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MEMO: DEPARTMENT OF CHEMISTRY
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SUBJECT: Chemical Tracking Procedure

As you know, the Stockroom has implemented the ChemSW CISPro system. The second component of the system is chemical tracking. The objective is to develop a chemical inventory database. In order to achieve this goal, the Stockroom will need to properly track ALL chemical purchases by labeling and inputting data for each incoming chemical container and by removing disposed chemicals from the database.

In order to achieve this goal, effective August 1, 2008, all chemical orders will be shipped to the research stockroom located on the third floor. This change in process is necessary to properly label and enter the chemicals into the chemical tracking system. The process follows:

1. Researcher places order with the department buyer
2. Darlene places the order with the vendor and identifies the research stockroom as the delivery location.
3. Shipment is delivered to stockroom.
4. Stockroom staff enters the chemicals into the tracking system and labels the bottles.
5. The stockroom staff will call and email the researcher to inform them that their package has arrived and is ready for pick up.
6. Researcher picks up the chemical(s).

Unidentified packages will also be delivered to the research stockroom. The research stockroom staff will identify the package and call the researcher to pick up. No further packages will be delivered to the main office. The other component of the chemical tracking system is the disposal of chemicals. The process follows:

1. Research should obtain a "Barcode Sticker Sheet" from the research stockroom. A form is attached for your initial use.
2. Write your room number and building on the sheet in case a bar code has been marred by a chemical.
3. After a chemical container is emptied, or if you desire to dispose* of the container and its contents:
 - a. Peel barcode label off of the container.
 - b. Attach the barcode label to the "barcode sticker sheet"
 - c. The first working day of each month, take your barcode sticker sheet to the Stockroom.
 - d. Take a new barcode sticker sheet for the new month

*Please remember that you will still need to use appropriate procedures when dealing with chemical waste. There still is a disposal record of your chemicals.

The department appreciates your cooperation during the transition period.