



UNIVERSITY *of* LOUISVILLE

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Group Inventory Guidelines

Group contact person: **Michael Montalbo**, email: mrmont03@louisville.edu

The Burns Group Chemical Inventory catalogs commercial chemicals in the possession of the group. It should include all chemicals that were originally produced by commercial vendors (e.g. Aldrich, Strem), regardless of the mode of acquisition—purchase, swap, etc. It should not be used to catalog the substances prepared in the group.

Need a chemical?

Check the group inventory first. If the chemical you are looking for is not available, you should purchase it. Before placing an order, find the lowest-priced supplier (for your desired purity) by researching all the reasonable vendors for the chemical you are interested in. Once you obtained at least five (5) prices, submit all of them to Dr. Chris Burns, who will place the order for you.

Got a new chemical?

Once your new chemical arrives, email its (1) CAS number, (2) chemical name, (3) company, (4) purity, (5) molecular formula, (6) formula weight, (7) amount, (8) physical state, (9) storage location, (10) room location, and (11) the date it arrived, to Michael Montalbo. This email should be sent within the 24 hours of the arrival of the chemical. You should also write the date it was received on the bottle's label. **For chemicals that can form peroxides (once opened) you should write the date the bottle was opened for the first time on the label.**

Used up an old chemical?

As soon as you use up an old chemical, contact Michael Montalbo and ask him to note the removal on the inventory list.

Annual Inventory Updates

In May of each year (end of the spring semester), all group members will be involved in double-checking the entire chemical inventory. If the procedures given above are followed, annual inventory updates will be relatively brief; otherwise, they will turn into boring, painful affairs. Exact dates for annual inventory updates will be set by Dr. Chris Burns, who will also assign individual inventorying responsibilities to group members.