

# SSRL Sample Preparation Laboratories

## User Access Agreement

October 2010

Welcome to the SSRL sample preparation laboratories. Due to safety concerns for all laboratory users, experimental samples and our equipment, the laboratories have restricted access. Each group member must review the text below, complete our laboratory training and submit the attached form in order to access the laboratories. The User Access Agreement form must be completed every time your visit to SSRL requires laboratory space. The group will be assigned bench space and given a code to the laboratory combination door lock. You cannot give the code to anyone else, or provide lab access to untrained individuals. This is for your own safety, the integrity your workspace, and the maintenance of our laboratory facilities.

### **Primary Contact**

Cynthia Patty is the primary contact for all Sample Preparation Laboratory matters. Cynthia is available by email ([cpatty@slac.stanford.edu](mailto:cpatty@slac.stanford.edu)), phone (**office 650-926-3925, cell 650-284-9966**) or in-person in SSRL building 131, room 211. If Cynthia is absent, please contact her substitute or someone from the “Important Contacts” section, below. Additional information about the Sample Preparation Laboratories is available online at <http://www-ssrl.slac.stanford.edu/spl/index.php>.

### **Important Contacts**

- SSRL Lab Manager: Cynthia Patty (x3925, cell 1-650-284-9966)
- Lab Manager’s Supervisor: Patrick Frank (1-650-477-4565)
- Safety Coordinators: Matt Padilla (x3861), Behzad Bozorg-Chami (x3872), Ian Evans (x2628)
- Alternate contact - SMB Scientific Staff: Patrick Frank (1-650-477-4565)
- Alternate contact - MEIS Scientific Staff: John Bargar (x4949)
- AFTER HOURS contact :Duty Operator (x4040):
- Non-emergency injury: SLAC Medical Department (x2281) or SLAC Security (x5555)
- Non-emergency chemical incident: SLAC Security x5555
- Emergency: 911 or x5555

### **Responsible Parties**

- 1) The **Spokesperson** and/or **Lead Person** for each group must ensure that **each group member** who will access the sample prep labs completes lab training and any applicable equipment training. The spokesperson takes ultimate responsibility for the entire group’s proper use of the laboratory.
- 2) Each group member is responsible for completing any necessary training, using appropriate personal protection equipment (PPE), properly using laboratory chemicals, supplies, and equipment, and cleaning up after themselves, their assigned area, and hazardous wastes.
- 3) Safety glasses are required to enter the laboratory, and nitrile/latex gloves are required for all chemical and sample handling. The door to the sample prep lab must be kept closed, apart from access.

### **Laboratory Training**

- 4) Each group member must complete laboratory training once per run year. Training sessions are available Monday–Friday at 10:00am and 3:00pm or by appointment.

### **Your Work Area & Chemicals**

- 5) A list of chemicals and samples must be submitted prior to receiving access (attached form). It is the user’s responsibility to provide MSDSs for all chemicals brought into the user labs. MSDSs should be posted at the user’s assigned workspace.

- 6) Each group must work within its assigned workspace. All chemical containers must be labeled with **chemical contents, concentration, owner's name, date, & beam line or extension**. Be advised that unlabeled chemicals, solutions, or samples may be considered unsafe, and therefore discarded.
- 7) All work involving acutely toxic and/or volatile materials is performed in fume hoods.
- 8) Work with any unsealed samples or reagents that are significantly toxic, reactive, corrosive, flammable, or otherwise especially hazardous material, may require an approved SOP before you can begin work. *Examples: Reagents with an NFPA rating of 3 or 4, nanomaterials, heavy metals, pyrophoric materials, water reactive materials.* An NFPA rating overview is available here: <http://www-group.slac.stanford.edu/esh/eshmanual/references/emergencyReqNFPA704.pdf>.
- 9) Chemicals **cannot** be stored in the laboratory after your experimental time has finished. It is your responsibility to remove samples and chemicals or arrange for their removal. The laboratory will be cleared out regularly and unlabeled chemicals or samples removed.
- 10) Your group is **required to clean** your workspace and all glassware and equipment used by your group. Please wipe down or brush off analytical balances after each use. Wipes with toxic residues should be treated as hazardous waste. (See Hazardous Waste instructions, below.)

### **Glove Boxes & Ultracentrifuges**

11) Use of a “dry” glove box requires training for each group member that will use the equipment. Glove Box training is available by appointment. A “wet” anaerobic chamber is also available with permission. Use of a glove box, anaerobic chamber, ultracentrifuge, or spectrophotometer must be registered in the instrumental log book.

### **Borrowing**

- 12) Equipment, supplies, and chemicals should **not** be removed from the laboratory, moved to other laboratories, or relocated to beam lines.
- 13) Specialty supplies (micropipettes, agate mortar & pestles, PTFE tools, etc.) are available on a check-out basis. A complete list is available here: <http://www-ssrl.slac.stanford.edu/spl/equipment.php>.
- 14) Each user assumes responsibility for exercising exemplary care in the use of the equipment. The cost for damage or malfunction caused by negligence will be billed to the user's account.

### **Hazardous Waste**

- 15) Detailed hazardous waste disposal guidelines are posted in each laboratory. All hazardous wastes are **segregated by hazard class** and stored in the “**Hazardous Waste**” cabinet located within each laboratory. Hazardous wastes are put in appropriate containers, and labeled with **chemical composition, hazards, contact person, beam line, and date**. Glass & plastic containers and labels are available in the labs for your use. Transfer of toxic or volatile materials to waste containers must occur in the fume hood. Empty glass reagent bottles should also be treated as hazardous waste.
- 16) Organic solvents are disposed of in the pre-labeled Solvent Waste Accumulation (SWA) bottles in the Hazardous Waste cabinet in each laboratory. Note that these bottles are labeled according to solvent type, and disposal should be made accordingly. Aqueous, corrosive, or reactive chemicals and mixtures must not be deposited in SWA bottles.

### **Sharps & Glassware Disposal**

17) Non-hazardous damaged glassware and broken glass are put in the “**Broken Glassware Disposal**” container. Disposable pipets and capillary tubes must be cleaned prior to disposal. If damaged glassware is contaminated with hazardous material, please follow guidelines for hazardous waste. Empty reagent bottles must also be treated as hazardous waste. Used syringe needles and other sharp items are rinsed and disposed of in “**Sharps**” containers. **Glassware or needles must never be thrown in the trash bin.**

We hope that you will find the facility useful in your work.

## Sample Preparation Laboratory Responsibility Form

*I hereby take responsibility for the use of the SSRL Sample Preparation Laboratory by myself and my group, for which I am the Spokesperson, according to the rules outlined above and within the laboratory training. Each member of my group (listed below) has completed laboratory training within the current run year and understands the rules and responsibilities therein.*

Spokesperson (printed) ..... Date .....

Signature ..... Beam line .....

Institution .....

If the Spokesperson is unavailable, please indicate a Lead Person in her/his place, below. The Lead Person will take responsibility for the entire group's activities at SSRL, on behalf of the Spokesperson.

*I hereby take responsibility for the use of the SSRL Sample Preparation Laboratory by myself and my group, for which I am the Lead Person, according to the rules outlined above and within the laboratory training. Each member of my group (listed below) has completed laboratory training within the current run year and understands the rules and responsibilities therein.*

Lead Person (printed) ..... Date .....

Signature ..... Beam line .....

Please have any other members of your group sign below.

*I hereby take responsibility for my use of the SSRL Sample Preparation Laboratory according to the rules outlined above and within the laboratory training. I have completed laboratory training within the current run year and understand the rules and responsibilities therein.*

Group Member (printed) ..... Signature ..... Date .....

Group Member (printed) ..... Signature ..... Date .....

Group Member (printed) ..... Signature ..... Date .....

Group Member (printed) ..... Signature ..... Date .....

Group Member (printed) ..... Signature ..... Date .....

Group Member (printed) ..... Signature ..... Date .....

## Sample Preparation Laboratory Space Request Form

Proposal #:

Spokesperson:

Lead Person:

Beam Line:

Start date:

End date:

Lab Room Assignment:

**Are you bringing any chemicals or samples into the SSRL Sample Preparation Laboratories?**     **Yes**                       **No**

If, yes, please provide a list of what you will bring into the labs, below. You must provide an MSDS for each chemical brought into the labs. Please post these MSDSs in the plastic pocket at your assigned workspace.

Describe Chemical/Sample Composition:	Quantity (mass or volume):	Hazards:	Nanomaterial Particle Size:	For SPL Staff Use Only	
				Sink Disposal?	SOP issued:
				<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	
				<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	
				<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	
				<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	
				<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	
				<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	
				<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	
				<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	
				<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	
				<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	

Sink Disposal Authorized by \_\_\_\_\_