

Standard Operating Procedures | CJ Li Lab, OM 440

IMPORTANT RULES:

- 1) Sanitary measures posted by government authorities, McGill University and the Department of Chemistry should be followed (*see references)
- 2) Traditional safety rules inside the department must be followed at all times
- 3) Social distance (2m or more) and proper sanitation must be observed
- 4) Visitors and members from other laboratories will not be allowed inside the office area
- 5) Enter the lab using clean gloves
- 6) Spray bottles containing 70% ethanol will be placed near all shared equipment. Disinfect your hands and all contacted surfaces before and after use
- 7) Follow any posted instructions at the entrance of the lab, in the corridors, and near shared equipment

Scheduling instructions and contact information:

All updates regarding our SOPs, active group members and scheduling tools will be found at <http://www.cjlimcgill.ca/covid19/>

Solvent Purification System (SPS)

Solvents in our SPS: Chlorobenzene, DCM, DIPEA, DMSO, Methanol, Pyridine and Toluene

- 1) The CJ Li SPS is available on **Mon/Tue/Thu/Fri : 10 am to 12 noon**. Contact any of our active group members to schedule a time slot.
- 2) Arrive at the allowed time, with the necessary glassware, its corresponding cork ring, and the secondary container
- 3) Be sure to wear your safety equipment, clean gloves, and a face mask. Upon immediate entry into OM 440, move directly to the SPS unit in the right side of the lab (See floor plan below).
- 4) Retrieve solvent following the group's Operating Instructions (taped on the SPS)
- 5) When finished, disinfect the touched valves and surfaces with the provided materials next to the SPS and place your receiving flask in the secondary container.
- 6) Using the provided pen, complete a logbook entry, indicating your name, date and quantity of solvent in multiples of 100 mL
- 7) Initial the box indicating that you have disinfected the equipment
- 8) Leave the laboratory by touching the door handle with a tissue sprayed with ethanol (provided near the exit)

Borrowing or returning chemicals from the Li Lab.

Borrowing a chemical

- 1) The CJ Li Lab will be available for chemical exchanges on **Mon/Tue/Thu : 10am to 12 noon**, or schedule the time with one of our active group members
- 2) Please limit all chemical exchanges (pick-ups and returns) to these designated times

- 3) Before chemical exchange:
 - a. Locate the chemical of interest on the MyLabs Inventory
 - b. Contact any active group member with your request
 - c. Wait to receive a confirmation email from a CJ Li Group member stating that your reagent is available in the quantity that you require
- 4) On the day/time of your exchange, your reagent will be waiting for you outside of the CJ Li Lab in the designated secondary container marked “Pick-Up”
- 5) Initial the logbook, located on the table, confirming that you have picked up your reagent
- 6) Chemicals that are not picked up at the designated times, will be stored again.

Returning a Chemical

- 1) Please return all borrowed chemicals within a week. If you require more time, please contact Inna Perepichka (inna.perepichka@mcgill.ca).
- 2) At the designated time, return your chemical to the Li Group by leaving it in the appropriate secondary container outside of the lab, marked “Returns”
- 3) Initial the logbook, located on the table, confirming that you have returned your reagent

Reagents Requiring Immediate Attention

- 1) Sharing chemicals that cannot be left outside of the lab requires a special appointment. Please contact Inna Perepichka (inna.perepichka@mcgill.ca); or any active group members for further instructions.

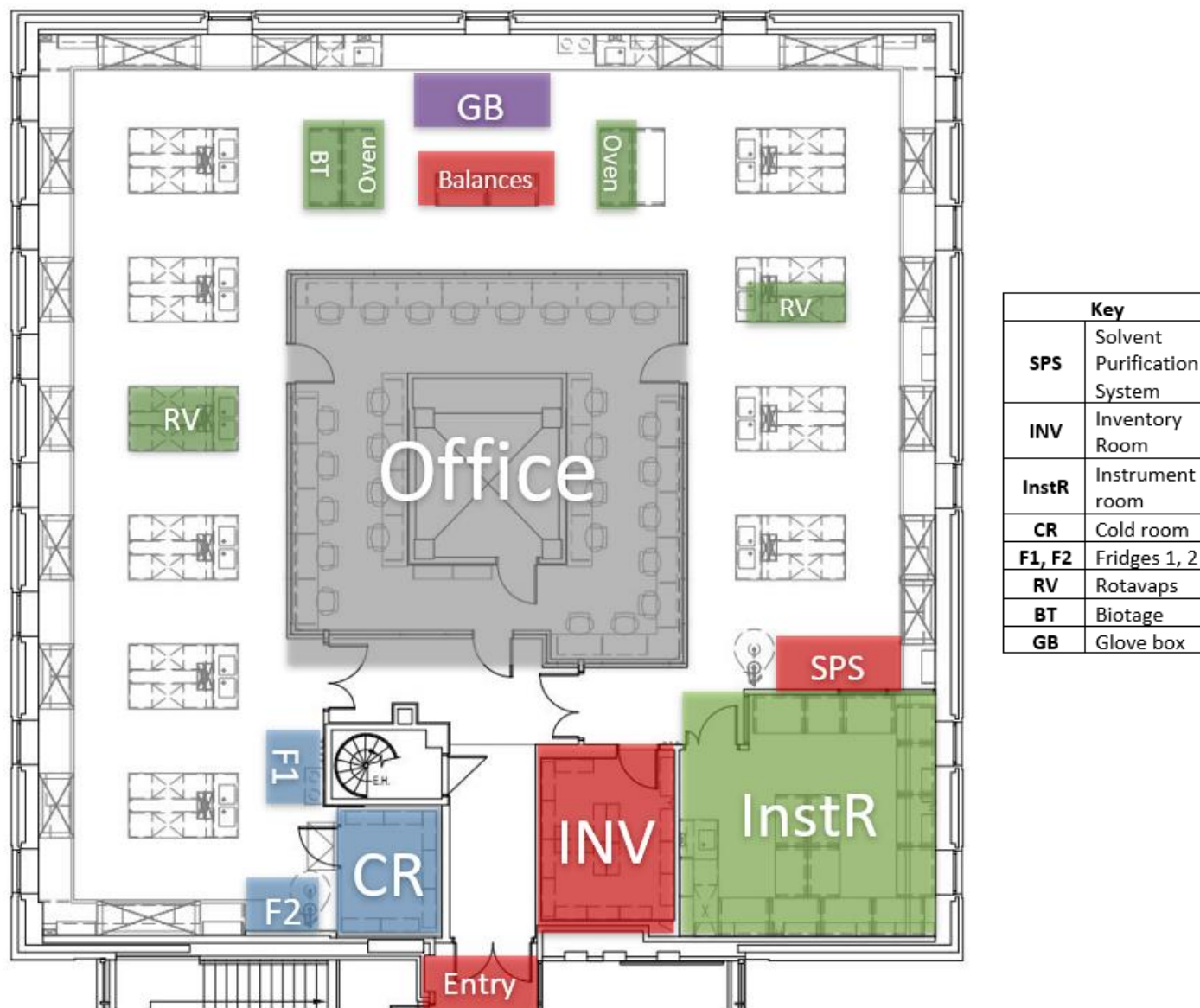
Use of equipment and instruments (GC/MS, Biotage, etc.)

- 1) Please book a time with our group members the day prior to your experiment/analysis
- 2) Come to OM 440 with your samples (using a secondary container if needed). Be sure to wear your safety equipment, clean gloves, and a face mask. Sanitize your hands before entry.
- 3) Upon immediate entry into OM 440, move directly to the instrument room (See floor plan below) or locate the piece of equipment you need to use while respecting the 2m distance with everyone in the lab. Only **one person per experiment** will be allowed at any time, with a maximum of **2 people** inside the instrument room.
- 4) Perform your experiment as efficiently as possible. If it is a long experiment/analysis, and it can be left unattended, please come back at the expected end time.
- 5) Apply a spray of 70% ethanol over a paper towel and wipe all surfaces you came in contact with, being careful with any electronics pieces.
- 6) Initial the corresponding logbooks where required (i.e. GC/MS) and leave the laboratory by touching the door handle with a tissue sprayed with ethanol (provided near the exit)

Questions and concerns

For any other circumstances not considered in this document, including violations to the aforementioned protocols, please refer your questions and concerns to Inna Perepichka (inna.perepichka@mcgill.ca), 514-266-5944

CJ Li Lab Floor Plan



References:

- 1) <https://www.quebec.ca/en/health/health-issues/a-z/2019-coronavirus/>
- 2) https://cdn-contenu.quebec.ca/cdn-contenu/sante/documents/Problemes de sante/covid-19/Plan_deconfinement/Deconfinement_planning_pandemic_covid-19.pdf?1590430413
- 3) <https://www.mcgill.ca/coronavirus/>
- 4) <https://www.mcgill.ca/science/covid-19>
- 5) <https://www.mcgill.ca/chemistry/covid19>