1) **Borrowing Chemicals from the Wiseman Group**

**Standard Operating Procedure**

1) The Wiseman Lab will be available for chemical exchanges on **Monday: 10AM to 12 PM**
2) Please limit all chemical exchanges (pick-ups and returns) to these designated times
3) Prior to Chemical Exchange:
   a. Locate the chemical of interest on the MyLabs Inventory
   b. Contact Kamila Mustafina (kamila.mustafina@mail.mcgill.ca) with your request
   c. Wait to receive a confirmation email from a Wiseman Group member that your reagent is available in the quantity that you require
4) Once you have received a confirmation e-mail, Sign-Up on the Faces Scheduling System for a 10 min time slot during the available hours (please discuss with Kamila about the available time via email)
5) On the day/time of your exchange, your reagent will be waiting for you outside of the Wiseman Lab (OMC 330) in the designated secondary container marked “Pick-Up”
6) Initial the log, taped to the lab entrance door, confirming that you have picked up your reagent

**Returning a Chemical**

1) To return a chemical, use the Faces scheduling system to sign up for a 10 min slot during the designated times
2) At the designated time, return your chemical to the Wiseman Group by leaving it in the appropriate secondary container outside of the lab, marked “Returns”
3) Initial the log, taped to the lab entrance door, 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 Kamila Mustafina (kamila.mustafina@mail.mcgill.ca) for special scheduling instructions.
2) Andrews-Wiseman Shared Office SOP

- Minimize time in office space to meals and short breaks. Where possible, bring your laptop into the lab (using extra bench space) to discourage long durations in the office.
- No more than two students in the office at any time, seated 4 m apart (office ventilation is not as good as the lab). Students will probably not occupy their traditional desks in order to keep a 4 m distance (see floor plan).
- Enter by opposite doors to avoid passing anyone.
- Minimize use of office refrigerator and microwave where possible. Disinfect with by wiping with 70% ethanol spray after each use.
- Disinfect desk area after using with wiping with 70% ethanol spray.
- Lunch schedule to be established to prevent overlap of students during eating breaks.

Office Floor Plan