



## ***Environmental Health & Safety Office***

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<http://offices.colgate.edu/>

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January 26, 1998

**TO:** Chemical Users

**FROM:** Dennis Edwards

**RE:** Chemical Management Procedures

The purpose of this correspondence is to inform you of changes to our Chemical Management Procedures. The procedures have been updated in an effort to better serve you. Please refer to the enclosed Chemical Management Guide for complete information. The Chemical Management Guide is also available on the EHS Office website at <http://offices.colgate.edu/chemmgt/chemicalmanagementguide.htm>. A summary of the changes is as follows:

1. Individual items in quantities of less than 25 g or 25 ml no longer need to be ordered through the EHS Office. Use normal requisition procedures to order these items. If you receive a Material Safety Data Sheet (MSDS) with your order or in the mail, please forward a copy to the EHS Office.
2. You no longer have to pickup your order at the EHS Office. Chemicals will be delivered to your department office.
3. Stock items and chemicals from the Surplus Chemicals Inventory can also be delivered to your department office. You can request these items on-line or by e-mail for faster service.

In addition to the Chemical Management Guide, please find the following documents:

- Stocked Chemicals List (blue, one page): This is a list of commonly used chemicals that are on hand for immediate availability.
- Surplus Chemicals Inventory (yellow, 13 pages): This is a list of surplus chemicals that are available for little or no cost. Please check this list before placing an order. If you have surplus chemicals in your laboratory that you no longer need or want, donate them to the division.

If you have any questions or need additional information, please let me know. Thanks for your cooperation over the past five years.