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# CLINICAL RESEARCH - STORAGE OF CHEMICALS PROCEDURE<sup>®</sup>

## DOCUMENT SUMMARY/KEY POINTS

- The purpose of this procedure is to ensure the safe storage of chemicals, including flammable and/or corrosive agents.
- The procedure must be followed by all personnel using chemicals for clinical research.

## CHANGE SUMMARY

- Minor typographical changes

## READ ACKNOWLEDGEMENT

- Read/Acknowledge Only – All personnel involved in the conduct of clinical research involving the use of chemicals.

This document reflects what is currently regarded as safe practice. However, as in any clinical situation, there may be factors which cannot be covered by a single set of guidelines. This document does not replace the need for the application of clinical judgement to each individual presentation.

<b>Approved by:</b>	SCHN Policy, Procedure and Guideline Committee	
<b>Date Effective:</b>	1 <sup>st</sup> August 2021	<b>Review Period:</b> 3 years
<b>Team Leader:</b>	Clinical Trials Program Manager	<b>Area/Dept:</b> Kids Research Institute

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This Policy/Procedure may be varied, withdrawn or replaced at any time. Compliance with this Policy/Procedure is mandatory.

## Purpose/Scope

The purpose of this procedure is to outline requirements for the safe storage of chemicals, including flammable and/or corrosive agents for clinical research.

It is acknowledged that there may be some variations in the procedure depending upon the recommendations and/or specifications for handling a specific chemical agent, with consideration of requirements as stated in its SDS, and in accordance with risk-assessments made by the responsible laboratory facility Head or Delegate.

The procedure must be followed by all personnel involved in the conduct of clinical research involving the use of chemicals.

## Background

Appropriate storage of chemicals, including flammable and/or corrosive agents, is essential to ensuring a safe laboratory environment.

The incorrect storage of chemicals can pose a risk to the user and surroundings due to spontaneous fire and/or explosion, release of toxic gases and burns. It can also compromise the integrity of bio specimens and other items, including equipment, being used for clinical research purposes.

To minimise risks to the user and others, chemicals must be stored in designated laboratory facilities in appropriately segregated areas.

SCHN has a variety of chemical cabinets available for use. All clinical research personnel are required to receive read and acknowledge this procedure prior to any storage of chemicals, documented in accordance with SCHN Procedure 2019-027 – Clinical Research - Personnel Qualifications and Training Records.

Safe Work Practice(s) are posted in the area(s) where chemical cupboards are located for easy-reference by users.

## Equipment and Supplies

- Chemical Cupboard
- Gloves
- Goggles
- Lab coat or gown

## Procedure

### Storage of Chemicals

- Ensure that chemicals are only ordered as required, in the minimum quantity necessary for the intended task(s);
- Don PPE including lab coat or gown, chemical resistant gloves, goggles and enclosed footwear;
- Access and review the applicable SDS, noting any precautions;
- Identify the chemical cupboard suitable for the intended use:
  - White = Toxic
  - Yellow = Flammable
  - Purple = Corrosive
- Inspect the chemical cupboard to confirm it is clean and in working order. If anomalies are identified, report the issue immediately to the Research Operations Manager or Delegate. Do not attempt any repairs.
- Ensure that there is adequate space available inside the chemical cupboard;
- Ensure that all items to be placed in the chemical cupboard are stored in an appropriate primary and secondary storage containers to prevent any risk of spills, leakage, odours and spoilage;
- **Note:** Secondary containers must be used to separate incompatible chemicals as well as liquid and dry chemicals that are to be stored within the same cabinet.
- Ensure that any storage containers to be used are in good condition, appropriate for storage of the item(s) and use in the required storage conditions;
- Ensure the storage container is labelled to identify the protocol, Investigators and SCHN SSA reference number to which the item(s) relate, the full chemical name(s) without use of abbreviations or formulas, and the date received and first opened;
- Open the chemical cupboard;
- Place the items in the chemical cupboard, ensuring items are stored in an upright, stable position;
- Close the chemical cupboard, ensuring that the door is sealed and secure;
- Any chemicals to be discarded must be stored with a waste label affixed, in designated chemical waste cabinets.

## Abbreviations and Definitions

NSW	New South Wales
PD	Policy Directive
PPE	Personal Protective Equipment
SCHN	Sydney Children's Hospitals Network
SDS	Safety Data Sheet

## Related Documents

1. NSW Health PD2017\_026 - Clinical and Related Waste Management for Health Services - [http://www1.health.nsw.gov.au/pds/ActivePDSDocuments/PD2017\\_026.pdf](http://www1.health.nsw.gov.au/pds/ActivePDSDocuments/PD2017_026.pdf)
2. NSW Health PD2017\_013 - Infection Prevention and Control Policy - [http://www1.health.nsw.gov.au/pds/ActivePDSDocuments/PD2017\\_013.pdf](http://www1.health.nsw.gov.au/pds/ActivePDSDocuments/PD2017_013.pdf)
3. SCHN Policy – Clinical Research [DRAFT]
4. SCHN Policy 2019-021– Clinical Research - Use of Laboratory Facilities - <http://webapps.schn.health.nsw.gov.au/epolicy/policy/4643>
5. SCHN Policy 2015-9070 – Waste Management - <http://webapps.schn.health.nsw.gov.au/epolicy/policy/3649/>
6. SCHN Practice Guideline 2016-9029 - Personal Protective Equipment for Infection Control - <http://webapps.schn.health.nsw.gov.au/epolicy/policy/2609>
7. SCHN Procedure 2019-012 – Clinical Research - Bio Specimen Collection, Processing and Shipping - <http://webapps.schn.health.nsw.gov.au/epolicy/policy/4626>
8. SCHN Procedure 2019-010 – Clinical Research - Equipment and Supplies – Maintenance and Calibration - <http://webapps.schn.health.nsw.gov.au/epolicy/policy/4622>
9. SCHN Procedure 2019-027 - Clinical Research - Personnel Qualifications and Training Records - <http://webapps.schn.health.nsw.gov.au/epolicy/policy/4623>
10. SCHN Procedure 2019-028 - Clinical Research – Personnel Roles and Responsibilities - <http://webapps.schn.health.nsw.gov.au/epolicy/policy/4624>
11. SCHN Procedure 2019-145 – Clinical Research - Record Keeping - <http://webapps.schn.health.nsw.gov.au/epolicy/policy/4661>

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