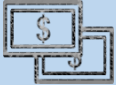
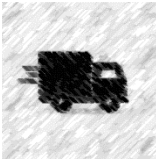
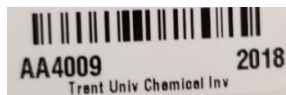


Starting February 1, 2020

Effective for all Trent University Teaching & Research labs

HECHMET involves applying a barcode to every existing and newly purchased chemical in our teaching and research labs.

- The barcodes will assist in cataloging details specific to each chemical including its location on campus.
- Your cooperation is essential in helping the inventory work.

	When you order a chemical for your lab, you must include the following information in the “Attention” line of the order:
	“CH” to denote shipment contains a chemical
	Building & wing where chemical will be stored • Science Complex = SC • Environmental Science Building = ESB A, B, C • Chemical Science Building = CSB D, E, F • DNA A,B or Life & Health Science = LHS C,D
	Lab number: where chemical will be stored i.e. this is the 3 or 4 digit room number where your lab is located
	Researcher/Principal Investigator’s (PI) name !! Do not deliver to a student’s attention !! e.g. if your lab is in the “Einstein lab—DNA A118.2” you will enter “CHDNAA118.2 Einstein” in the attention line of the order
	The Shipping & Receiving Center (SRC) will receive all incoming deliveries in their new facilities in the Environmental Science Building (ESB). • The new delivery address for all shipments is: Trent University Shipping and Receiving Center Environmental Sciences Building 2089 East Bank Dr. Peterborough, ON K9L 1Z8
 	The “attention” line of the shipping label will specify the contents are a chemical, final lab location and the researcher/PI. • SRC will catalogue your purchased chemical and add information into the chemical inventory system called “HECHMET” • They will attach a barcode directly onto each container • This barcode will be uniquely coded and identify the chemical as belonging to your lab • SRC will deliver the chemical(s) to your lab.
	If your chemical arrives sealed within additional packing, SRC will attach the barcode to the outer package e.g. poly bag, foil package or tin. • When you open the packing to use the chemical for the first time, attach the barcode directly to the chemical bottle. • Ensure you do not cover any of the label information.
	When you have used all the chemical or need to dispose of a chemical through chemical waste, you will need to; 1. Remove the Trent University chemical barcode 2. Attach it to the “Barcode Disposal” poster 3. Follow directions as listed for returning barcodes to Science Facilities

More information is available at [Science Services](https://www.trentu.ca/scienceservices/) URL <https://www.trentu.ca/scienceservices/>

2020 January Questions? Contact Scott Roscoe scottroscoe@trentu.ca or Angela Sikma angelasikma@trentu.ca