

Greetings faculty of Shelby Hall,

Please refer to the following guidelines for obtaining regulated chemicals/chemicals of interest (COIs) from the stockroom. Individually ordered COIs will still be subject to buyBAMA guidelines and this notice does not affect that process.

In accordance with federal, state, and university regulations and policies, standard operating procedures (SOPs) must be submitted by the end user for COIs. Effective September 3rd, 2019, COIs will only be given to personnel who have an approved SOP on file. One SOP can be submitted for an entire professor's laboratory group, but it is the PIs responsibility to ensure that each user reviews this SOP before handling the COI in a laboratory. If the same chemical is used in two entirely different processes, SOPs will be needed for each procedure.

The following list identifies COIs that have been available in the Shelby stockroom to research labs.

acetone  
ammonium nitrate  
arsenic (III) chloride or arsenic trichloride  
chloroform  
diethyl ether or ethyl ether or anhydrous ethyl ether  
formaldehyde solution, 37%  
hydrochloric acid (any concentration)  
nitric acid (any concentration)  
potassium cyanide  
potassium perchlorate  
sodium nitrate  
sulfuric acid or oleum  
toluene

**In order to be approved:**

- Submit an SOP:
  1. Each faculty member needs to have the researchers in the lab submit an SOP to EHS to be approved to receive any of the above listed chemicals from the stockroom. Submit SOPs ONLY for the chemicals that you are currently utilizing or will use in the future. For example, if you will never use arsenic (III) chloride in your lab, there will be no need to submit an SOP for that chemical.
  2. All SOPs will need to be submitted on the updated template attached to this email. If you believe that you have an older SOP on file, we can resubmit those to you to assist with updating to the new template.
  3. Submit SOP to [jcommodorebotoklo@fa.ua.edu](mailto:jcommodorebotoklo@fa.ua.edu) or [myerby@fa.ua.edu](mailto:myerby@fa.ua.edu).

- SOPs must contain:
  1. The submitted SOPs must contain step-by-step procedures making sure to highlight steps involving the direct use of the chemical.
  2. Supply an approval or authorized signature.

A list of approved professors will be submitted to the Shelby stockroom every day in the month of September to October 15<sup>th</sup>, 2019. An updated list of approved professors will be furnished to the Shelby Stockroom on October 31<sup>st</sup>. From November, approved professors will be submitted only ONCE a month. ONLY researchers from the approved professors list will be allowed to obtain COIs from the stockroom.

I am happy to answer any questions that you may have regarding this email. Direct inquiries to [jcommodorebotoklo@fa.ua.edu](mailto:jcommodorebotoklo@fa.ua.edu) or [myerby@fa.ua.edu](mailto:myerby@fa.ua.edu). Thank you and let us work together to nurture a safe environment for research and UA.