

Safe Work Procedure

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Document Details

Enter the details of the document. The [Safe Work Procedures Guideline \(HS027\)](#) should be consulted to assist in the completion of this form.

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Title * BMSF - Storage and Transport of Solvents and Samples within the BMSF Lower Campus Facilities

Faculty * [DVC \(Research\)](#)

School * [UNSW Analytical Centre](#)

Approver * Mark Raftery

Period of Time Before Next Review 6 months 1 year 2 years 3 years N/A

OR

Next Review Date 14/06/2023

Next Review Date Reminder 1 day 5 days 10 days 15 days 30 days 45 days 60 days 90 days

Safe Work Procedure Details

Safe Work Procedure Description Moving of chromatography solvents and samples between the wet lab facility B32 and the analytical laboratory B50, and storing prepared samples, solvents and chemicals safely.

Locations [KENC-F10-B-B32; KENC-F10-B-B50](#)

Related Legislation, Standards, Codes of Practice etc. * WHS Act 2011; WHS Regulations 2017

Related Safety Documents [DVCRES-ANALYT-SWP-2276-BMSF - Micromass Q-ToF Ultima - Calibration and Sample Analysis](#)

Related Equipment -

Related Activities -

Hazards and Risks

Use this section to list each task/operation and its associated hazard and risk. You can choose multiple tasks by clicking on 'Add new'.

Use this section to list each task/scenario and its associated hazard and risk. You can choose multiple tasks by clicking on 'Add new hazard' at the end of this box

Hazard Category * **Chemical exposure - Spill**

Controls * All solvents and samples must be prepared in fume cupboard in B32.
Clean up spills immediately - refer to MSDS of individual chemical for details on how to clean up spills or deal with exposure.
Personal protective equipment (lab coat, safety glasses, closed toe shoes and gloves) must be worn when cleaning up spills.

Hazard Category * **Sharps/Needlesticks**

Controls * Check glassware before use to ensure no cracks or chips.
Personal protective equipment (lab coat, safety glasses, gloves and closed toe shoes) must be worn when transporting solvents. Note: Gloves must not be used on door handles or worn in the corridors.
All bottles must be banded when transporting solvents.
If a bottle or glassware breaks during transportation, the broken glass/chemical spill must be cleaned up immediately. Refer to MSDS of individual chemical on how to clean up spills or deal with exposure.

Safe Work Procedure Instructions

Resources Required

Chemicals:

- Mobile phase solvents
- Samples
- Standards

Equipment/Consumables:

- Glass bottles for solvents
- Sample vials/tubes
- Sample racks
- Balance
- Vortex mixer

Personal protective equipment:

- Lab coat
- Safety glasses
- Closed toe shoes
- Gloves

Instructions *

Transport of solvents and samples between laboratories B32 and B50 (and vice versa)

Note: All contents should be considered hazardous and treated as such.

1. Ensure all chemicals, chromatography solvents and samples are sealed tightly. No open or partially open vessels should be moved between the laboratories.
2. Place chemical, solvent or sample, in an appropriate bunding for moving between labs. As a guide, samples and standards in racks, small chemical bottles, and solvent containers less than 200mL should be moved in eskies, and all other solvents and chemicals should be moved in either buckets or specialist solvent bottle carriers.
3. Seal the lid of the bunding.
4. Remove and dispose of your gloves in the glove bin. UNDER NO CIRCUMSTANCES are

gloves to be used on door handles or worn in the corridors.

5. Transport the banded materials to the other laboratory. Note: heavy items should be placed on the floor when opening and closing doors, and when swiping to access card restricted areas.
6. Unseal the lid of the bunding.
7. Put on appropriate gloves to handle chemicals, chromatography solvents or samples.
8. Remove chemical, solvent or sample from the bunding.
9. Place bunding in the appropriate storage position within the laboratory. Note that if the storage is full the bunding should be returned to the laboratory of origin.
10. If solvents or samples are to be stored follow the storage section of this SWP as necessary.

Storage of samples and solvents in laboratory B32

1. If samples or solvents are not in laboratory B32 then follow the transport section of this SWP to move them to laboratory B32.
2. Samples and solvents should be clearly labelled, with sample boxes or racks marked with the person's name, date, and e-mail address or phone number.
3. Solvents should be kept in the flammable storage cabinet, and labelled with the user/group name and date.
4. Any unlabelled samples or solvents, and solvent more than 3 months old will be disposed of by staff members
5. Any unwanted solvents or samples should be disposed of in the appropriate waste containers as per the UNSW guidelines.

Emergency Procedures *

For preparation done in the fume hood, services can be cut by using the emergency stop button, or hitting the services button. If any equipment is damaged by a chemical and it is safe to do so it may be turned off at the wall.

For hazardous spills/splashes and exposure, refer to MSDS of individual chemical for details on how to deal with hazards and or clean up. Spill kits are also available in both B32 and B50.

In the event of a fire evacuate the area and contact security/emergency personnel. Leave the building via the emergency staircase and assemble on the Village Green.

Cleanup and Waste Disposal Instructions

Cleanup:

Clean up spills immediately. Refer to MSDS for individual chemicals for details on how to clean up spills.

Spill kits are available and located within the B32 and B50 laboratories.

Waste Disposal:

Solvents: Non-halogenated/halogenated solvents must be disposed into the corresponding waste containers.

Vials: Vial waste is disposed into vial waste labelled containers.

Glass: Broken glass is disposed of in the glass bins.

Plastics: Plastic waste should be disposed in the plastic waste bin.

Sharps: Sharps are disposed in the yellow sharps bin.

Gloves: Gloves are disposed in gloves waste bins.

Note: Ensure that waste containers are not over filled.

Competency and Training Required

Read this document. Training with a BMSF staff member.

Competency Levels *

[1. Read Document](#)

Only add descriptions below for competency levels chosen above

Only add descriptions below for competency levels chosen above

Training Description

Knowledge Test Description

License/Cert Description

Other Competency Description

Additional Documents

Declare As Read

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[Back to top](#)