

# Frequently asked questions

## General:

- **Why was my RA not approved?**

There can be several reasons for this, but usually it's because the form was not filled out thoroughly or essential information is missing. The reader must be able to understand exactly what you will be doing and feel confident that you have understood all the risk aspects of your work. A tip is to describe "Project Description" in detail.

- **Should I write the RA before or after I receive instrument training?**

It is recommended to receive instrument training *before* writing the RA, but it is not a requirement. This is because you will gain insight into the risks related to the equipment you need to assess. Instrument training is arranged with the room manager. (Some instrument training can also be booked through BookitLab.)

- **What is meant by "period"?**

The period refers to how long you want access to the lab. Access is usually granted for one semester per risk assessment.

- **What does "Material Values" mean?**

Accidents or improper use can damage machines and equipment, and repairing them can be costly. Additionally, such an incident may prevent other users from using the machines for an extended period, causing inconvenience. We evaluate the risk and consequences of this under "Material Values."

- **What should I write in "Project Description"?**

Here, you should provide a description of what you will be doing, how it will be done, which machines you will use, and to what purpose. It should be written in a way that someone unfamiliar with your project/research can understand exactly what you will be doing in the lab. Be concise; usually, one paragraph is sufficient.

*Example of **not approved**:* Grinding of materials.

*Example of **approved**:* In this laboratory, I will use a manual grinding machine to polish approximately 20 steel discs. The goal is to prepare the samples for friction testing.

- **I have sent an email with the risk assessment but haven't received a response yet?**

It can take up to seven days to assess an RA, depending on the queue length. If you haven't received a response after seven days, send a reminder email.

*NOTE:* RAs are read and evaluated in the order they are received in a queue system. If an RA is not approved, it will be placed at the back of the queue when you send an updated version. Therefore, it is recommended to do a thorough job with the RA in the first draft and review it before sending it for approval.

- **It's urgent to access the laboratory! How can I expedite the process?**  
Haste makes waste! The quickest way to get the RA approved is to do it well the first time. Fill it out thoroughly and in detail, complete all points and sections, and review it before sending. This increases the chances of it being approved on the first attempt, avoiding being placed at the back of the queue again.
- **I have changed my work plan or want to add new experiments/chemicals; do I need to write an entirely new risk assessment?**  
All work to be performed and chemicals used must be risk-assessed and approved by the room manager and lab leader. If there are new activities or chemicals to be used, they must be added to your previously approved risk assessment and then submitted for re-approval. The updated risk assessment should be sent to the room manager, and it usually takes less time to approve this than an entirely new assessment.

### Chemicals:

- **Where can I find information about the hazards (H-statements) of a chemical?**  
EcoOnline is NTNU's chemical database. Here, you should be able to find the safety data sheet (SDS) for all chemicals available at the institute. If you can't find the chemical you're looking for here, you can also find SDS by googling, but make sure the document you find applies to the correct chemical at the right concentration. You can also ask the chemical manager, Rebecca Sandtrøen, for help in obtaining the correct SDS in EcoOnline.
- **I'm unsure if I understand the SDS correctly; who can I ask for help?**  
Rebecca Sandtrøen is the HSE coordinator responsible for the safety of chemical use and disposal at MTP. She is happy to help find the right information, develop a plan for safe chemical use and disposal, and answer other chemistry-related questions. Send an email to [rebecca.sandtroen@ntnu.no](mailto:rebecca.sandtroen@ntnu.no). Alternatively, ask your supervisor.
- **How do I determine whether a chemical can be poured down the sink after use or if it needs to be collected as hazardous waste?**  
The chemical's SDS will provide this information. Sometimes, it's clearly stated that it must not be released into the environment, is highly toxic, or corrosive; in these cases, it usually needs to be collected as hazardous waste. If you're unsure, ask the chemical manager at the institute, Rebecca Sandtrøen.