

Gleason Lab COVID SOP

Borrowing Chemicals

- To request a chemical, you must first contact a member of our lab by email. Please use the links below, which autofill the subject line as “Chemical request.”
 - Sunday-Tuesday: email samuel.plamondon@mail.mcgill.ca
 - Thursday-Saturday: email ryan.barrett@mail.mcgill.ca
- Please include ***all*** fields from MyLab describing the chemical, so we can find it easier: name, formula, bottle size, vendor, and location. We will not look for chemicals until we have all the information we have requested.
- Please note that our normal policies are in effect: we will refuse to lend out sensitive chemicals such as butyllithium, HMDS bases, and select organometallic reagents. We will not give out large quantities of chemicals unless they are inexpensive.
- We will supply chemicals in vials whenever possible, except in the cases of hazardous or unpleasant reagents, so please let us know approximately how much you require.
- We will locate the chemical, respond to your request, and suggest a time for collection.
- You are expected to come *precisely* at the designated time, but we will allow 15 minutes for collection to compensate for delays while circulating the building. If you are late, you will have to reschedule for another day. We will leave the bottle or a labelled vial outside our lab door in one of our chemical carriers. You must bring **your own carrier** and must take only the bottle or vial requested.
- If we deem it necessary to give out a **bottle**, we ask that you return our chemicals by the end of that Gleason Team’s work period: changeover occurs after the Wednesday AM and Saturday PM shifts. Ie. If you borrow a bottle on a Tuesday, it must be returned by the end of the Wednesday AM shift. To facilitate return, you *must* call ahead and arrange an exact time for drop-off. You will place the chemical at our door, in a container provided, and our representative will claim it immediately.
- Borrowed bottles will be placed in quarantine on our shelves until the start of the next work period of the Gleason Team from which it was borrowed (>3 days).

Stills

- For the time being, we are not allowing access to our stills. This is due to low overall demand.
- If you require special access, please email Dr. Gleason at jim.gleason@mcgill.ca.