

## **Standard Procedures for Bringing Chemicals and Compounds to CMSC Laboratory**

*This procedure must be completed prior to bringing any compound to CMSC Laboratories.*

1. Fill out Chemical Inventory Log-In Sheet, available at <http://www.egr.msu.edu/cmhc/files/index.html>
2. Send form to Bob Jurek, [Jurek@egr.msu.edu](mailto:Jurek@egr.msu.edu)
3. On Fridays only, Bob will accept appointments with you to place the item on CMSC inventory.
4. Incomplete forms will be returned and can not be processed.
5. Any item not labeled will be immediately processed for disposal.