

## Personnel responsibilities at SINQ chemistry laboratory (WNLA / EG 002 Wet Lab)

### Responsible (Ekaterina Pomjakushina/LDM)

- Supervision of working safety in the lab – proper handling and storage of chemicals.
- Supervision of technical support – organizing service, reparation of the existing equipment, ordering new devices (if necessary).
- Coordination of work of a co-responsible and a laboratory assistant (LDM).
- Supervision of a proper functioning of the glove box, purification system regeneration.
- Coordination of chemical waste disposing. **Once per month (1<sup>st</sup> Friday of the month).**

### Co-responsible (PhD or PostDoc from LNS) – at present Andrea Scotti (PhD student).

- Taking care of “Millipore” device – keeping it in correct conditions, changing filters etc. Control **once per week.**
- Taking care of availability of general consumables – gloves, Al-foil, paper, pipets, sample containers and basic chemicals (alcohol, acetone). Control **once per week**
- Chemical glass dish washer – cleaning glass, sorting clean glass into the drawers. Control **once per week.**

### Laboratory assistant (Silvan Stamm/LDM)

- Controlling proper indication and labeling of user’s working places, removing unlabeled samples and chemicals to a temporary storage. Control **2 times per week.**
- Changing He-bottles at the glove box. Control **2 times per week, change when necessary.**
- Ordering regeneration gas (He/H<sub>2</sub>) for the glove box when necessary. **Approx. 2 times per year.**

### Instrument responsables (LNS)

- Instructing users to follow **SINQ Sample Preparation Laboratory Guidelines** (especially to clean after themselves and remove everything they brought to the lab)
- Instructing users how to use the glove box (short instruction manual is placed on the glove box)
- Instructing users about proper handling of active samples
- Informing E. Pomjakushina if some consumables/chemicals have to be ordered

## **SINQ Sample Preparation Laboratory Guidelines**

All chemicals and samples are always labeled with name of chemical, owner of chemical, time range of experiment (start and end date). Unlabeled objects will be removed from the SINQ chemistry laboratory without warning at anytime.

Users have to declare all chemicals that they intend to bring to the SINQ chemistry laboratory in the DUO system (setup up would have to be done by User Office). All chemicals, samples and consumables brought by users have to be removed after the end of the experiment.

The users are expected to be aware of any hazards and precautions regarding the chemicals that they use. Users are expected to follow generally accepted safety instructions. In case of doubt, the users can consult “The international chemical safety cards (ICSC) database” and “Information system for dangerous substances” that can be found on the PSI web page <https://intranet.psi.ch/LCH/Chemikalienverwaltung>

Disposing of chemicals has to be done properly using the available waste containers. Only water may be poured into the lab sinks.

### **Storage of Chemicals (PSI AW-96-08-09)**

Below we reproduce two important paragraphs from the PSI document “Allgemeine Weisung für die Chemikalien am PSI” dated 15.06.2011.

(§ 5.2) Chemicals must be stored in the closed cupboards. Highly inflammable must be kept in the ventilated cupboards or areas. Acids and bases as well as other chemical, which at possible contact with each other can produce dangerous reaction, should be kept separately.

(§ 5.3) The amount of stored chemicals has to be as small as possible (especially for solvents, which are even in a small amount can be dangerous). The chemical storage places should be once per year revised and non-necessary chemicals have to be utilized or disposed. The amount of dangerous chemicals at the working place should be always minimized.

The whole text can be found at: <https://ecm.psi.ch/asidoc/AW/AW-96-08-09.pdf>

## User rules of Chemistry Laboratory

- Use of new locked wall cabinets with ventilation by instrument scientists of AMOR, SANS I, SANS II (will be installed in May 2015).



- All chemicals stored in the ventilated cupboards in the SINQ laboratory have to be labeled (see photos below)



- All new chemicals brought into the chemistry laboratory have to be declared by the users in the DUO system (is in the process of being implemented)
- The cleaning of the cold room from unnecessary devices, boxes and samples will be done together with instrument scientists



- Use of trays for organizing user's working area on the desks. The trays (or aluminum foil, which can be also used for covering working areas) have to be labeled by users.
- Use of electronic device to label samples

