

Chemistry Department

Chemical Inventory Process

1. When a chemical is ordered by the Laboratory Supervisor or their delegate, the order confirmation is sent to the applicable Laboratory Technician (John Hyde or Mathew Steadman) for entry into the CisPro system (SCU's online chemical inventory system). If the Laboratory Technician orders the chemicals on behalf of the Laboratory Supervisor then he will have the order confirmation already.
2. When the order is received, the Laboratory Supervisor sends the packing list to the Laboratory Technician so that he can verify that the correct information is entered into the online system.
3. The Laboratory Technician will then send to the Laboratory Supervisor the bar code to be placed on the received chemical or if authorized, the Laboratory Technician will affix the bar code to the received chemical. *Note: only primary containers are required to be barcoded (secondary containers are not required to be barcoded)*
4. When the Laboratory Supervisor is ready to dispose of the empty container they remove the barcode and place it on a sheet of paper near the exit door of their lab. At least quarterly, the Laboratory Technician collects the barcodes and scans them out of the chemical inventory.
5. Annually, the Laboratory Technicians conduct a survey of the Chemistry Department chemicals to ensure that the inventory is accurate.