

Purchase of chemicals @ LabMedChem

To keep the inventory well organized and up to date at all times, we should stick to the following directions about ordering, storage and removal of chemical products.

Ordering

1. Order without assignment of cost through a market (*marktplaats*)
2. During the ordering process, always select the default storage room and location:
91.03.090.088 - Shelf.



. Geef hieronder FI-nummer van lokaal waar goed:
Voorstelwaarde FI-nummer
Voorstelwaarde locatie

3. For ordering without online catalogs follow the instruction in your manual -page 21 (EN), page 28 (NL).
4. Print out the shopping cart and assign appropriate location* and, in case the product is going to stay for a long period in the lab, the name of the person using it. For products that will be permanently stored in your lab (e.g. dry solvents, salts, etc.): indicate the lab (0 or 4th floor).
Bring this print to the secretariat (4th floor).
* Shelf – Desiccators – refrigerator – freezer (default NMR, if 4th floor then mention it in comment) – safety cabinet
5. Processing of the orders with assignment of the budget and approval will be done by Annelies or Izet on Mondays and Thursdays.

Good receipt and changing stock data

6. When the goods are delivered at the 4th floor, they will be added to the stock.
7. On each article, a barcode has to be stuck and the labeled goods will be put together on the 4th floor (corridor).
8. If you take a product from its standard location to your bench, indicate your name in the inventory under comment.
9. If for any reason the location of a product will be changed, the appropriate person has to change either the location or the comment in the system. Storage room FI-numbers can be found on the last page.

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Removal of recipients

10. Put empty bottles, expired and/or suspicious products with the barcode in metal recipient on the table in the storage room (basement).
Try to quench reactive products properly before putting them in the recipient (ask your experienced colleague how to do it). Izet will take care of scanning out and removal of the products regularly.

Consulting the stock

11. To consult our stock and/or download a report to Excel, please follow the instruction in the manual at page 32 (EN), page 44 (NL)

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Storage rooms - Department FW01
Labo Medicinale Chemie, Prof. Serge Van Calenbergh

Storage rooms:

** Only main storage room (.088) is divided into separate locations!*

- 1) 91.03.090.038 → NMR
- 2) 91.03.090.088 → Ground floor (main storage room)
 - Shelf
 - Refrigerator
 - Freezer
 - Safety Cabinet
 - Desiccators
- 3) 91.03.100.100 → Lab "0"
- 4) 91.03.140.059 → Lab-office 4th
- 5) 91.03.140.057 → Lab 4th
- 6) 91.14.100.102 → Outside storage room - Kluis 2