

Good housekeeping chemicals

This document describes the guidelines concerning the proper handling and storage of chemicals in order to create a safe working environment. Everyone within the Beta faculty, who handles chemicals, should adhere to the following guidelines.

Chemicals

Experience shows that most accidents involving hazardous substances happen in cluttered environments, with old chemicals and old packaging. Therefore, it is important to work in an orderly and tidy workplace and to ensure safe storage of chemicals and other hazardous substances.

Registration

Registration of all chemicals and other hazardous materials is mandatory and must be done in LabServant.

Procurement

The procurement of chemicals and other hazardous materials must be done through LabServant (and not through another system, unless it is not possible through LabServant). LabServant then also takes care of the registration in the system, the necessary label and assigns a storage location.

Storage

The storage of hazardous substances is legally bound to the rules of the PGS-15 (Publication Series of Hazardous Substances) and this is also laid down in the VU's environmental permit. The PGS-15 uses the ADR codes, which are also used for road transport of chemicals. There are 9 ADR codes in total. For example, ADR 3 for flammable substances, ADR 6 for toxic substances, and ADR 8 for corrosive substances. This means that all chemicals and other hazardous materials must be stored according to these ADR codes. LabServant can help with storage according to the ADR codes.

Labelling of chemicals

Labeling is mandatory for all packaging containing chemicals and also of substances and mixtures made indoors¹

Homemade solutions should include:

- naam van de stof/stoffen, relevante bestanddelen en concentratie
- date of creation (preparation date)
- hazard identification (H phrase) and hazard symbol - for standard solutions
- name of preparer
- storage location

¹ Arbeidsomstandighedenbesluit (Artikel 4.1d. Beperking van blootstelling; werkpleketikettering); English: Working conditions decree (Article 4.1d. Limiting exposure; workplace labeling)

Cleaning up

Daily

Daily working stock is maximum 25 kg or 25 liters.

At the end of the work, the following should/must be done:

- Chemicals are stored in chemical safety cabinet
- Lab tables are cleaned
- Lab equipment and other supplies (pipettes, etc.) are cleaned after use
- Chemical wastes are disposed of according to the Chemical Waste Poster. In LabServant, the waste categories are mentioned.
- Non-hazardous waste is disposed of (residual waste, paper, plastic, etc.).

Weekly

Checking stock solutions: identification in order, composition and concentration, date usability, clean, safe place (note: fall hazard).

Semi-annual

- Compare chemicals inventory in storage with administration in LabServant- via barcodes on containers of chemicals.
- Dispose of old chemicals
- Store chemicals again at desired location - in accordance with the location in LabServant.