

Preparing for Your Visit to the Center for Nanoscale Materials

Welcome to Argonne National Laboratory and the Center for Nanoscale Materials (CNM). This guide provides important information about the transporting chemicals, what to bring to the Laboratory, proper attire, and specific policies at Argonne.

Chemicals: Planning Considerations

Chemicals Brought to Argonne by Users

CNM users are advised to keep to a minimum the amount of hazardous materials they bring to the CNM. Please check to see if your scientific contact can arrange for needed chemical reagents. You may also arrange to get some chemicals through an Argonne stockroom. If the needed chemical reagents are not available, try to arrange for direct shipment from the manufacturer or supplier to the CNM.

Transportation of chemicals to Argonne must conform to U.S. Department of Transportation (DOT) requirements and, except for properly packaged material brought in under the small quantity exception described below, may NOT be carried in by researchers in vehicles they are driving.

Getting Chemicals from Argonne Stockrooms

Check with your scientific contact to determine if the chemicals you need are available onsite. If so, ask whether you will need a user account to obtain these chemicals from the Argonne stockroom. If a user account is needed, contact the CNM Division Office (Jill Morgenthaler, telephone: 630-252-2725).

Options for Transporting Samples and Reagents and Other Chemicals to the CNM

CNM users needing to transport hazardous material to the CNM are advised to contact support organizations at their home institutions to determine what is permitted under Federal Aviation Administration and DOT regulations. Please do NOT assume you know the regulations.

Shipping Chemical Waste Off-Site

Wastes are materials that have no further use. Hazardous wastes may not be shipped from Argonne, but must be disposed of by the Laboratory. Argonne and the CNM make this service available at no cost to you as a CNM user.

To use this service, someone from your group and someone from the CNM (your scientific contact) must be aware of the history of the materials comprising the waste. In particular, a member of your group and a CNM staff member will have to indicate whether the material has been used in a location where it has been subject to activation or radiological contamination.

Although there are alternatives for chemicals whose history is not well known, they are more expensive, and the CNM seeks to avoid associate analytical costs if possible.

Federal law places significant restrictions on the shipment of hazardous chemical wastes. The CNM has arranged for the disposal of chemical wastes you generate while working there at no cost to your home institution, thereby eliminating the need for you to ship materials to your home institution.

**Options for Moving Materials
TO the CNM FROM Other Locations**

DOT Hazard Classification		Argonne Shipping Department	User Transport on the Argonne Site	User-Arranged Carrier Pickup
Nonhazardous Materials Not Classified as Hazardous by DOT or Centers for Disease Control		Not applicable	Allowed	Allowed ^{1,2}
Hazardous Materials and Dangerous Goods and Etiological Agents	1. Small quantities of qualifying materials	Not applicable	Coming soon, but not yet available ³	Ground ship only permitted ^{1,2} Air/rail/water not permitted
	2. All other hazardous materials	Not applicable	Not permitted	Not permitted

¹ Shipping papers shall be addressed as from: User Name, User's Home Institution, c/o the User Organization, 9700 South Cass Avenue, Argonne, IL 60439.

² If the sender is an Argonne employee or if Argonne material is being sent, the shipment must be arranged through the Argonne shipping department.

³ In accordance with the small quantity exception as specified in CNM Procedures).

Reagents and Samples that Might Require Further Study

Any samples that might require further study should not be considered waste. Such materials may be transported to your home institution in conformance with the procedures identified herein, as may unused chemical reagents and intermediates.

Options for Moving Materials FROM the CNM TO Other Locations				
DOT Hazard Classification		Argonne Shipping Department	User Transport on the Argonne Site	User-Arranged Carrier Pickup
Nonhazardous Materials Not Classified as Hazardous by DOT or Centers for Disease Control		Allowed	Allowed	Allowed ¹
Hazardous Materials and Dangerous Goods and Etiological Agents	1. Small quantities of qualifying materials	Allowed	Coming soon, but not yet available ⁴	Ground ship only permitted ^{5,6} Air/rail/water not permitted
	2. All other hazardous materials	Required	Not permitted	Not permitted
<p>⁴ In accordance with the small quantity exception as specified in CNM Procedures). Please note that although the CNM is in the process of making arrangements for shipment of small quantities of many classes of hazardous chemicals, those arrangements are not yet in place. However, the Advanced Photon Source (APS) has a similar program in place. If you will also be working at the APS, you may be able to bring materials to the CNM under the APS program.</p> <p>⁵ Users should not identify Argonne as the shipper. Shipping papers shall be addressed as follows: FROM: User Name, User's Home Institution, c/o the user organization, 9700 South Cass Avenue, Argonne, IL 60439</p> <p>⁶ If the sender is an Argonne employee or if Argonne material is being sent, the shipment must be arranged through the Argonne shipping department.</p>				

Storage

You should identify special storage requirements for materials that you will ship to and store at CNM facilities on the safety submittal form describing your work. Your CNM scientific contact will let you know where these materials may be stored.

Recommendations of Things to Bring

Manuals

Please bring copies of operations manuals for equipment brought to the CNM.

Material Safety Data Sheet

As required under federal law, each hazardous material shipped to the CNM must be accompanied by a material safety data sheet (MSDS). Please bring a copy of the most current MSDS (under most circumstances, no more than two years old). The CNM does not require MSDSs for samples, but does require that the following information accompany samples shipped to the CNM:

- Available information characterizing known and suspected hazards
- Recommended precautions

Proper Attire in CNM Facilities

Many facilities used for CNM-related work are essentially chemical laboratories; all personnel visiting the CNM should bring and wear clothing that is appropriate for such environments. Although the CNM makes some personal protective equipment available to users, you must provide your own clothing. If you are wearing sandals, high-heeled or open-toed shoes, mesh fabric shoes, shorts, short skirts and dresses, or jewelry with long chains, you may not be able to work in these laboratories. In addition, the following may apply:

- Persons having long hair may be asked to tie it back or put it under a net.
- Persons wearing loose clothing might be asked to constrain clothing that could become caught in equipment or otherwise interfere with work.
- Persons working with strong corrosives should wear clothing that can be easily removed

Many areas have posted requirements for entry. These requirements may include:

- Shoes impervious to liquids
- Clothing that will offer some protection to the legs
- Chemical splash goggles
- Chemical-resistant sleeves, aprons, and or other clothing
- Chemical-resistant gloves

Please be aware of these requirements and pack accordingly.

Argonne Policies

You should receive a detailed outline of Argonne policies when you arrive on site. Here's a brief summary of those most important to visitors:

Alcohol

Individual guests staying at the Lodging Facility or Guest House may bring alcoholic beverages onsite only for personal consumption in their rooms. Transport is restricted to unopened containers.

Drug-Free Work Place

The Laboratory is committed to a drug-free workplace in order to provide a safe and productive environment for those individuals employed by the Laboratory and those communities affected by the Laboratory's operations. All employees and users will be mentally and physically fit for duty and will report to the Medical Department any health situation or use of prescription and/or non-prescription medications that may inhibit their ability to perform required job duties.

Security and Lab Protection

The Argonne site is not open to the public; only persons with business at the Laboratory or officially sponsored visitors are allowed, except during public events such as Arts at Argonne events. You will receive an identification badge on your first day at Argonne, and, you will need to use your badge as a means of identification to gain admittance to the site. Your vehicle may be searched as you enter or exit the Laboratory. Any remarks about bombs or other threats will be taken seriously.

Property

All materials and services on the Argonne site, unless properly identified with another organization, are the property of the U.S. Government. The theft, misuse, or personal use of Government property is unlawful and is grounds for immediate discharge. No property or material, except for personally owned goods, may be removed from the Laboratory site without an authorized Property Pass or Loan Agreement. Property passes

can be obtained from your supervisor. The Laboratory reserves the right to inspect and search vehicles entering or leaving the site.

Traffic Enforcement

The Security Department, in coordination with the Argonne Protective Force contractor, will implement the traffic enforcement policy described here. Issues that arise as a result of this enforcement should be conveyed to the Security Department manager. All persons driving on the Argonne site must obey posted signage, wear a seat belt, and have an appropriate and valid driver's license.

Firearms

Firearms are prohibited on the Argonne site unless special authorization is provided by the chief operations officer after review by Argonne Safeguards and Security and the EQO Safety Planning and Compliance Group.

No Smoking

It is the policy of Argonne to establish a smoke-free environment for its workers and visitors. The smoking of tobacco products is thus prohibited in all interior space at the Argonne site, except for those rooms or areas of the Guest House and lodging facilities specifically designated for smoking. In addition, smoking is prohibited in any outdoor areas in front of air intake ducts or immediately in front of the main entrance to a building.

Medical Emergencies

Dial 911 in cases of injury, illness, or medical emergency of a non-Argonne employee; the Argonne Fire Department will respond and provide transportation to an offsite medical facility. If non-Argonne employees enter the Argonne Medical Department with an injury, illness, or medical emergency, they will be given minimal treatment, and the medical staff will call the Fire Department for transportation to an offsite medical facility. Users are expected to carry their own health insurance for treatment at offsite medical facilities.

Mobile Communication Devices

Individuals operating motor vehicles on the Argonne site are prohibited from using mobile communications devices, including hands-free equipment, while driving, for any purpose. This policy applies to Argonne employees as well as Argonne users and visitors to the Argonne site. This policy applies to any mobile communications device that:

1. Sends or receives telephone calls, sends or receives voice, text or e-mail messages and/or connects to the Internet.
2. Is owned by Argonne, another organization or an individual.