



Inventory Management System

OSEM 5.10.1G

Requesting a Transfer, Waste Disposal, Chemical Removal or Barcode update – General User

If a general user (Faculty member, employee, or student) need a chemical moved to another location, a chemical moved to waste, a chemical removed from the inventory or noticed that a barcode does not match, they need to notify the inventory PI/Responsible Person and complete the request on the Chemical Inventory Management Form (seen below). Hardcopies of this form are to be posted in every inventory space, location to be determined by the PI/Responsible person, however they need to be accessible.



Chemical Inventory Management Form

Waste, Empties, and Transfers

Barcode information MUST be included. Make sure waste is properly labelled (what it is and that it is waste – include all chemicals if it is a mixture).

CHEMICAL NAME & VOLUME	ORIGINAL OR CURRENT LOCATION	BARCODE/ BARCODE # (either write the # or stick the actual barcode on the paper)	WASTE	EMPTY	MOVED & NEW LOCATION
Example: Acetone, 1L	S365	AA0000		X	
Example: Acetone, 1L	Chemistry S261 fume hood	AA0000	X		
Example: Acetone, 1L	Chemistry S267	AA0000			X - Moved to Chemistry S261
Example: Acetone, 1L	Chemistry S267	AA0000			X - Moved to Biology S367

PI/Responsible person is to check the forms in the areas of their responsibility throughout the week. Immediate requests that are time sensitive are to be emailed to the PI/Responsible Person or to OSEM which must include all the information required on the form above.

NOTE: If you are NOT the PI/Responsible Person, you MUST go through the PI/Responsible Person for chemical requests whether you want a refill within your own inventory OR you want a chemical from another inventory. **Chemicals that are purchased by departments, or for specific courses, and or Researchers belong to those departments/courses or researcher, they are not “free for the taking”.** Just because a chemical is in the inventory does not mean it necessarily available for use by anyone. If there is a chemical in the inventory and you would like to know if it can be shared you must ask the PI/Responsible Person and if available for sharing it must be transferred in the system to the new PI/Responsible Person’s requested location, name and department.

Before requesting access to another’s inventory, check your own inventory and make your request to your PI/Responsible Person. Some inventories may not be accessible to anyone but authorized users.