CHEMICAL BORROWING SYSTEM

For the borrower

- To ask for permission to a group member (preferentially the lab contact person) of the lab in which the chemical will be borrowed and agree on when we will place the chemical back.
- Borrowing chemicals without the presence of a lab member is forbidden, including late hour/weekend.
- To fill the document accordingly (Name, group, Chemical name, CAS, Klara barcode, who approved and the date out) and inform about the amount to be borrowed.
- After the use, to place back the chemical, and finish the document annotation (amount, date in).
- Hand-back within the day is strongly recommended.

For the lab members

- Standardization: Each laboratory will use the same document format.
- The borrowing list document will be placed in a user-friendly location, with a pen to ease the task.
- There must be empty space for the borrower to write it down. A minimum of 3 printed pages is required, so there are at least 2 empty pages to be used.