

Code of Practice B: Procedure for Obtaining Solvent

1. Personal protective equipment must be worn **at all times** when in the solvent store. Laboratory coat and safety spectacles are obligatory. Gloves are available in the solvent store. You will be turned away if not properly equipped. **Electrical devices (i.e. anything with a battery) should never be taken to the solvent store.**
2. Bottles must always be transported to and from the store in Winchester carriers. This applies not only to filled bottles, but also to empty bottles being carried for filling.
3. Bottles to be filled must be **labelled** with the solvent name and your laboratory number.
4. Place an order in LabSafe for the solvent(s) you need in advance. Print the order details and take them with you when you go to collect your solvent.
5. ***Only enter the solvent store if a member of the technical staff is present.***
6. When filling empty bottles from the drums:
 - **only use the dispensing tap** at the front of the drum
 - **do not turn either of the other two taps** that connect the drum to the gas line
 - **do not overfill** the bottles: leave a gap of at least 4 cm between the solvent and the base of the neck, to allow for expansion
 - **turn off** the tap when finished.
7. If you find that no solvent comes out of the drum, or if the flow of solvent stops while filling:
 - **turn off** the dispensing tap
 - **do not turn any other taps** or attempt to rectify the problem yourself
 - inform the member of technical staff on duty.
8. ***Never leave the dispensing tap open after use,*** even if you think the drum is empty.
9. If the solvent store is very busy, wait until others have exited before you enter, even if the drum you need appears to be free.
10. **Never** carry Winchesters under your arm or by the neck of the bottle. **Always** use a suitable carrier.

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