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|  TURGB  | HECHMET Chemical Inventory System**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.
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| Decorative figure | **When you order a chemical for your lab, you must include the following information in the “Attention” line of the order:** |
| Decorative figure | “**CH**” to denote shipment contains a chemical |
| Decorative figure | **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  |
| Decorative figure | **Lab number:** where chemical will be stored i.e. this is the 3 or 4 digit room number where your lab is located  |
| Decorative figure | **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 |
| Decorative figure | 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 UniversityShipping and Receiving CenterEnvironmental Sciences Building2089 East Bank Dr. Peterborough, ON K9L 1Z8 |
| Decorative figureDecorative figureimage of bar code similar to that used for HECHMET chemical inventory system | **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.
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| image of bar code similar to that used for HECHMET chemical inventory system | **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.
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| Decorative image | **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
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More information is available at [Science Services](https://www.trentu.ca/scienceservices/) URL https://www.trentu.ca/scienceservices/