

Department Resources – Research Services: Research Stockroom

The Research Stockroom, located in BAG 36, is a self-service facility that provides stock items for sale in the following general categories:

- Chemicals
- Glassware
- Lab Supplies
- Hardware
- Office Supplies
- Dry ice, liquid nitrogen, and gas cylinders

PURCHASES:

Purchases are made using any valid non-expired University of Washington budget number. (See procedures below.)

CASH PURCHASES:

Cash purchases can be made by Chemistry Department personnel ONLY, and exclude chemicals and various other stock items as determined by the Department, and/or the Research Stockroom Manager.

ETHANOL:

Ethanol sales are limited to Chemistry personnel and budgets ONLY. Sales require a permit with an authorized signature.

LIQUID NITROGEN:

Customers are NOT allowed to fill from large liquid nitrogen tanks unless trained and approved. See the Research Stockroom Manager.

SAFETY POLICIES include, but are not limited to the following:

Lab Gloves: Lab gloves are not permitted in the stockroom, and must be removed prior to entering, regardless as to whether they are considered clean or not.

Secondary Containment: Any chemical purchased in a container whose size is 2.5 liters or larger requires an authorized safety carrier, or secondary containment, as required by Environmental Health & Safety. If you have questions, please see the Research Stockroom Manager.

Cylinders: Empty cylinders require cylinder caps PRIOR to being returned to the cylinder shed.

PROCEDURES:

Purchases: Purchases are made by using a Husky Card with a departmental budget, or by filling out a withdrawal form. The withdrawal form requires the purchase date, budget number, budget name, contact phone number, printed name, and signature.

Setting up an account: To set up an account with the Research Stockroom a valid non-expired budget number is required, along with budget name, principal investigator, department, department mailbox number, and budget expiration date. An account can be set

up by going to the Research Stockroom Manager, or by going to the Chemistry Purchasing & Accounting Office in BAG 109.