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Chemical transfer, storage, and purchase by users.

Scope

To standardize chemical transfer, storage, and purchase procedure for cleanrooms/wet labs under E6Nanofab.

Guidelines

- No chemicals are to be brought into or stored in any cleanroom/ wet labs or chemical storage areas under E6nanofab without authorization from the respective area IC/s.
- Users **are not allowed** to use E6Nanofab as delivery location or storage location in their chemical purchases without authorization.
- Users must use LMMS when transferring chemicals to any E6Nanofab cleanroom/ wet labs.
- Users are to **seek authorization** before purchasing any chemicals that they plan to use within the E6nanofab cleanrooms/ wet labs/ chemical storage.

S.O.P (For LMMS)

- 1) **Users must seek authorization from the area IC before any transfer to E6Nanofab Labs.** The user must provide the chemical SDS, Risk Assessment for their experiment, quantity, location of use, **approval from PI**, and detailed plan on usage duration.

- 2) When authorization has been given, the user must tag the chemical bottle with the LMMS barcode and perform the transfer to the area IC (Via LMMS). The user must not bring in the chemical before the area IC has accepted the transfer.
- 3) The user must submit an email detailing the LMMS barcode, chemical name, and quantity to the area IC.
- 4) Once the area IC has accepted the transfer, the user may proceed to physically transfer the chemical.
- 5) The user must always inform the Area IC of any movement in and out of the cleanroom.

Users (New chemicals directly purchased through LMPRS)

- 1) Prepare risk assessment/s and chemical SDS (Safety Data Sheet).
- 2) Submit an email request to the area IC with your RA/s and SDS.
- 3) **Only purchase your chemical after approval for use and storage has been granted by the area IC. (Please attach your email approval in your LMPRS or the email to the purchaser)**
- 4) Once your chemical/s has been purchased, inform the area IC of delivery date.
- 5) After you have received the chemical/s inform the area IC that you are going to transfer it into the cleanroom.

Chemical purchase for E6nanofab Labs using LMPRS.

- For **approvers in LMPRS**, please check with the users that they have approval from the area ICs (Under E6nanofab) if email approval has not been provided.

* Ensure that all packaging is not left behind and disposed properly. Only cleanroom compatible materials are allowed in the cleanroom.

** The area IC has the right to reject any chemical request.

*** The area IC has the right to ask the user to reduce chemical amount due to storage and space constraints.

**** The area IC and management reserves all rights to remove, dispose of, and move any chemical in the lab. Users will be given sufficient warning prior to any removal, disposal, or movement.