

Standard Procedures for Bringing Chemicals and Compounds to CMSC Laboratory

*This procedure must be completed **prior** to bringing any compound to CMSC Laboratories. Items stored in the CMSC Laboratories overnight or longer must be on CMSC Chemical Inventory.*

1. Fill out Chemical Inventory Log-In Sheet, available at <http://www.egr.msu.edu/cmhc/files/index.html>
2. Send form to Brian Rook, rook@egr.msu.edu
3. On Fridays only, Brian 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.

Remember, all vessels, bags, beakers, or other containers must clearly be labeled with owner's name, the compound identification, and the date in which the material was received or put in the container. This is required for all materials, whether benign or toxic. All compounds, inert or highly reactive, must be labeled with name, ID, and date, without exception. This labeling is required even when the researcher is taking their materials from the lab at the conclusion of a work session.

In summary, everything must have owner's name, the compound identification, and the date on every vessel. And if it is to remain overnight in CMSC, the material must have CMSC inventory label.