

STOCKROOM POLICIES

The Department of Chemistry and Biochemistry has three general supply stockrooms:

A. Supplies - Room 446

This includes common glassware and other supplies.

B. Chemicals:

1. Inorganic - Room 444

This includes common inorganic chemical salts, bases and acids.

2. Organic – Room 442 (labeled “Hazardous Waste”)

This includes bulk solvents and common organic chemicals.

Before using the Stockroom, you should meet with the Stockroom Manager for an overview of procedures.

All items and chemicals taken out of any of the stockrooms **MUST BE SIGNED OUT** on a sign-out sheet near the entrance to the room. It is very important that this is done to keep the inventory up to date. Notice that there are separate sign-out lists for Supplies (non-chemical) and Chemicals. Supply depletion should be reported to the Stockroom Manager at once so that dwindling supplies can be replaced.

Only faculty and staff have keys to the stockrooms. The Supplies Stockroom is usually open during the day. The Chemical Stockrooms are locked and accessed only with faculty and staff keys.

A complete inventory of all stockrooms and research labs is listed on the stockroom computer and in hard copy. You can ask the Stockroom Manager to help you locate any chemicals you think might be found in the Department.