3rd of June, 2005

Procedure for purchase of chemicals

Everyone at the Department who wants to order chemicals needed for his/her synthesis must comply with the following procedure:

1) Check the Department's database located in boc9 computer (room B9:530b) whether this chemical is available at the lab. If it is not in our database – consult, FIRST, with you supervisor and proceed to ordering following the steps 2-3 below.

2) 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.

3) 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).

4) When the compound(s) arrives to BMC it is the responsibility of the person who ordered the compound to take ALL following steps
   (a) to check the package for completeness and possible damage,
   (b) to sign and to hand out the supplementary papers (comes with the package) to the Safety officer,
   (c) to update the central database located at boc9 computer in room B9:530b,
   (d) 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
   (e) store the compound(s) at the appropriate storage place under conditions recommended for storage of the particular compound,
   (f) Use necessary protection (gloves, gas mask etc.) if it is recommended for this compound(s).

5) Any **chemicals usage** must be logged in the **Central Register of Chemicals Usage** located in room B9:530b. The information logged should contain chemical name of a chemical, amount, date, and signature. Optionally some comments and/or the approximate amount of the chemical left (especially when the chemical is about to be used completely) should also be written.

AS ALWAYS IF YOU HAVE ANY DOUBT – CONTACT YOUR SUPERVISOR OR THE SAFETY OFFICER

Short list of chemical requiring special permit

1. **Ephedrine**
2. **Ergometrine**
3. **Ergotamine**
4. **Lysergic acid**
5. **1-phenyl-2-propanol**
6. **Pseudoephedrine**
7. **N-acetylantranil acid (2-acetamidbensoeacid)**
8. **3,4-methylendioxiphenylpropan-2-on**
9. **Isosafrol (cis and trans)**
10. **Piperonal**
11. **Safron**
12. **Norephedrine**
13. **Acetic anhydride**
14. **Potassium permanganate**
15. **Antranile acid (Orto-aminobenzoeacid)**
16. **Phenylacetic acid**
17. **Piperidine**

Gas Mask Filter Protection Warnings

Filter replacement

Gas filters have a limited life span which cannot be determined without previous analysis of the work environment. In cases where such an analysis is unavailable, it is recommended that the filter be replaced weekly, or more frequently if you can smell or taste the contaminants through the filter, or if irritation occurs. The filter is to be replaced earlier if the breathing resistance becomes troublesome, depending on clogged particle filter. Filters with visible damages shall be replaced immediately. Prefilter 221 shall always be used and shall be replaced often.

Warning

1) One precondition for the use of filter protection is that the air contains a normal level of oxygen.

2) Filter protection should not be used for:

- Unknown contaminants
- Contaminants that are Immediately Dangerous to Life and Health (IDLH)

3) If you can smell or taste contaminants through the filter, or if you experience respira-tory irritation, dizziness, nausea or similar discomfort, discontinue work and leave the area immediately. Inspect the respirator thoroughly together with your safety officer, ensuring perfect fit and proper performance. Replace any damaged parts. Further, check that the correct filter type is used, that the use-by date has not expired, and that the protection factor of the equipment is adequate for the concentration and TLV (OEL) of the contaminant.

4) Never tamper with respirators or filters