

Work environment: Safety control

1. Periodic Activities in Bioorganic Chemistry Laboratory:

- ☛ Every Wednesday liquid nitrogen should be transferred to fill the 270 MHz NMR spectrometer. In charge Dmytro Honcharenko
- ☛ Every Monday morning the HPLC lines should be washed with 70% methanol and water mixture
- ☛ Every Monday morning dry ice should be brought from Godsmottagningen, 10-13kg

2. Waste solvents and chemical waste are disposed following the outlined procedures:

- Disposal of waste solvents is taken place when there are six cans or more of the waste collected. An e-mail to Mikael.Olsson@bmc.uu.se should be sent to organize the disposal.
- Disposal of Waste boxes: each marked with a yellow “declaration”, a blue “glass”, a red “flammable” and white “poisonous” label properly is taken place by disposing them at the special room (corridor C5, floor 0). Other waste materials, including glass bottles, plastic cans and paper boxes should be properly sorted and be placed in the corresponding boxes.
- New waste boxes and new waste cans should be brought when they are finished.

3. Control of chemicals storage is taken every day by the personal who uses the storage facilities and on regular intervals by the Safety commission. Recently the **outside storage container for liquid chemicals** was repaired according to the suggestions of the BMC safety officer Mikael Olsson.

4. Procedure for purchase and registration of chemicals.

Registration of chemicals and the procedure to apply for necessary permits (alcohol, narcotic chemicals etc.) are established as well as **Central database of chemicals**. **Central Register of chemicals usage** is maintained at the Department. **Purchase of chemicals** takes place complying with the following procedure: Everyone at the Department who is ordering chemicals needed for his/her synthesis must take the following steps:

A) Check the Department’s database located in BOC9 computer (room B9:530b) whether this chemical is available in the lab. If it is not in our database – consult, FIRST, with you supervisor and proceed to ordering following the steps 2-3 below.

B) Check whether the chemical you are about to order is NOT on the list of controlled substances requiring a special permit to buy, transport, store and/or use (a short list of such chemicals is displayed in room B9:530b). If the substance in question is on the list - check out whether the Department has this special permit. Ask Safety officer or your Supervisor for help if you need to clarify this (Talk to Oles and Jaana).

NEVER ORDER A CONTROLLED SUBSTANCE WHICH WE ARE NOT PERMITTED TO USE. List of the chemicals requiring special permits is posted on the board at the corridor D5, 5th floor. When special permits are required, the Safety Officer (O.P.) proceeds with corresponding application to the Läkemedelsverket.

- C) Check the prices and availability of the compound(s) in question and order it from established suppliers. Put an asterisk (*) mark to the compound number in our the central database located at boc9 computer in room B9:530b and write a record in the “Purchase list of chemicals” journal located in room B9:530b. Have the Department’s customer number in hands when you are ordering the compound(s).
- D) When the compound(s) arrives to BMC it is the responsibility of the person who ordered the compound to take ALL following steps
- i to check the package for completeness and possible damage
 - ii to sign and to hand out the supplementary papers (comes with the package) to the Safety officer
 - iii to update the central database located in boc9 computer in room B9:530b
 - iv to add and sign a record stating the compound’s name, amount, and date of purchase in the “Purchase list of chemicals” journal located in room B9:530b
 - v to store the compound(s) at the appropriate storage place under conditions recommended for storage of the particular compound
 - vi use necessary protection (gloves, gas mask etc.) if it is recommended for this compound(s).
- E) Any **chemicals usage** must be logged in the **Central Register of Chemicals Usage** located in room B9:530b.

5. Education of the personal

Education of the personal takes place at the regular meetings on safety and arbetsmiljö questions, during and as the result of the safety checks by the Safety Commission and when any of established procedures related to the personal or chemical safety is to be changed. **The main simple rule for the personal: AS ALWAYS IF YOU HAVE ANY DOUBT – CONTACT YOUR SUPERVISOR OR THE SAFETY OFFICER**

6. Contacts with safety officer at BMC and information exchange

All safety procedures and suggestion are considered and implemented. Contacts with safety officer and information exchange are taking place on the regular basis.