

Working with chemicals: a step-by-step guide



Which of the following applies to you?

- Do you want to report an incident? Have hazardous substances been released or have you been exposed to hazardous substances? [Call the internal emergency number: 222 22 or 020-598 22 22](#)
- Are you working with chemicals or is this your first time using or ordering a chemical substance? [Read section 1 first](#)
- Do you want to check the stock or reorder chemicals? [Go to sections 2 and 3](#)
- Do you have any questions about the 'red triangle' in Lab Servant, about hazard categories or about registrations, permits or exemptions? [Go to section 4](#)
- Do you have any questions about documenting your research? [Go to section 5](#)
- Do you need to dispose of chemical waste? [Go to question 6](#)
- If you are unsure what to do or if your question is not answered here, [contact us](#)

1

Are you working with chemicals or is this your first time using or ordering a chemical substance?

For your own and other people's safety, make sure you are aware of the substance's properties, the risks, the applicable protocols and the safety measures to be taken. See the checklist for more information.

Checklist working with chemicals

- **Check the properties of the chemical substance.**
 - Look up the chemical substance in Lab Servant and review its properties. Lab Servant offers a link to Chemwatch for this purpose.
 - If the substance is not listed in Lab Servant, check the supplier's Safety Data Sheet (SDS).
 - Other sources you can consult:
 - o [ECHA](#) (European Chemical Agency)
 - o [GESTIS-Stoffdatenbank](#) (Database in German)
- **View the clarification of the various icons.** The PDF contains a clarification of the various GHS (Globally Harmonized System) icons, warning signs (yellow triangle) and ADR codes for transport and storage.
- **Take appropriate safety measures.** Check (both only in Dutch):
 - [Working with carcinogenic, reprotoxic and mutagenic substances](#)
 - [Using personal protective equipment](#)
- **Conduct a risk inventory for the experiment you want to perform.** Describe potential risks and the safety measures you are taking to mitigate these risks. For this, [contact](#) the Faculty of Science's SHE officer.

2

Check whether the chemical substance is in stock

- Log in to [labservant.vu.nl](#). Do you need help? Take a look at the [frequently asked questions](#) about Lab Servant.
- Select Inventory. A dropdown menu appears.
- Next, select: Containers – Owner organisation – F(faculty) – Faculty of Science and department, e.g. S&F. If a subgroup is included, select that as well.
- Enter the substance's CAS number or Description in the search bar under Actual (actual inventory in the top-right corner) to check the inventory. Good to know: Lab Servant will show you how many items are in stock, not whether the (last) 'container' contains enough product. Check whether *the container is full enough for your needs or contact the 'owner organisation'*.

Yes, the substance is in stock? → [Go to section 5](#)

No, the substance is not in stock? → [Go to section 3](#)

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Order the chemical substance in Lab Servant

Tip: Keep the financial code (WBS number) at hand. If necessary, check the [frequently asked questions](#) about Lab Servant.

- Log in and then select Inventory – Orders – My Action.
- Use the green button marked 'New' to create a new order.
- Create order:
 - Search Supplier
 - 'Start a new order for' [Supplier]
 - in the webshop
 - as a free entry
- Click the blue button marked 'Next' and then complete the 'delivery point,' 'financial code,' 'owner organisation' and 'approver' fields.
- Click the blue button marked 'Proceed' and enter the list of products you want to order.
- Does a 'red triangle' appear for one (or more) of the chemicals in question?
 - **No?** Complete your order and click the blue button marked 'Save.' Good to know: sometimes a chemical substance is not (yet) included on the list for a 'red triangle.' After you complete your order, the supplier may contact you for additional information. See section 4 for more information.
 - **Yes?** After you complete your order, the supplier may ask for a registration, permit or exemption to process your order. See section 4 for more information. Complete your order and click the blue button marked 'Save.'

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Check what you have to do if a red triangle appears in Lab Servant or a supplier asks for additional information.

When you order chemicals that fall into one of the categories listed below, your order will usually be marked with a 'red triangle' in Lab Servant. Sometimes, the substance in question is not (yet) included on Lab Servant's 'red triangle' list, even though it falls into a hazard category. After you place your order, the supplier may ask you for a registration, permit or exemption. If you have any doubts or questions, [contact](#) the Faculty of Science's SHE officer.

Categories of chemicals with a red triangle and required actions

- **Explosive chemicals or Substances of Very High Concern (SVHC)** Complete the registration form: provide a description, list the CAS number, describe and briefly clarify the purpose for which you need the substance. Get a formal signature for the registration form. If you have any questions or require a formal signature, [contact](#) the Faculty of Science's SHE officer.
- **Drug precursors.** Get a permit or registration statement. [Ask](#) the Faculty of Science's SHE officer if a permit or registration statement is available for the substance in question.
- **Strategic goods.** Get an exemption for the use of the substance. [Ask](#) the Faculty of Science's SHE officer if such an exemption is available for the substance in question.

Consult [the PDF](#) for more detailed information about hazard categories. If you have any questions or doubts, always [contact](#) the Faculty of Science's SHE officer.

Applying for a permit, registration statement or exemption may take several weeks or even months. So be sure to start the application process in time!

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Document your research in a lab journal

- Report on your experiment, describe how you use the chemicals, what your findings are, etcetera.
- When using drug precursors, you must register the quantities used in kilograms or litres with two decimals for the annual statement to the Tax Administration/Customs Administration.

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Do you need to dispose of chemical waste?

- Log in to Lab Servant. Need help? Take a look at the [frequently asked questions](#).
- Select Inventory, Waste pickup, Pick up requests.
- Click the green button 'New- Waste pickup request form.'
- Enter the waste type: # to pick up, Remarks, # in return.
- Complete your request by clicking 'Finalise.'

Good luck with your research!