

Stockroom, Chemical and Hazardous Waste Inventories

1. **Stockroom supplies (PCB 1362)** – Logout sheet is located on the table next to student assistant workstation. Please let Stockroom Manager know if you take the last of an item.

Stockroom Materials Checkout:

- All items must be logged out
- Leave 'Return Date' blank and fill out when item is returned. Return cleaned items to shelf.
- If item is consumable (i.e. gloves, wipes) and will not be returned check box in last column

2. **Chemical Stockroom (PCB 0332)** – The checkout logbook and a printed list of stocked chemicals is located on table to the left as entering stockroom.

Chemical Check-out/Return:

- ALL chemicals must be logged out
- Complete ALL fields. It is especially important to accurately record **barcode** and **room #**
- Let Stockroom Manager know if you take the last bottle
- Leave returned chemicals on the metal cart next to the sign-out desk – do not re-shelve!

Empty Chemical bottles:

- Peel off barcode and affix to the disposal sheet located on or next to the door of each lab.
- Properly wash and dispose of bottles – see Helpful Links below for SOP

Chemical locations can also be searched on the Vertere inventory system. This system houses the full inventory of all chemicals in all departments/locations at JMU

Vertere URL: <http://it-vertere/vimwebV2/Login.aspx>

Username: chemstud

Password:

***Note:** option to change password is given upon login - DO NOT CHANGE PASSWORD

From menu on left select 'Home'

Next select 'Chemical' button in center of screen

Then select 'View/Update' from menu.

From here you can search chemicals by name. You may want to limit your search area by selecting 'Physics/Chemistry Building' from the Location dropdown menu.

***Note:** DO NOT take chemicals from areas other than Chemical Stockroom (0332) without first receiving approval from your faculty advisor and the person currently assigned to the chemical. Let Stockroom Manager know of any changes to storage location of any chemical.

3. Chemical/Hazardous Waste Disposal (PCB 0332) – you'll find the waste drop-off area located in the back of the chemical stockroom (0332). Hazardous waste tags can be found on the table.

Chemical Waste Drop-off:

- Clearly write your name, your faculty advisor's name, and chemical contents on the tag label. Do not abbreviate chemical formulas!
- Secure the tag to waste item using the wire tie
- If item has an inventory barcode be sure to remove it and affix it to a barcode sheet
- Leave items in the secondary container on the table. DO NOT put waste items on shelves.

****SAFETY NOTE:** ALL chemicals and chemical waste must be transported in a secondary container. Secondary container bins and buckets can be found in 0332 or 1362. Always return carrier containers after transport.

Important Contacts:

Chemical Hygiene Officer: Dr. Cay Adkins, adkinscf@jmu.edu, (540) 568-1655

Biological Safety Officer: Dr. Chris Berndsen, berndsce@jmu.edu, (540) 568-2355

Stockroom Manager: Brian Kane, kanebt@jmu.edu, (540) 568-6678

Helpful Links:

SOP for disposal of empty chemical bottles

https://jmu.edu-my.sharepoint.com/:b:/g/personal/kanebt_jmu_edu/EfIHnSypG1JMq6A2cCjfU9MBRI_SBXxideT1d1QPBoIthg

JMU Lab Safety and Hazardous Waste Handling site:

<http://www.jmu.edu/labsafety/index.shtml>

This form, along with other chemical hygiene and safety documents, can be found on the JMU Chemistry website at: <https://www.jmu.edu/chemistry/safety.shtml>