Faculty and laboratory technicians should use the following process for placing orders for chemicals for use in a teaching laboratory.

1. Faculty member or laboratory technician completes an order form
2. Faculty member or laboratory technician sends the order form to the Laboratory Manager
3. Laboratory Manager checks the current chemical inventory to make sure we do not already have that chemical in stock and that it is something required/appropriate for teaching laboratories
4. Laboratory Manager places the order. Any necessary paperwork for particular chemicals (e.g. EPA forms for controlled substances) is completed by the Laboratory Manager
5. Laboratory Manager or laboratory technician receives the chemical and alerts the faculty member.
6. Laboratory Manager:
   a. updates the Department’s MSDS collection and sends a copy of the MSDS to Public Safety (if this is a new chemical or if the MSDS has been modified), and
   b. updates the division’s chemical inventory (for all chemicals)

Faculty should use the following process for placing orders for chemicals for use in research.

1. Faculty member checks the current chemical inventory to make sure we do not already have that chemical in stock
2. Faculty member completes an order form
3. Faculty member sends the order form to the department chair for approval
4. Department chair checks budget/grant/research funds and approves order
5. Department chair sends order form to department administrative assistant to place the order
6. Administrative assistant places the order. Any necessary paperwork for particular chemicals (e.g. EPA forms for controlled substances) is completed by the administrative assistant with the assistance of the faculty member and signed by the Department Chair.
7. Laboratory technician or Laboratory Manager receives the chemical and alerts the faculty member.
8. Faculty member informs the department Safety Officer in order for he/she to:
   a. updates the Department’s MSDS collection and sends a copy of the MSDS to Public Safety (if this is a new chemical or if the MSDS has been modified), and
   b. updates the division’s chemical inventory (for all chemicals)