

## Personnel responsibilities at SINQ sample preparation laboratory

(WNLA / EG 002 )

### Responsible (Darek Gawryluk/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 from LNS

- Taking care of “Millipore” device – keeping it in correct condition, 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**  
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 have to be ordered

## SINQ Sample Preparation Laboratory Guidelines

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

Users have to declare all chemicals that they intend to bring to the SINQ chemistry laboratory in the DUO system (as soon as this has been implemented 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 International Chemical Safety Cards (ICSC) database:

<http://www.ilo.org/dyn/icsc/showcard.home>

- **Disposing of chemicals** has to be done properly using the available containers for acid, solvent and water solution waste. All other chemicals/samples can be disposed in the “chemical/sample waste tray” in closed containers with a label indicating the contents. Plastic containers for waste are available next to the tray.
- All waste containers and trays are placed in the fume hood.
- **The fume hood** can be used only for short manipulations with harmful liquids.
- It is **STRICTLY PROHIBITED** to use any kind of **HEAT PLATES** in the **fume hood!**
- Any manipulations with **bio samples** are prohibited. If necessary, please contact your instrument responsible and Philipp Berger, Bio safety officer (BSO) PSI.
- All solid chemicals (salts, oxides etc.) must be stored in the special metallic cupboard labeled “Chemicals”.

## **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://www.psi.ch/useroffice/SafeWeisEN/AW-96-08-09e.pdf>