

March 12, 1997

TO: Chemical Users

FROM: Dennis Edwards

RE: Chemical Management Procedures

Enclosed please find the following: an updated Chemical Management Guide for ordering and obtaining chemicals and chemical products, and a current division inventory and stock item listing.

The updated Chemical Management Procedures are the result of an effort to clarify procedures and improve service. Information from the survey that many of you completed as well as feedback from meetings with your department Chemical Hygiene Officer were considered during the review process. Two changes to note are new window hours of 9 a.m. to 10 a.m. and 1:30 p.m. to 2:30 p.m. daily, and the addition of delivery service to department offices. Delivery will not start until next semester and is dependent on the availability of student workers. The new window hours will be in effect starting on Monday March 31st.

Please take a moment to review the Chemical Management Guide. Don't hesitate to contact me if you have any questions. Thanks for your cooperation