

## Finishing Old Chemicals and Receiving New Chemicals

Below are basic steps that everyone should follow when consuming the last remaining amount of an existing chemical or when ordering a new chemical. Note that a "new" chemical in this case refers to any chemical bottle that arrives in lab for the first time, even if there is already another bottle of the same chemical.

- **Finishing up existing chemicals:**
  - If you use up the final contents of a chemical in a bottle (*even if there is another bottle of the same chemical*), please leave a sticky note on the ChemTracker Master's desk with the name and amount of the chemical consumed (e.g. Ponceau sodium, S, 10 g). This is requested because ChemTracker keeps track not only of what chemicals we have in the lab but also how many of each.
- **Ordering new chemicals:** (note that the word "new" in this case also includes chemicals that might already be in lab but you decided to order more anyway)
  - Once any chemical that you order physically arrives into lab, please do the following:
    - 1) Place a personalized sticker on the bottle. These stickers can be found on the "Ordered" section of the Quartermaster chalkboard in lab. If you are new to lab and do not have personalized stickers, talk to the Administrative assistant (currently Gwen Wilcox).
    - 2) Print out the MSDS for the chemical. Preferably from the company you ordered from, but if you have trouble finding that then perhaps try Sigma's website.
    - 3) Write the amount with units somewhere on the MSDS.
    - 4) Finally, place it on the ChemTracker Master's desk so that they can update ChemTracker. The MSDS is requested because it helps update the MSDS binder more swiftly and because it includes the CAS number, which helps update the ChemTracker database more swiftly.

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