

# ChemStores Guidelines

ChemStores, located in KNCL 111C, is the supplier of chemicals, scientific glassware, and related equipment at the University of Akron (UA). It is opened to all campus departments/divisions. Although ChemStores carries an extensive inventory, there are both space and monetary limitations.

## Policies & Procedures:

- In order to purchase from ChemStores, a completed order form must be submitted; dropped off to KNCL 111C, emailed; [ChemStores@uakron.edu](mailto:ChemStores@uakron.edu) or faxed; 330-972-2034. An order will not be filled without an advisor signature and a speedtype (account).
- Due to the requirement of inventory tracking, no student will be allowed in the stockroom. The order will be filled by a ChemStores employee.
- No glass container filled with chemical will be distributed without a carrier for self delivery orders. Boxes are not always available from the stockroom. ChemStores stocks Environmental & Occupational Health & Safety Department (EOHS) approved carriers.
- A receipt will be given to the end user. At month end, a statement of purchases will be sent to the approver (advisor/PI).

## Delivery:

- Beginning July 1, 2008, delivery is available to all departments by ChemStores. Orders placed before noon will be delivered that afternoon. Orders placed after noon will be delivered the following afternoon.
- Due to safety and legal concerns, UA accountability and the recommendations of EOHS, beginning May 19th, 2008, delivery by Mail Services will be required for Olsen Research Center. There will be one delivery in the afternoon, Monday thru Friday. This will include a nominal fee.
- At the time of delivery, a receipt will be signed by department personnel for delivery services. A receipt will also be included in the order for the end user.
- Transportation of chemicals across campus by a personal vehicle is NOT permitted by any purchaser due to State and Federal laws.

## Hours of Operation:

### ChemStores

Monday thru Friday

9:30a.m. to 4:30p.m.

(may be limited due to student assistant schedule(s))

### Deliveries

Monday thru Friday

12:30p.m. to 4:30p.m.

(may be limited due time order is placed or due to student assistant schedule(s))