

Protocol For User Supplied Chemicals In The Cleanroom

4 Major Areas Of Concern:

- **New Chemical Approval**
- **Labeling**
- **Handling During Use**
- **Fill Out Hazardous Waste Tags**

New Chemical Approval

- **If you want to bring a new chemical into the cleanrooms you must first determine if your chemical is already an approved chemical by looking on the CNS MSDS Library located at: <http://cns.fas.harvard.edu/safety/msds.php>**
- **If the chemical is NOT on the approved list, you need to complete a CNS Chemical Approval Form. You can find this form at: <http://www.cns.fas.harvard.edu/safety/forms.php>**
- **You will need to obtain a Material Safety Data Sheet (MSDS) for your new chemical and attach it to the CNS Chemical Approval Form and turn the form into the CNS Administrative Office in LISE 306. Simply follow the instructions on the form.**

Labeling

- **Full Name of the Chemical**
 - **If the Container Is Not Labeled from the Manufacturer, You Must Label It Yourself**

You Must Always Label:

- **Your Name, Group and Phone #**
- **The Date You Brought the Chemical Into the Cleanroom**

Handling During Use

During use, follow safe lab procedures including:

- All Containers Must Be Air-Tight and Capped**
- Container Must Be Kept Tightly Capped When Not In Use**
- Store the Container in a Chemical Storage Cabinet Designated for User Chemicals, Do Not Leave In Vent Hood**

Filling Out Hazardous Waste Tags 1 of 2

REFER TO LABELING INSTRUCTIONS ON REVERSE SIDE

C 58407

HAZARDOUS WASTE

FEDERAL LAW PROHIBITS IMPROPER DISPOSAL

CONTENTS

USE FULL CHEMICAL NAME
NO FORMULAS OR ABBREVIATIONS

1. _____ % _____
2. _____ % _____
3. _____ % _____
4. _____ % _____

HAZARDS (SEE REVERSE SIDE)

IGNITABLE/FLAMMABLE OXIDIZER
 CORROSIVE TOXIC/POISON
 OTHER (SPECIFY) _____

MARK DATE WHEN FULL OR READY FOR PICK UP

DATE _____ / _____ / _____

Building _____ Room No. _____
PI/Manager _____
Phone _____

- Fill In Full Chemical Name

Ex: Propylene Glycol Monomethylether Acetate, rather than “PGMEA”

- Percentage is filled out by CNS
Leave This Blank

- Fill In Type Of Hazard

This Info is on the MSDS

- Date Is Filled In By CNS

Leave This Blank

Filling Out Hazardous Waste Tags (Cont.) 2 of 2

REFER TO LABELING INSTRUCTIONS ON REVERSE SIDE

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HAZARDOUS WASTE

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HAZARDS (SEE REVERSE SIDE)

IGNITABLE/FLAMMABLE OXIDIZER
 CORROSIVE TOXIC/POISON
 OTHER (SPECIFY) _____

MARK DATE WHEN FULL OR READY FOR PICK UP

DATE / /

Building _____ Room No. _____
PI/Manager _____
Phone _____

- **Fill In Building Name**
McKay or LISE

- **Fill In Room #**
C-1 (2nd Fl)McKay : 222a

C-2 (Basement) McKay: Basement

G07 (Ground Fl.): LISE Ground Floor

Or enter other CNS lab, room# if not one of the above.

- **Fill In PI / Mgr**
Write Your Name & Group

- **Fill In Phone #**
Phone Where You Can Be Reached