

Chemistry Department

Standard Operating Procedure

Title: Research Product Vials

All product vials must be labeled with the product name, not the formula or structure. When an investigator is finished with a research project all vials of product should be labeled. Product that is needed for future research should be stored properly with a permanently attached label. All other products of the research should be disposed of through the department storeroom.

Products should not be gathered without assessing the usefulness of the product for further research.

When a researcher prepares to leave they should contact the department storeroom to arrange proper disposal of the wastes being left in the laboratory. It may be possible to dispose of small quantity waste through a "generic" small quantity lab waste cleanup rather than naming all of the products and disposing of each individual product.

If a vial is used only by one researcher and for a short period of time the researcher should consult with the Principle Investigator regarding proper labeling requirements for the vial. At times for personal use a structure may be more useful to the researcher than determining the name of a product.

Disposal of these products or any chemical through the sanitary sewer, dumpster or any means is not allowed by law. All chemical waste must be sent through the department storeroom for disposal.