

## STANDARD OPERATING PROCEDURES LABORATORY

**PROCEDURE TITLE:** Archiving of Chemicals

**AREA OF APPLICABILITY:** This procedure is applicable to all research staff at the Hammond Bay Biological Station (HBBS).

**SCOPE:** To describe archiving procedures for chemicals at HBBS.

### PROCEDURE:

- A. The chemical to be archived must be submitted to the station chemist and shall have the following information to support and verify its source and authenticity: chemical name, synonym (if any), Chemical Abstracts Service Number (CAS number), name of manufacturer, manufacturer's lot number, date of receipt, who the sample was received from, information supporting its authenticity, purity, physical-chemical characteristics, and a Material Safety Data Sheet (MSDS).
- B. The archived sample should be at least 5 g or 5 percent of the total mass or volume of material available, whichever is less.
- C. The sample for archive shall be placed in a new amber glass 4- or 8-mL vial with a screw-on teflon lined cap. Technical grade TFM samples shall be saved in a 250 mL amber glass bottle with teflon lined cap. Label shall include:
  1. Chemical name
  2. Manufacturer
  3. Lot number
  4. Date sample taken
  5. %purity or %active ingredient.
- D. A piece of security tape will be placed over the cap of the vial in such a manner that the contents cannot be removed without breaking the security tape. The tape will be signed and dated.

E. Archived chemicals will be stored in the archive refrigerator located in the main laboratory.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Laboratory Supervisor

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Quality Assurance Representative