Any empty acid bottle must be rinsed with tap water and the washing must be disposed into acid waste carboys.
- 4.9. Laboratory users are responsible to check their stocks in the safety cabinet, freezer and fridge every 3 months and clear empty containers.

5. Safety Precautions

There are safety glasses, gloves, boots and chemical spill kit in the chemical store available for use.

6. References

- 6.1. A copy of SDS of all chemicals in NERI lab for reference.
- 6.2. Ensure regulated chemicals that you purchase, possess and use have the necessary license or permit from its regulator. You can check whether the chemicals requires any license or permit by logging in to Online Regulated Material Identifier (ORMI) on OSHE portal.

<https://www.nus.edu.sg/rci/default.aspx>