



Revised 2015-09-11

## Information on Purchasing, Registration, Storage and Handling of Chemical Products at the Division of Chemical Engineering

The purchase of Chemical products is carried out via the Purchasing Manager appointed by the Division.

C156: Jonas Helmerius, phone 1771

**Order information** shall be provided on an 'internal form', (end of the text), and is to be submitted to the Purchasing Manager.

*Always make sure you take into account health and environmental risks when you choose chemical products. Where possible, choose the best alternative for human health and the environment. PRIO (risk reduction) list.*

All chemical products shall be **Registered** in the Chemical Products Register **KemRisk** (<https://www.antivenena.com/kemrisk/index.php>).

It is essential, therefore, that all purchases are reported to the Purchasing Manager responsible for registration. All chemical products for which registration is mandatory are supplied with a Safety Data Sheet (MSDS, search **KemRisk** or Internet). Data sheets are filed in folders which are kept for safekeeping next to the respective research area's laboratory.

### Storage

Chemical products are to be stored in chemical storage room or closeable cabinet in the lab. In a stockroom (for buffer stock) on laboratory premises, a maximum 50 litres of a flammable liquid may be stored (in compliance with LTU's own Fire Safety document). Flammable liquid should first be stored in storage of flammable materials, C538.

Where the chemicals are to be placed appears in the Chemical Products Register. Containers with chemical waste must be clearly marked to show the respective contents. Waste may consist of chemical residues or products that are formed in synthesis or analysis processes. The waste is to be stored in the chemical storage room or in some other properly ventilated location in the lab. Fume hoods (fume cupboards), however, are not to be used for storage.

### Handling (day-to-day work involving chemicals)

The respective safety data sheet must always be read before work with new chemicals is started. In **KemRisk**, the Chemical Products Register database, valuable information is held in Swedish and English. No more than 10 litres of flammable liquids may be placed on lab workbenches in laboratory premises (in compliance with LTU's own Fire Safety document). At the end of the working day, the chemicals must be taken back to the place of storage.

**Chemical waste** is collected in marked bins and is sent away once a year.

Small quantities of chemicals are dispatched in one joint consignment from the University on the occasion of the 'November clear out' - a cleaning day arranged by the University's

Environmental Officer. Where the division has large quantities of chemical waste or old chemicals that must be sent for destruction, it is possible on own initiative to contact **Stena Miljö** and arrange for collection.

Broken laboratory glass and cannulas are gathered up separately in special containers that are placed in the lab and are sent away with the chemical waste.

Glass and plastic packaging, on the other hand, are cleaned and thrown into the garbage room's recycling bin.

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### ORDER

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Name\* :  
Project number\* :  
  
Title/Item/Chemical/Gas\* :  
Grade (Only Chemicals and Gas)\* :  
CAS number :  
Other information :  
Quantity\* :

OR

Name\* :  
Project number\* :  
  
Company\* :  
Article number\* :  
Quantity\* :

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\*Required fields

Drop the order at Jonas Helmerius (C156) office or email [jonas.helmerius@ltu.se](mailto:jonas.helmerius@ltu.se)