The personnel of the stockroom are glad to assist other UNT departments with issues concerning the procurement of chemicals and scientific equipment. Individual research projects, presentations or demonstrations are common practices on campus which sometimes require the need for chemicals and/or scientific equipment. In these cases, it would not be practical or economical for an individual or a department to make purchases for chemicals that would only be used once. Under these circumstances, the stockroom is happy to provide assistance in ways such as interdepartmental orders (IDO).
The faculty member that signs for chemicals that are transferred to other UNT departments assumes responsibility for the safe handing and proper disposal of such chemicals. The stockroom manager is also more than happy to assist with individuals questions concerning chemical related issues.

Departmental packages to be shipped should be brought to the Stockroom no later than 1 p.m. for same day shipments to allow for proper time to process all paperwork. We currently use UPS for our shipments. Regular US mail goes through the main office. All deliveries to the department (except U.S. mail) are received in the Stockroom. Motor freight shipments go to Central Receiving and are transferred to Chemistry by Moving and Hauling. For further information contact the Stockroom.

The Stockroom is responsible for the chemistry capital equipment. We provide assistance with the hub vendor searches and procurement of all capital equipment. We perform the annual equipment inventories and provide reports to the Asset Management department for state reporting.

We are the liaisons between the Chemistry department and most outside departments which includes, but is not limited to CAS computer support, Facilities for repair and maintenance of the Chemistry building and other locations where Chemistry personnel are housed, Custodial Services for all housekeeping issues, and Surplus for releasing equipment.

**NAOSMM Member since 2007**

**Hazard Communication Standard Pictogram**

As of June 1, 2015, the Hazard Communication Standard (HCS) will require pictograms on labels to alert user of chemical hazards to which they may be exposed. Each pictogram consists of a symbol on a white background within a red border and represents a distinct hazard(s). The pictogram on the label is determined by the chemical hazard classification.