

14. Acquiring Unwanted Chemicals through Storerooms

Overview

This quick guide will show you how to acquire unwanted chemicals from other departments through the Storeroom feature in SciTrack. Storerooms are used to offer up unwanted chemicals to others in the University. Each Storeroom has one or more designated "Storeroom Managers" who fulfil the request. Contact scitrack@auckland.ac.nz to set up a Storeroom for your area.

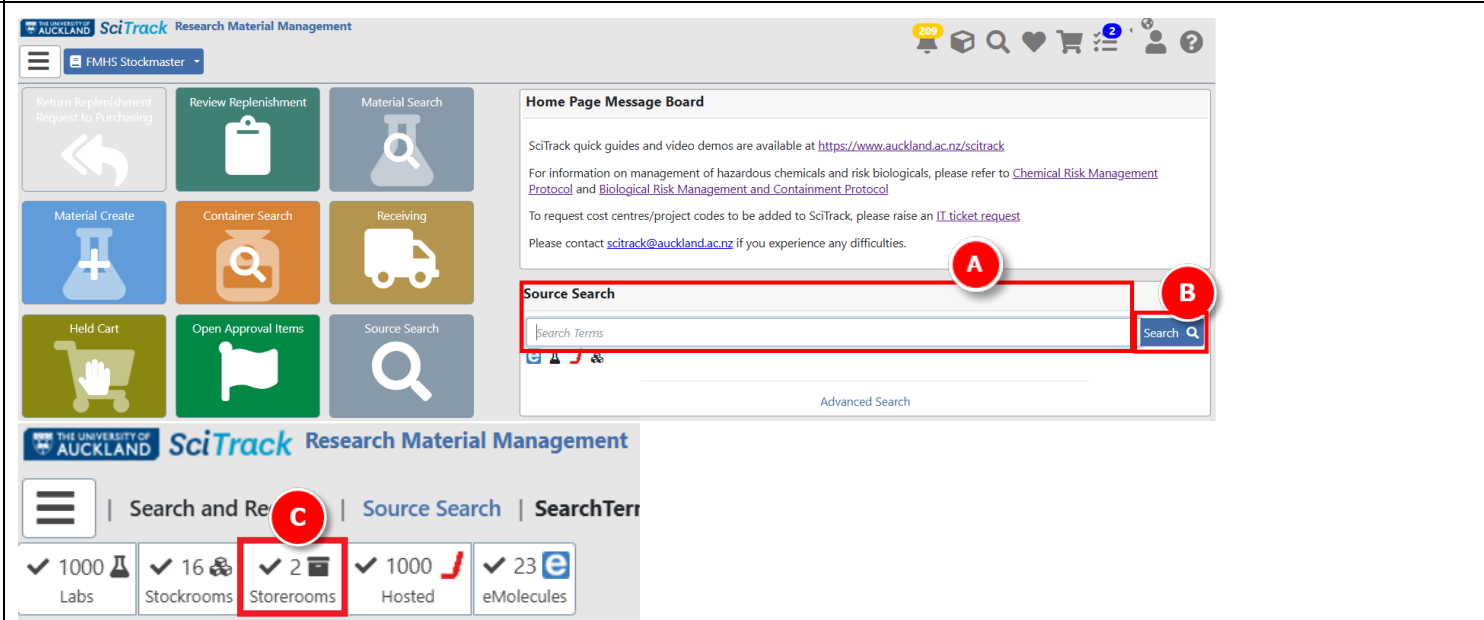

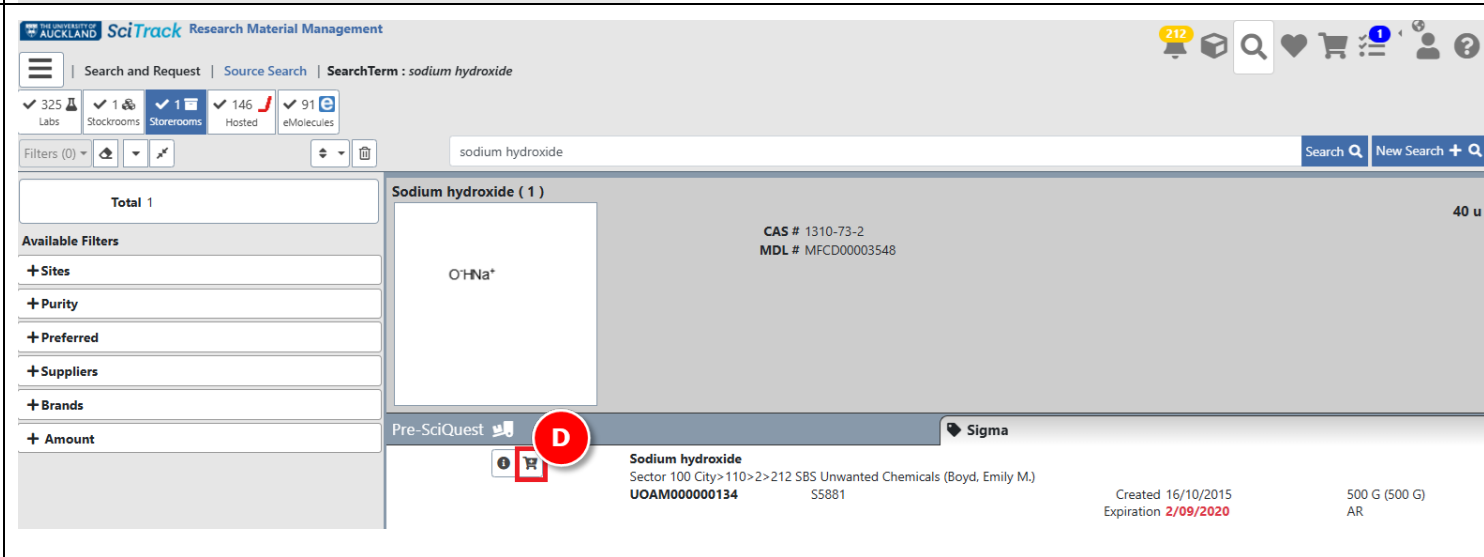
Terms of Use of Storerooms

1. Source Search
2. Add items to shopping cart
3. Review shopping cart
4. Checkout and submit
5. Transferring barcoded items

Terms of Use of Storerooms


1. Any SciTrack user can request a Storeroom chemical, but the Terms of Use must be met for the request to be fulfilled.
2. No payment may be taken for Storeroom chemicals, as the administration involved negates the benefit.
3. The logistics of transferring and transporting the chemicals should be managed by the DLP or Chemical Owner for the lab that is receiving the chemicals.
4. **Before fulfilling a request, the Storeroom Manager needs to be satisfied that:**
 - a. The new owner is appropriate, and aware of becoming the chemical owner
 - b. There is a plan for safe method of transport of the chemical between labs.

SciTrack Quick Guide – Acquiring Unwanted Chemicals through Storerooms (Version 1.0)

Steps	Screenshots
<p>1. Source Search</p> <p>A. Enter a search term (chemical name or CAS number) under Source Search</p> <p>You may use * as a wildcard, for example search sodium* to find sodium acetate or sodium carbonate.</p> <p>B. Click Search.</p> <p>C. Select Storerooms result channel.</p>	 <p>The screenshot shows the SciTrack Research Material Management interface. At the top, there's a navigation bar with 'SciTrack' and 'Research Material Management'. Below this is a grid of icons for various actions like 'Return Replenishment', 'Review Replenishment', 'Material Search', 'Material Create', 'Container Search', 'Receiving', 'Held Cart', 'Open Approval Items', and 'Source Search'. A 'Home Page Message Board' contains links to quick guides and protocols. The 'Source Search' section is highlighted with a red box, showing a search input field (labeled A) and a 'Search' button (labeled B). Below the search bar, there's a navigation bar with 'Search and Request' and 'Source Search SearchTerm'. At the bottom, there are filters for 'Labs', 'Stockrooms', 'Storerooms', 'Hosted', and 'eMolecules', with 'Storerooms' selected (labeled C).</p>
<p>2. Add items to shopping cart</p> <p>Note that the search only includes results from all storerooms in your accessible Sites. If you want to see available chemicals from the entire University, see guide 2. Configure Preferences for how to change your settings to "All Sites".</p> <p>D. Click  to add the item to your cart.</p>	 <p>The screenshot shows the search results for 'sodium hydroxide'. The search term is entered in the search bar. The results show 'Sodium hydroxide (1)' with a chemical structure <chem>[OH-].[Na+]</chem>. The CAS # is 1310-73-2 and the MDL # is MFCD00003548. The amount is 40 u. Below the search results, there's a 'Pre-SciQuest' section with a 'Sigma' logo. A red box highlights the 'Add to Cart' button (labeled D).</p>

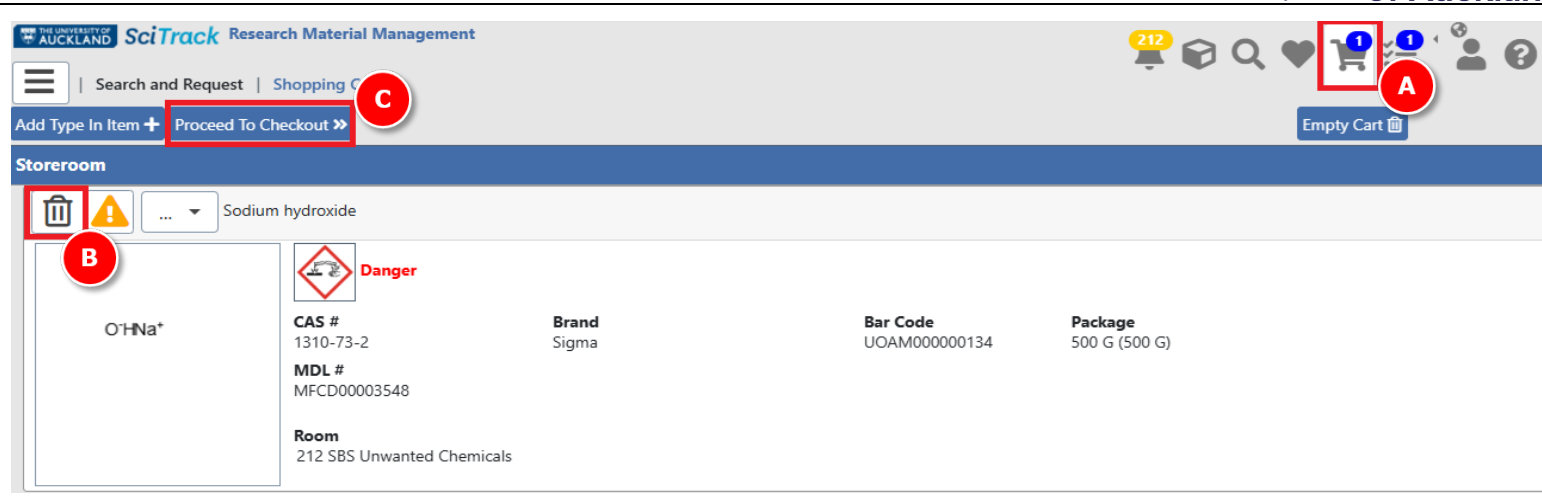
SciTrack Quick Guide – Acquiring Unwanted Chemicals through Storerooms (Version 1.0)

3. Review shopping cart

- A. Click  to view cart.
- B. Optional: **Delete** item from cart
- C. **Proceed to checkout.**

Note:

Hosted Catalogue and Type In items should not be combined with Storeroom requests.



The screenshot displays the SciTrack Research Material Management interface. At the top, there is a navigation bar with 'Search and Request' and 'Shopping Cart' links. A shopping cart icon with a '1' notification is highlighted with a red box and labeled 'A'. Below the navigation bar, there are buttons for 'Add Type In Item +' and 'Proceed To Checkout >>', with the latter highlighted by a red box and labeled 'C'. The main content area is titled 'Storeroom' and shows a list of items. The first item is 'Sodium hydroxide', which is highlighted with a red box and labeled 'B'. The item details include a chemical structure of O⁻HNa⁺, a 'Danger' warning icon, and the following information:

CAS #	Brand	Bar Code	Package
1310-73-2	Sigma	UOAM000000134	500 G (500 G)
MDL # MFCD00003548			
Room 212 SBS Unwanted Chemicals			

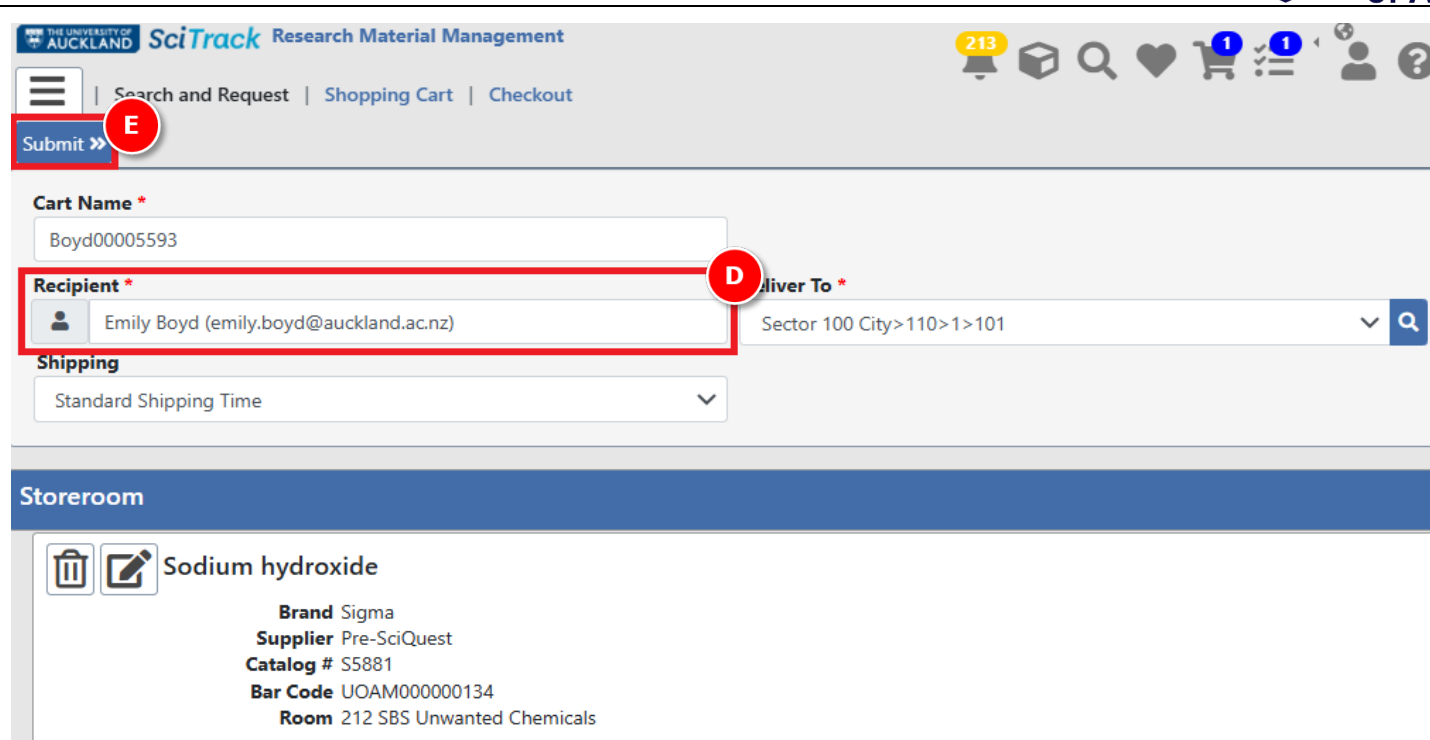
4. Checkout and submit

D. The recipient should be the name of the new Chemical Owner.

E. Click **Submit**

The Storeroom Manager will contact the Requestor and CC the Recipient to arrange a time for collection and to ask:

- Confirmation that the new Chemical Owner agrees to acquire this chemical
- What is the plan for transferring the chemical to the new lab?



THE UNIVERSITY OF AUCKLAND SciTrack Research Material Management

213

Search and Request | Shopping Cart | Checkout

Submit >> (E)

Cart Name *
Boyd00005593

Recipient * (D)
Emily Boyd (emily.boyd@auckland.ac.nz)

Deliver To *
Sector 100 City>110>1>101

Shipping
Standard Shipping Time

Storeroom

Sodium hydroxide

Brand Sigma
Supplier Pre-SciQuest
Catalog # S5881
Bar Code UOAM000000134
Room 212 SBS Unwanted Chemicals

5. Transferring barcoded items

Once the Storeroom request is fulfilled, the Requestor or receiving DLP must update the container with the new owner and location. Please see the SciTrack Quick Guide "10. Container Search and Operations" for instructions.

SciTrack Quick Guide – Acquiring Unwanted Chemicals through Storerooms (Version 1.0)

Glossary

Term	Description
Chemical Owner	<p>Defines the person with ownership and responsibility for the chemicals. They may be a Principal Investigator (PI) or when a PI cannot be identified, the chemical owner is the person responsible for the facility in which the hazardous substance is used and may be a senior technician or a technologist. In the case of 'communal' departmental/school chemicals, the academic head may be the chemical owner. They have the responsibilities stated under responsibilities of a Laboratory Manager under the Health and Safety at Work (Hazardous Substances) Regulations, Part 18.</p> <p>For more information, see the Chemical Risk Management Standard https://www.auckland.ac.nz/assets/health-safety-wellbeing/health-safety-topics/safety-in-labs/chemical-risk-management-standard_v1.pdf</p>
DLP	<p>A Designated Laboratory Person (DLP) is a staff member with technical knowledge about the items they need to purchase through SciTrack. Staff must request approval to become a DLP. DLPs approve SciTrack carts on behalf of other SciTrack users in their area.</p>
Storeroom	<p>A room set up in SciTrack that contains chemicals that are available to give away to other departments at no cost.</p>
Storeroom Manager	<p>The Storeroom Manager is a role in SciTrack. This person is usually a technical staff member who populates the SciTrack Storeroom with unwanted chemicals from their department or area, and fulfils requests from it.</p>