**G25 Inventory Guidelines**

*Entering chemicals into the inventory*:

* Put a barcode sticker onto the bottle(s) you are entering into the inventory. **Each bottle must have a unique barcode**, even if they contain the same chemical.
* **Check for chemical compatibility** before choosing a location for storage – do NOT just store “your” chemicals in the same location.
* Choose a location from the established list of inventory locations. It is helpful if you write the location information on the barcode sticker to make it easier to put bottles away.
* Enter information into Quartzy. Essential information includes chemical name, CAS number, location, and barcode number.

*Using chemicals:*

* Please try not to hoard commonly used chemicals on your bench – put them away in a timely manner.
* ***PUT CHEMICALS BACK IN THE SPECIFIC LOCATIONS YOU GOT THEM FROM*.** This is essential as it will otherwise be nearly impossible to find anything.
* When bottles are empty, they must be removed from Quartzy. Search by barcode number and **delete the specific bottle that matches the barcode number**.

*To view barcode numbers when searching Quartzy:*

* Make sure “General Supply” is selected under “Type” on the left-hand side.
* Click the gear next to the column headings on the right.
* Select “Barcode.”

A screenshot of a cell phone

Description automatically generated

**G25 Inventory Locations**

|  |  |
| --- | --- |
| Location | Sub-location |
| Todd Group | Acids |
| Bases |
| Dry solvents |
| Freezer |
| Fridge |
| Inorganics |
| Organics 1 |
| Organics 2 |
| Wells Group | Acids |
| Amines 1 |
| Amines 2 |
| Amines 3 |
| Amines 4 |
| Bases |
| Inorganics Tray 1 |
| Inorganics Tray 2 |
| Inorganics Tray 3 |
| Organics 1 |
| Organics 2 |
| Organics 3 |
| Organics 4 |
| Organics 5 |
| Organics 6 |
| Organics 7 |
| Organics 8 |
| Organics 9 |
| Organics 10 |
| Organics 11 |
| Organics 12 |
| Organics 13 |
| Thiols |
| Fridge 1 | Flammables |
| Oxidants 1 |
| Fridge 2 | Azides 1 |
| Azides 2 |
| General |
| MHT Flammables |
| MHT General |
| MHT Pyrophorics |
| Location | |
| Boronic Acids Box | |
| Corrosives 1 | |
| Corrosives 2 | |
| Corrosives 3 | |
| Corrosives 4 | |
| Corrosives 5 | |
| Corrosives 6 | |
| Catalysts and ligands | |
| Flammables 1 | |
| Flammables 2 | |
| Flammables 3 | |
| Flammables 4 | |
| Flammables 5 | |
| Flammables 6 | |
| Lewis acids | |
| Oxidising agents | |
| Reducing agents | |
| Wittig Reagents | |