

FS501 - MCN NEW CHEMICAL, PROCESS OR EQUIPMENT APPLICATION

PQMS3-MCN-FRM-0022-V1

Applicant to complete this section

Applicant Name: _____

Applicant Signature: _____

Supervisor Name: _____

Supervisor Signature: _____

PROPOSAL TYPE

New chemical or material

New process

Change in process

New equipment

Proposal/Procedure details: _____

Have you discussed this proposal with an MCN Process Engineer? Yes No

Process Engineer Name

Process Engineer Signature

Date

MCN Process Engineer to complete this section with applicant

MCN Equipment/location required (details): _____

Duration of activity? _____ Days / Months / Ongoing

Has an SOP draft been supplied by the user? Yes No

Has a risk assessment been supplied by the user? Yes No

FOR CHEMICALS AND MATERIALS

Is it a hazardous substance? Yes No Type: _____

Is it a dangerous good? Yes No DG Class: _____

Is it a scheduled poison? Yes No Schedule: _____

What volume will be used/stored? _____

Has an MSDS been supplied by the user? Yes No

FOR MATERIALS THAT MAY PRESENT AN INHALATION, DERMAL CONTACT, INGESTION OR INJECTION HAZARD

Does it contain structures that are <100nm in any dimension? Yes No _____

Are there routes for inhalation, dermal contact, ingestion or injection during handling? Yes No

Could this material pose a cross contamination hazard for the facility? Yes No

What work practices will be adopted to prevent contamination of the facility and exposure to users?

FOR BIOLOGICAL MATERIALS

What is the cell line etc? _____

How do you propose preventing cross contamination to the other cell lines used in the MCN PC2 Lab?

Does the cell line require licensing or registration?

MCN Process Engineer (only) to complete this section

NEW EQUIPMENT CHECKLIST

Have all user supplied electrical equipment, including computers and laptops have been electrically tested and tagged at appropriate intervals? Yes No

Are there sufficient GPOs in the proposed area to operate this equipment? Yes No

Will it require decontamination if removed from the MCN (ie PC2 lab operation)? Yes No

Does the tool require specialty services (e.g. 3 phase power, compressed gas, cooling water, cryogenics, ventilation etc.)? Yes No

Does the equipment generation a significant amount of noise or heat? Yes No

Does the equipment pose a particular hazard (e.g laser)? Yes No

Where equipment has hazards which are addressed specifically by Australian standards, is this equipment compliant? (e.g. laser)? Yes No

Is the equipment fitted with appropriate guarding? Yes No

Does the equipment require particular PPE for operation? Yes No

Is there a suitable location for the equipment identified (take into account floor loading, vibration, noise, heat, ignition source etc.) – refer to the commissioning documentation for the tool. Yes No

Does the equipment have functional emergency stops, interlocks, isolation or lock out devices? Yes No

If used for heating, does it have redundant over temperature cut off switches fitting Yes No

Is the equipment appropriate for the environment (e.g. cleanroom compatible, non sparking for use near flammable liquids etc)? Yes No

Does the equipment have a user manual? Yes No

Has the equipment owner been made aware of the MCN third party equipment policy? Yes No

NEW CHEMICALS/MATERIALS CHECKLIST

Does it require licensing/permits/notification to use? Yes No

Is there a requirement to update the MCN placarding? Yes No

Will Chemsal take the waste? Yes No

What spill containment is required? _____

What spill kits are required? _____

What are the class segregation requirements and can we meet them? (ie storage cabinets etc) _____

Is there adequate storage in the DG cabinets? Yes No

Does the chemical require ventilated use? Yes No

Are there contamination issues with using this chemical in the proposed area? Yes No

HAZARDOUS SUBSTANCES REQUIREMENTS

- There must be a controlled procurement route for supply and storage of these materials
- A hazardous substances register must be updated to reflect the use of this material.
- Determine if there needs to be air monitoring or health surveillance.

<100NM NANOTECHNOLOGY HAZARD REQUIREMENTS

Does the material have any dimensions <100nm Yes No

Is the material friable, loose or able to become airborne? Yes No

Will the processing steps lead to airborne material? Yes No

Will the material result in cross contamination? Yes No

Does the material have known health implications? Yes No

Is there a requirement for health surveillance? Yes No

Is there a requirement for area surveys? (e.g particle monitoring) Yes No

Is there a requirement for breathing apparatus or respiratory filters as identified by the manufacturer? Yes
 No

Does the material have special hygiene requirements? _____

CHECKLIST STANDARD REQUIREMENTS WHICH MUST BE SATISFIED DURING IMPLEMENTATION

- Appropriate labeling for all glassware etc.
- May require separate glassware for processes.
- MSDS from suppliers or Chemwatch.
- Site Manifest update (Chemwatch)
- A standard operating procedure (SOP)
- A risk assessment
- Establish a waste stream for chemicals
- Identify and stock the correct PPE
- Identify a fume cupboard for chemical use if needed
- Set up spill kits as needed
- Set up a decontamination procedure if required
- Determine updates needed for the site emergency plan as required.
- Prepare an implementation plan.

THE MCN PROCESS ENGINEER CAN NOW FINALISE THIS APPLICATION AND AUTHORIZE ACTIVITY

OR

REFER THIS APPLICATION TO THE REVIEW PANEL

PROCESS ENGINEER REVIEW

Process Engineer approves this application Yes No

Refer Application to the New Hazard Review Panel Yes No

Process Engineer Name

Process Engineer Signature

Date

Process Engineer Name

Process Engineer Signature

Date

NEW HAZARD REVIEW PANEL REVIEW

Review Panel approves this application Yes No

Panel Recommendations _____

Notify the applicant of the decision Yes No

The person who will notify the applicant _____

Name		
_____	_____	_____
Name	NHRVR Member	Date
_____	_____	_____
Name	NHRVR Member	Date
_____	_____	_____
Name	NHRVR Member	Date
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Name	NHRVR Member	Date
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