



Lash Miller Laboratories St. George Campus

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| Revision #: 01 | Implementation Date: 2020-06-10 | Last Reviewed/ Update: 2020-06-10 | Page #: 1 of 7 |
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Standard Operating Procedure: Stores Operation

- 1. Purpose:** to provide step by step guidance on operating practices in Chemistry Stores to help prevent the community spread and risk of exposure to SARS-CoV-2 which causes COVID-19.
- 2. Scope:** applies to all faculty, staff and students within the Department of Chemistry who are working on-site.
- 3. Prerequisites:** WHMIS training when handling hazardous chemicals, as provided by the Office of Environmental Health and Safety.
- 4. Responsibilities:** It is the responsibility of all faculty, staff and students to follow the procedures described in the SOP to ensure that social distancing is maintained in Chemistry Stores. Everybody plays an important role in reducing the community spread of COVID19 and risk of exposure to SARS-CoV-2.
- 5.**

| Personal Protective Equipment | | | | | | | | | | | | | | | | | | |
|--|--|--|------|-------|--------|-----|----|----|----|----|------|----|------|----|----|-----|------|--|
| Lab Coat  | Face Shields / Safety Glasses   | Face Masks   <table><tr><th>SIZE</th><th>WIDTH</th><th>CURVE*</th></tr><tr><td>XS:</td><td>8"</td><td>5"</td></tr><tr><td>S:</td><td>9"</td><td>5.5"</td></tr><tr><td>M:</td><td>9.5"</td><td>6"</td></tr><tr><td>L:</td><td>10"</td><td>6.5"</td></tr></table> <p><small>*CURVE REFERS TO THE DISTANCE BETWEEN THE BRIDGE OF THE NOSE TO UNDER THE CHIN.</small></p> | SIZE | WIDTH | CURVE* | XS: | 8" | 5" | S: | 9" | 5.5" | M: | 9.5" | 6" | L: | 10" | 6.5" | Gloves  |
| SIZE | WIDTH | CURVE* | | | | | | | | | | | | | | | | |
| XS: | 8" | 5" | | | | | | | | | | | | | | | | |
| S: | 9" | 5.5" | | | | | | | | | | | | | | | | |
| M: | 9.5" | 6" | | | | | | | | | | | | | | | | |
| L: | 10" | 6.5" | | | | | | | | | | | | | | | | |

6. General Shipping and Receiving Procedures

1. Until further notice, the Lash Miller building will remain closed to the public. This includes the “overhead door” and “parking lot door” located at the loading dock, as shown in Appendix 1.
2. Under no circumstances shall couriers be granted permission to enter Lash Miller, unless an exception has been approved by the DOTS or if couriers are dropping-off / picking-up gas cylinders or dewars in the cryogenic facility.
3. Upon arrival, couriers shall press the buzzer located at loading dock to notify Stores staff of their arrival.
4. Following the signage at the loading dock, couriers shall drop-off and/or pick-up packages in the designated area indicated in Appendix 1.
5. While donning gloves, cloth face masks, and face shields, Stores staff will proceed to the loading dock to retrieve delivered packages and/or drop-off packages for shipping. Stores staff shall:
 - i. Maintain a distance of 2 meters from couriers;
 - ii. Instruct couriers to leave any paperwork and/or handheld devices requiring signature in the designated drop-off / pick-up area, and step 2 meters away;
 - iii. Ensure couriers dropping-off and/or picking-up gas cylinders and dewars are screened for COVID-19 symptoms, and are donning gloves and face masks prior to granting them access to the cryogenic facility.
6. Using material handling equipment as required, Stores staff will transport deliveries to the concierge computer. Stores staff will then:
 - i. Log all packages into the concierge receiving software program;
 - ii. Input all chemicals into HECHMET as required;
 - iii. Notify recipients immediately for perishable deliveries;
 - iv. Notify all other recipients of the arrival of their deliveries;
 - v. Ensure recipients schedule a curbside pick-up to retrieve their deliveries.

7. Ordering Supplies from Chemistry Stores

1. All ordering of supplies from Chemistry Stores must be completed using the [Order Form available at the following link](#). Until further notice, customers are not allowed to enter Chemistry Stores.
2. Customers must pre-plan their requests, and all orders required for the following day must be submitted by 2:00pm. Whenever possible, research groups should try to consolidate all orders to limit pick-up frequencies.

3. Once submitted, Stores staff will fulfill orders and notify recipients to schedule a curbside pick-up to retrieve their order(s).

8. Solvent Can Filling and Acetone Recycling

1. Solvent cans requiring to be refilled must be placed in the "Solvent Can Drop-Off Area" indicated in Appendix 1, before 10:00am on the day required.
 - i. Staff and students must ensure they disinfect the handles of solvent cans with isopropanol prior to drop-off;
 - ii. Solvent filling will take place at 11:00am daily.
2. Acetone required to be recycled must be dropped-off in the Curbside Pick-Up and Drop-Off areas before 3:00pm.
 - i. Staff and students must ensure they disinfect the handles of acetone collection receptacles and solvent cans with isopropanol prior to drop-off;
 - ii. Acetone will be recycled overnight.
3. Drop-offs of solvent cans and acetone collection receptacles should be consolidated with other trips to Chemistry Stores, such as during the pick-up of orders and deliveries.

9. Curbside Pick-Up of Deliveries, Orders, and Drop-Off of Packages

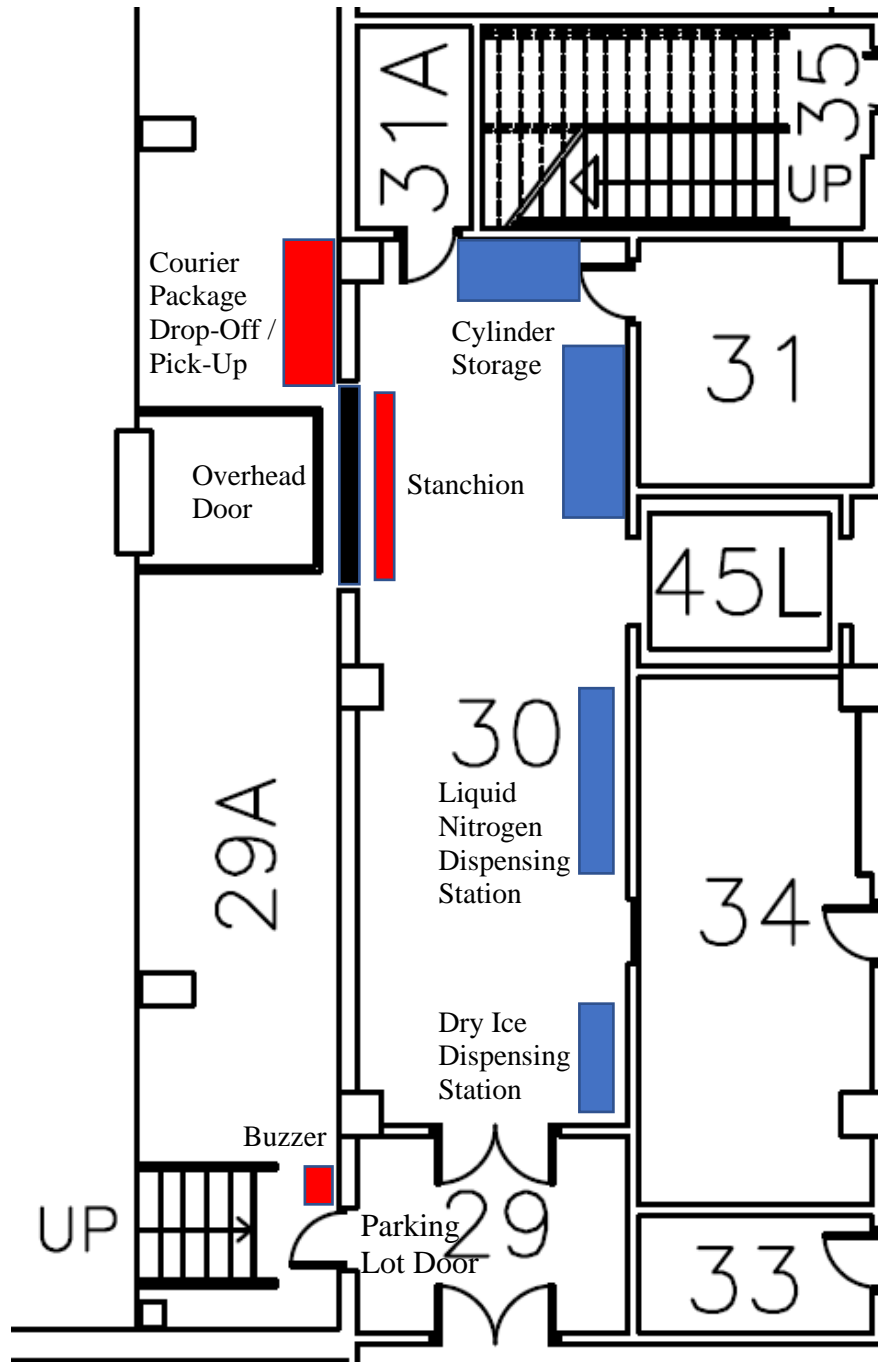
1. Faculty, Staff and Students **MUST** schedule their trips to Chemistry Stores using the [booking calendar](#). This includes:
 - i. Pick-ups of deliveries after they have been inputted in the concierge software;
 - ii. Pick-ups of orders after they have been picked;
 - iii. Drop-offs of packages requiring shipping, acetone recycling receptacles, and solvent safety cans for refilling.
2. Whenever possible, staff and students must try to consolidate pick-ups and drop-offs to minimize the number of required trips to Chemistry Stores.
3. Prior to coming to Chemistry Stores, all personnel must [screen themselves for COVID-19 symptoms](#), and don gloves and cloth face masks.
4. As shown in Appendix 2, personnel shall use the buzzer located at the entrance of Chemistry Stores to notify staff of their arrival.
5. While maintaining a distance of 2 meters, Stores staff will place deliveries and orders in the curbside pick-up area. Stores staff will also

retrieve any packages for shipping, acetone recycling receptacles, and solvent safety cans for refilling from this same area.

10. Liquid Nitrogen and Dry Ice Dispensing

1. Social distancing of 2 meters must be maintained in the cryogenic facility while dispensing liquid nitrogen or dry ice, and retrieving or dropping-off gas cylinders or dewars. The liquid nitrogen and dry ice dispensing stations are located 2 meters apart. Material handling equipment for transporting gas cylinders will be located in the cryogenic facility.
2. All personnel must ensure that they don lab coats, gloves and masks prior to entering the cryogenic facility for dispensing.
3. Prior to dispensing liquid nitrogen, the overhead door must be opened to ensure adequate oxygen levels in the cryogenic facility. The stanchion at the overhead door must be used to ensure no external personnel enter the building while the door is open.
4. When dispensing liquid nitrogen, personnel must don the provided cryogenic gloves and face shields. The face shield must be disinfected with isopropanol (provided) after every use.
5. Dewars must be transported using the "[Transporting Cryogenic Liquids](#)" SOP.

APPENDIX 1



Appendix 2

