

Pick Up Your Chemicals with Same Day Service at ChemStores and BioStores

- *ChemStores & BioStores, with support from Environmental Health & Safety (EH&S), have a formal program for loaning chemical transportation equipment to laboratories.*
- *Rolling carts and bottle carriers are made available to laboratory faculty, students, and staff for a pickup at either of the storerooms. The carts are outfitted with spill pads and lipped edges to prevent and contain a spill.*
- *Anyone making a pickup without the proper safety equipment will be required to use a cart or bottle carrier. The equipment is loaned at no cost to users, and all we ask in return is the prompt return of the equipment.*

Shipping Address for Chemicals:

➤ **ChemStores** – (for Havemeyer and Chandler Laboratories):
Attn: PI Name (Lab Contact Name)
3000C Broadway 119th
Street Chandler Hall, Room
154 New York, NY 10027

➤ **Pupin/CEPSR Loading Dock** – (for all other laboratories):
Attn: PI Name (Lab Contact Name)
530 West 120th
Street Pupin 200
New York, NY 10027

No Trash, No Sharps, No Liquid!

- Please do not pollute the yellow bins with waste other than empty chemical bottles.

ChemTracker

Chemical Inventory Management



The Morningside Heights Campus features a chemical tracking system that makes real-time chemical inventories available to laboratory personnel at no cost. Use ChemTracker to keep track of your chemicals, borrow from a colleague, and lookup important safety information.

<http://www.ehs.columbia.edu>

Morningside Office 419 W 119th Street,
Basement Level New York, NY 10027
212.854.8749

Chemical Ordering

- Maintaining your inventory is reliant on all laboratory chemicals that fall into one or more of the nine GHS categories being delivered to one of the two Morningside Campus loading docks. **Shipping addresses** can be found on the back of this pamphlet.



Inventory Management

- Each laboratory at the Morningside Campus has a ChemTracker account with their complete chemical inventory.
- If you are a new PI or lab manager, please reach out to chemtracker@columbia.edu to have your account created.
- Training to use the ChemTracker system is available from EH&S by request.
- Use ChemTracker to help make the most of what you order. Find what you need and already own!

Empty Chemical Bottle Disposal

- **Your inventory accuracy is reliant on all of your *empty* chemical bottles (with a few exceptions) being disposed of in the **yellow bins** located in the hallways.**

- Chemical bottles that are included in a hazardous waste pick-up are scanned out of your inventory by EH&S.

- To reuse your empty chemical bottle, i.e. for liquid waste collection, place the barcode sticker on **grid paper** located atop the yellow bins.



- For broken bottles, if you can't safely remove it, write the barcode number on the grid or email it with the word "empty" to chemtracker@columbia.edu.
- All chemical bottles collected in the **yellow bins** also go out for recycling.



- To prevent the yellow bins from accumulating chemical odors, the bags are changed out routinely. However, odors will still arise if you do not rinse out the containers and re-cap them.

Exceptions

- Some chemical bottles, *even when empty*, **must be collected as hazardous waste.**



- These bottles are flagged with a pink sticker, and are part of the EPA's P-List: <https://www.epa.gov/hw/defining-hazardous-waste-listed-characteristic-and-mixed-radiological-wastes#PandU>
- You can also use ChemTracker to determine this by searching by "Regulation Type" EPA, "Regulation Class" RCRA, and "Regulation ID" P-Listed Waste. If your chemical shows up on this list, do **not** place it in the yellow bins; manage the container as hazardous waste instead.

Hazardous Waste Disposal

- Remember that all chemical bottles still containing their contents, or those that are an exception to yellow bin disposal, must be submitted for hazardous waste pick-up using the EH&S request form: <http://vesta.cumc.columbia.edu/ehs/wastepicup/>