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MEMO

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SUBJECT: Departmental Regulations regarding the use of Chemical Stores

DATE: *Updated on 30th October 2019*

1. The Senior Laboratory Officer is, overall, in charge of management of the departmental chemical stores, and he is to be consulted on any aspect of the following regulations.
2. Only authorized personnel may have access to the departmental chemical stores. These include: academic and non-academic laboratory/technical staff; including research assistants and laboratory demonstrators.
3. The Senior Laboratory Officer must be informed before any chemical/reagent is made available to undergraduate or postgraduate research students. This does not apply to materials which have been purchased through personal research funds of their respective supervisors and which are being kept in the departmental stores.
4. In order to remove/make use any chemicals, all authorized personnel must fill in the chemical store logbook as follows:
 - a) Enter the date; specific chemical involved; amount used/removed from the stores, and if possible (optional), the amount that remains.
 - b) Sign the logbook against their name.
5. The logbook must not be removed from the chemical stores.

6. Chemicals must be returned to the chemical stores immediately after use. Chemicals should not be left in unauthorized places. Chemicals may be used only in teaching and research laboratories and preparation rooms.
7. All health and safety guidelines concerning the use of chemicals must be scrupulously followed. This includes any instructions on the labels and any product data sheets or safety data sheets.
8. Use of a chemical by an authorised individual or under the supervision of an authorised individual implies that the user is fully familiar with the properties of the chemical involved, precautions necessary in its use and any safety considerations.
9. Inform the Senior Laboratory Officer immediately: (i) when the supply of a specific chemical is low or has been exhausted and (ii) of any irregularities observed in the chemical store, for example, missing or damaged labels, leakages, spills or fumes, suspected cases of contamination of chemicals, potential hazards, etc.
10. The chemical stores are to remain locked at all times. Students and visitors are discouraged from entering the chemical stores, even if accompanied by an authorised person, but if it is necessary for students or visitors to enter the stores they must be accompanied by an authorised person at all times; such authorised person must take responsibility for such persons.