

SciQuest ERM Cheat Sheet – Disposing of Biologicals

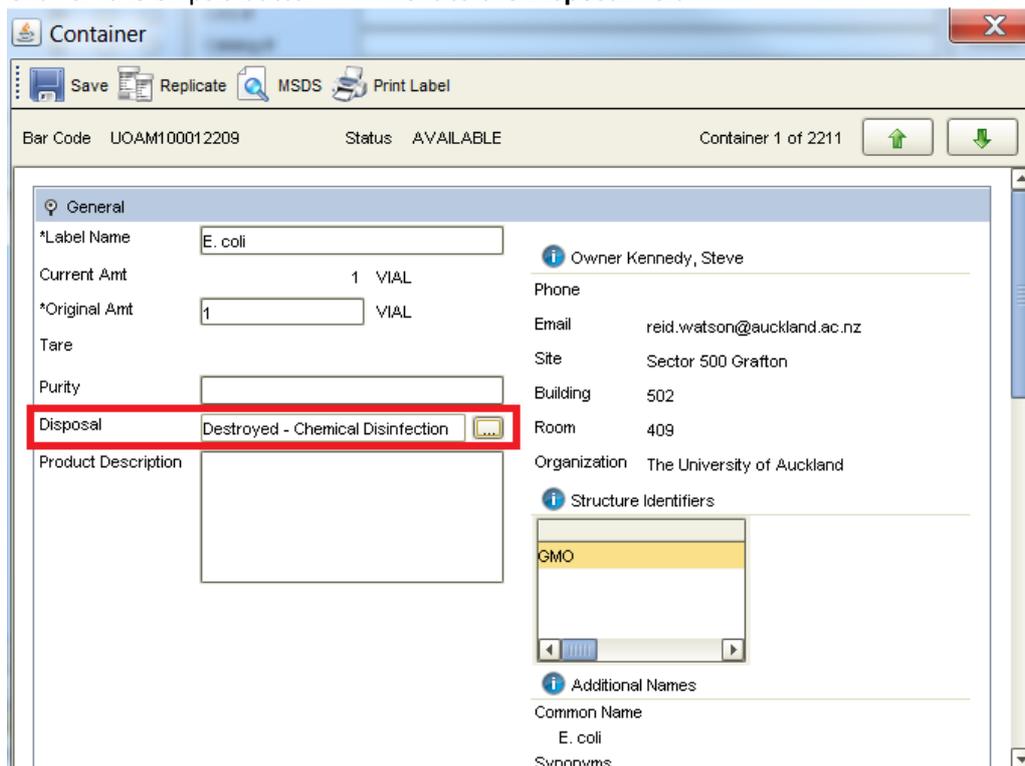
(Note that cell lines that are thawed for use or culture should be “disposed empty” in the same method as chemicals above).

Go to the **Search** tab. Search for the container.

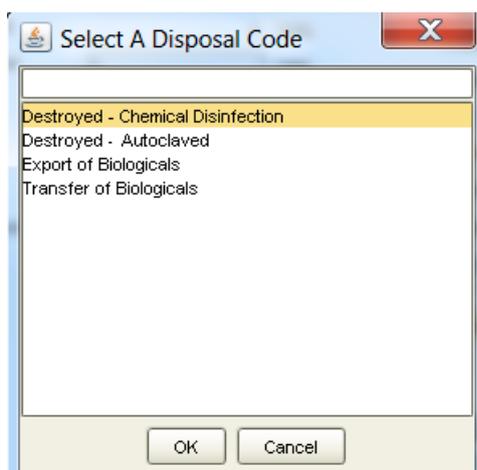
Right Click the selected container in the result pane.

Select **View Container**, click the Edit button 

Click on the ellipsis button  next to the **Disposal** field



The screenshot shows the 'Container' edit window. The 'Disposal' field is highlighted with a red box and contains the text 'Destroyed - Chemical Disinfection'. The window also displays other fields such as 'Label Name' (E. coli), 'Current Amt' (1 VIAL), and 'Original Amt' (1 VIAL). The status is 'AVAILABLE' and the container is '1 of 2211'. The owner is 'Kennedy, Steve' and the organization is 'The University of Auckland'.



The screenshot shows the 'Select A Disposal Code' dialog box. The list of disposal codes includes 'Destroyed - Chemical Disinfection', 'Destroyed - Autoclaved', 'Export of Biologicals', and 'Transfer of Biologicals'. The 'Destroyed - Chemical Disinfection' option is selected and highlighted in yellow. The dialog box has 'OK' and 'Cancel' buttons at the bottom.

Depending on the disposal method, choose either **Destroyed – Chemical Disinfection** or **Destroyed – autoclaved**. If the biological has been exported or transferred out of the University of Auckland rather than disposed, select the correct code here. Click **OK**.

Save the change by clicking the **Save** button 

The next step is to set the status of the item to “Disposed”. This can be done in bulk using a scanner (see section 6.2) or manually as follows:

Right click the selected container in the result pane.

Select **Container Operations**, then **Dispose**

Select **Dispose**