

### Overview

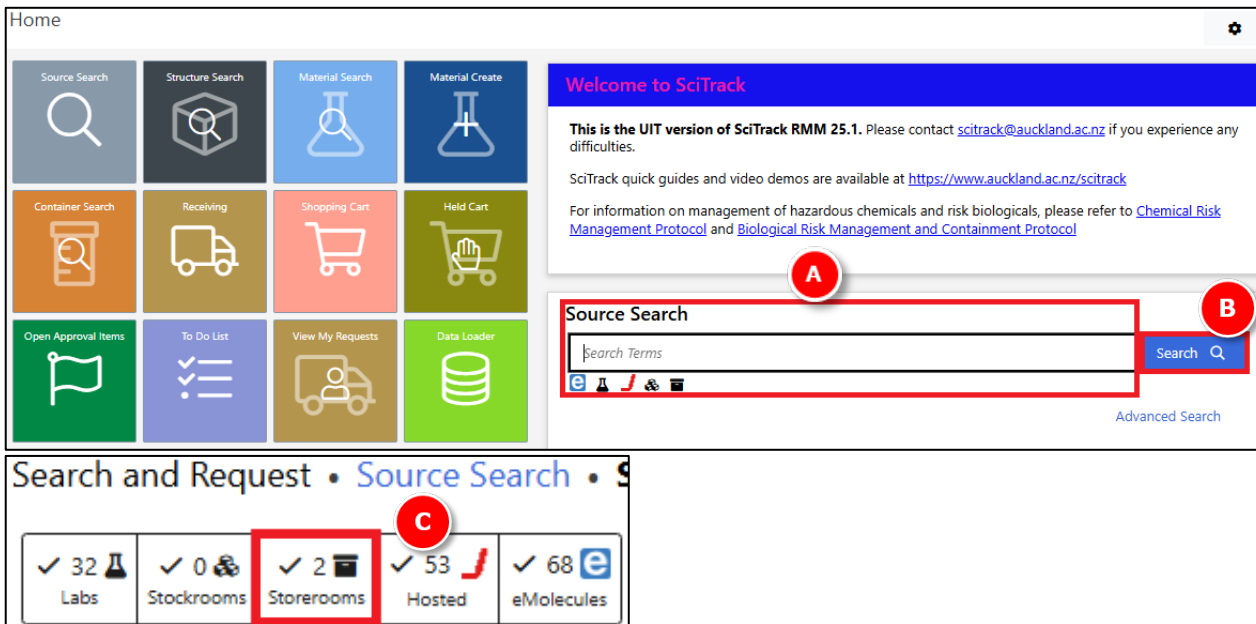

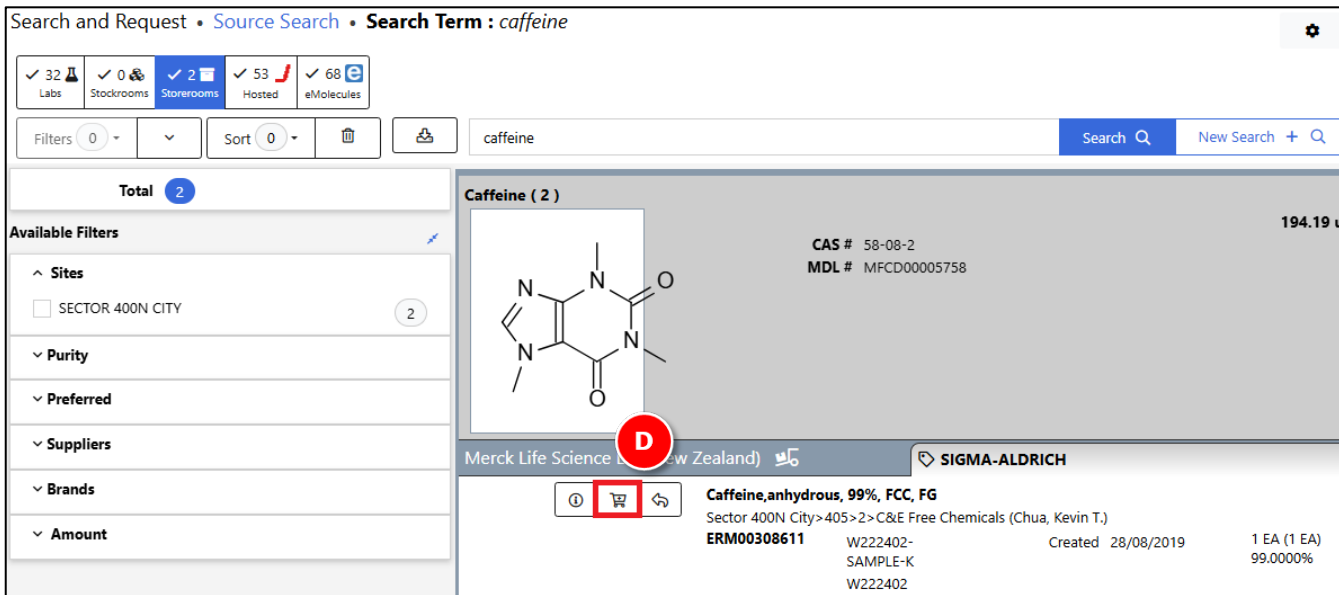
This quick guide will show you how to acquire unwanted chemicals from other departments through the Storeroom feature in SciTrack. Storerooms are used to offer up unwanted chemicals to others in the University. Each Storeroom has one or more designated "Storeroom Managers" who fulfil the request. Contact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

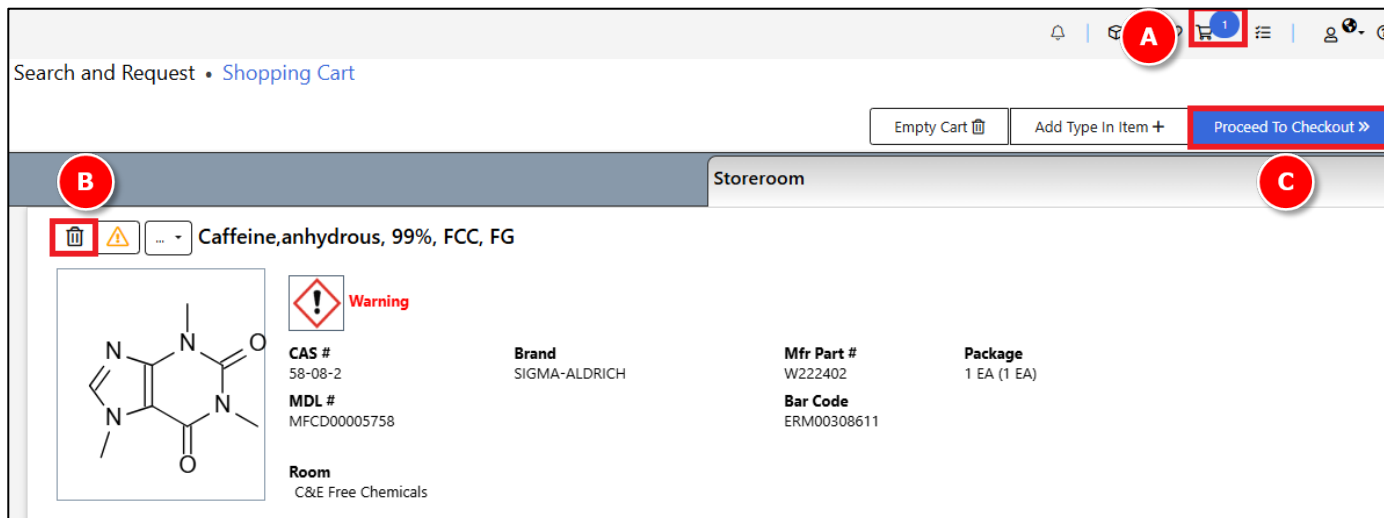
Steps	Screenshots
<h2>1. Source Search</h2> <p>A. Enter a search term (chemical name or CAS number) under <b>Source Search</b></p> <p>You may use * as a wildcard, for example search <b>sodium*</b> to find sodium acetate or sodium carbonate.</p> <p>B. Click <b>Search</b>.</p> <p>C. Select <b>Storerooms</b> result channel.</p>	 <p>Home</p> <p>Welcome to SciTrack</p> <p>This is the UIT version of SciTrack RMM 25.1. Please contact <a href="mailto:scitrack@auckland.ac.nz">scitrack@auckland.ac.nz</a> if you experience any difficulties.</p> <p>SciTrack quick guides and video demos are available at <a href="https://www.auckland.ac.nz/scitrack">https://www.auckland.ac.nz/scitrack</a></p> <p>For information on management of hazardous chemicals and risk biologicals, please refer to <a href="#">Chemical Risk Management Protocol</a> and <a href="#">Biological Risk Management and Containment Protocol</a></p> <p>Source Search</p> <p>Search Terms</p> <p>Search</p> <p>Advanced Search</p> <p>Search and Request • Source Search •</p> <p>✓ 32 Labs ✓ 0 Stockrooms ✓ 2 Storerooms ✓ 53 Hosted ✓ 68 eMolecules</p>
<h2>2. Add items to shopping cart</h2> <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>Search and Request • Source Search • Search Term : caffeine</p> <p>✓ 32 Labs ✓ 0 Stockrooms ✓ 2 Storerooms ✓ 53 Hosted ✓ 68 eMolecules</p> <p>Filters 0 Sort 0</p> <p>Total 2</p> <p>Available Filters</p> <ul style="list-style-type: none"> <li>^ Sites       <ul style="list-style-type: none"> <li><input type="checkbox"/> SECTOR 400N CITY 2</li> </ul> </li> <li>^ Purity</li> <li>^ Preferred</li> <li>^ Suppliers</li> <li>^ Brands</li> <li>^ Amount</li> </ul> <p>Caffeine ( 2 )</p> <p>CAS # 58-08-2 MDL # MFCD00005758 194.19 u</p> <p>Merck Life Science (New Zealand) SIGMA-ALDRICH</p> <p>Caffeine, anhydrous, 99%, FCC, FG</p> <p>Sector 400N City&gt;405&gt;2&gt;C&amp;E Free Chemicals (Chua, Kevin T.)</p> <p>ERM00308611 W222402- SAMPLE-K W222402 Created 28/08/2019 1 EA (1 EA) 99.0000%</p>

## 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.

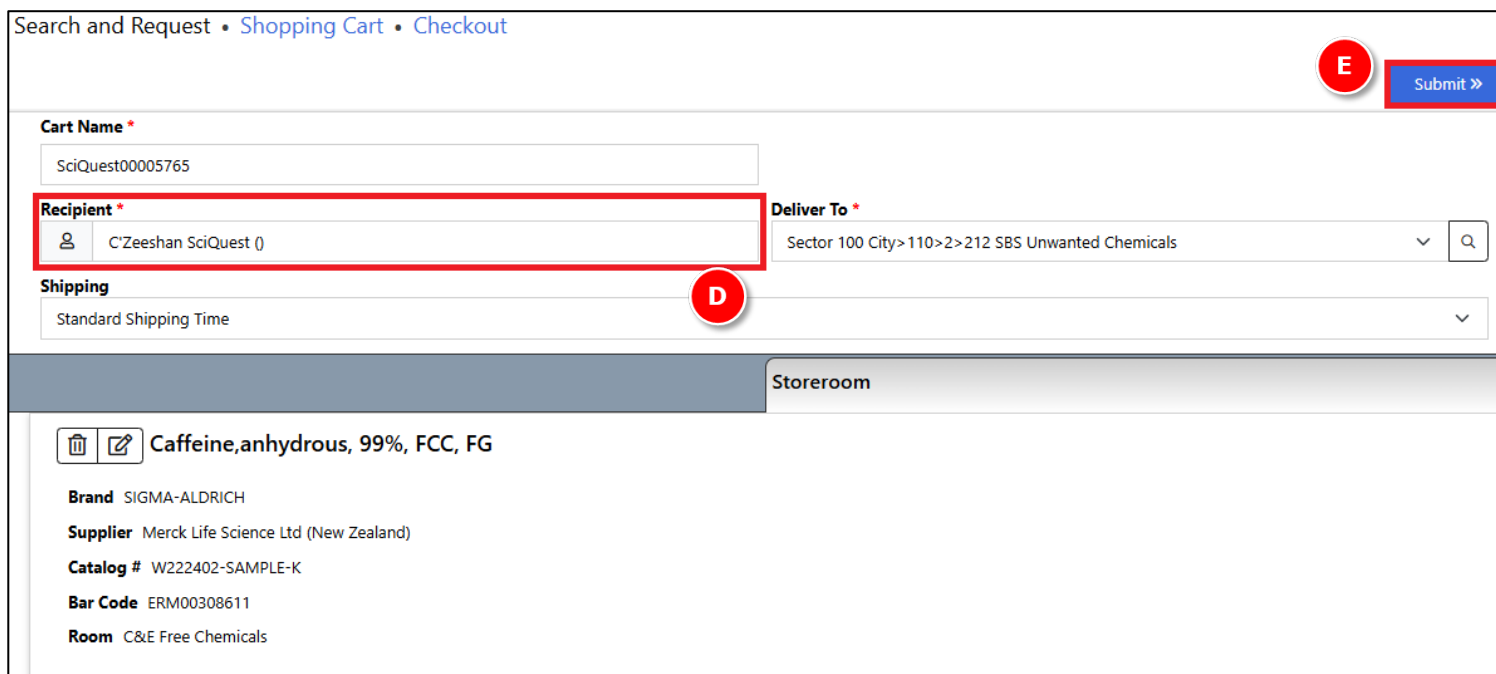


## 4. Checkout and submit

- 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?



## 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.

## Glossary

Term	Description
<b>Chemical Owner</b>	<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  <a href="https://www.auckland.ac.nz/assets/health-safety-wellbeing/health-safety-topics/safety-in-labs/chemical-risk-management-standard_v1.pdf">https://www.auckland.ac.nz/assets/health-safety-wellbeing/health-safety-topics/safety-in-labs/chemical-risk-management-standard_v1.pdf</a></p>
<b>DLP</b>	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.
<b>Storeroom</b>	A room set up in SciTrack that contains chemicals that are available to give away to other departments at no cost.
<b>Storeroom Manager</b>	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.