

## Tour Group Chemical Inventory and Chemical Receiving

Francisco Maya, January 2003

This responsibility consists of maintaining an accurate record of the Tour Group chemical inventory located at the back of Tour Lab 2<sup>nd</sup> floor (DBH 260), and picking up chemicals as they are received by the loading dock of Space Science Building.

Take some time and have a look at the shelves, fridges, the freezer and storage cabinets. You will find the organization of inorganic and organic chemicals obvious and straightforward. Mind that the solvents, silica and other materials kept at the storage room are not only mine but everybody's responsibility. Personal samples and boxes kept there is Jake's job. Help keeping this area tidy, do not leave empty solvent container. At least one cart must be kept in this storage room.



### Ordering Form

When ordering any chemical, you must use an order form, copies of which can be found at my (Pancho) or JR's desks. Check different catalogs to determine who offers the best price: Keep in mind that Acros gives us free shipping, so if the prices between Acros and another company are comparable, buy from Acros (a company owned by Fisher). Fill up the form properly and write down briefly why you need this chemical.

You must bring this order form to me so we can confirm the lack or availability of such chemical(s), after you have previously checked our chemical inventory on computer (the Mac in stockroom). After I sign off on the order form, you should place it in Dr. Tour's inbox located just outside his office. After approval, the order will be placed by Dustin or JR with the supplier. Remember: Dr. Tour will not approve your order if it has not previously gone through my checking; so save time by following the right procedure to place an order. If you have ordered something other than a chemical, you do not have to have me sign off on the order form.

## **Receiving**

All chemicals ordered, as well as most anything ordered, are received by Tom at the loading dock in Space Science (x3257).

You can give him a call inquiring about your order but only I have the authority to pick up chemicals from the loading dock. If you are in dire need of your order, you can feel free to ask me about. If I am not around –rare-, send me an email with your concern. I usually go down to the loading dock daily around 3:00 pm. If you have ordered something other than a chemical, you can and should pick it up yourself from Tom's shelves.

It is my responsibility to bring the chemicals to our chemical stockroom and input them in the Mac, which is used only for our chemical inventory. I enter the incoming chemicals information into the "Receiving" Excel spreadsheet and leave it opened so you can go and check it out anytime. After that, I place the chemicals on the "Incoming chemicals" shelf, located between the C-12 and C-13 shelves, or in the refrigerator if the chemical instructions ask for. It is your responsibility to take the chemicals from there and put them in their proper place.

## **Input Chemical Info**

Avoid the accumulation of chemicals in the Incoming shelf. If you order something is because you will claim it and use it in a short time, so if your reagents have arrived, do not delay in taking care of them. For new chemicals, you will need to enter it into the database.

To enter information into the Mac's database you will need to follow the instructions posted above the computer. Enter the info into either the "new inorganics" or "new organics" Excel files. Enter all information required. Make sure you click "save" when you finished. Do not turn off the computer; neither modify any settings, specially the screensaver, which should always read the famous wise Mexican proverb: "Caminando y miando pa'no hacer charco". If curious about the meaning of this deep, philosophical statement, ask me, although I cannot guarantee your wisdom is high enough to understand it.

Finally, I go over an inventory of this Chemical stockroom and the dry box once a year. For this, I will be asking for your help in order to cover the collection and ordering of all chemicals and their information in the database. This usually takes two hours, and at the same day of the Saturday Tour's Lab Cleaning.

## **General Information about Chemical Use.**

- After using a chemical, put it back in its proper place, promptly. Avoid keeping chemicals on your bench, hood, desk - any other place different from the correct one.

- If you use the last of a chemical, reorder it immediately.
- If you use most of a chemical and there is not much left, follow the “Anti-Dmitry” procedure: Instead of shelving back an almost-empty bottle, use some common chemical sense: If it is a chemical used frequently and/or used in large quantities by many group members, be courteous and reorder!. It is very frustrating to go for a chemical and it not be in its place or almost gone.
- The refrigerator on the 3<sup>rd</sup> floor is for personal samples only. This includes samples that needed to be kept cool or recrystallizations. No group chemicals are to be stored there. No exceptions!