

UW Medicine - Pathology

100-05-01-24

Chemical Receiving Instructions Procedure

Adopted Date: 06/13/09 Revision Date: 05/26/11

PURPOSE

To provide a systematic way to receive and document new chemicals in all laboratories.

SCOPE

All laboratories.

PROCEDURE

1. The date received must be recorded on the container and the packing slip.
2. A diamond shaped hazard label, if not already on the bottle, must be attached to the container. The appropriate numerical rating for each category is on the chemicals MSDS.
3. All new chemicals must be added to the laboratories chemical inventory list in MyChem.
4. For further information, refer to the departments Reagent Management procedure

REFERENCE

Reagent Management procedure, 100-02-01-25

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