



OSEM 5.10.1F

Removing Chemicals from the Inventory – PI/Responsible Person

1. Remove the barcode
2. Dispose of the empty bottles as required
3. Place the barcode into the Chemical Inventory Management Form, the responsible person will check the forms weekly, or;
4. Email your inventory's responsible person and let them know that there are chemicals that need to be removed and where they are located
5. If you are the Responsible Person or PI you are remove the chemical from your inventory and send the form to OSEM in the interoffice mail for tracking and record keeping (please ensure you have a copy of the form for your records, but send the original to OSEM).
6. To remove the chemical yourself:
 - Click View/Update
 - Type the barcode in the barcode field
 - Select the correct chemical
 - Click delete
 - Dispose of the empty bottle as required

Disposing of Used chemicals in your Inventory – PI/Responsible Person

1. Go to view/update
2. Manually enter the barcode number you wish to dispose of in your inventory
3. Select it to the left-hand side
4. Click dispose
5. Choose the PI/or the little blue person to select yourself
6. Enter the approved-on date
7. Choose disposal method (consumed)
8. Select okay

Dispose Inventory			
Disposal Date	<input type="text" value="18-Oct-22"/>		
* PI	<input type="text" value="Start typing PI name"/>		
Disposal Method	<input type="text"/>	<input type="checkbox"/>	Empty Container
Approved On	<input type="text"/>		
Amount to Dispose	<input type="text" value="100.00"/>	gram	Amount Remaining <input type="text" value="0.00"/>
<input type="button" value="Ok"/> <input type="button" value="Cancel"/>			