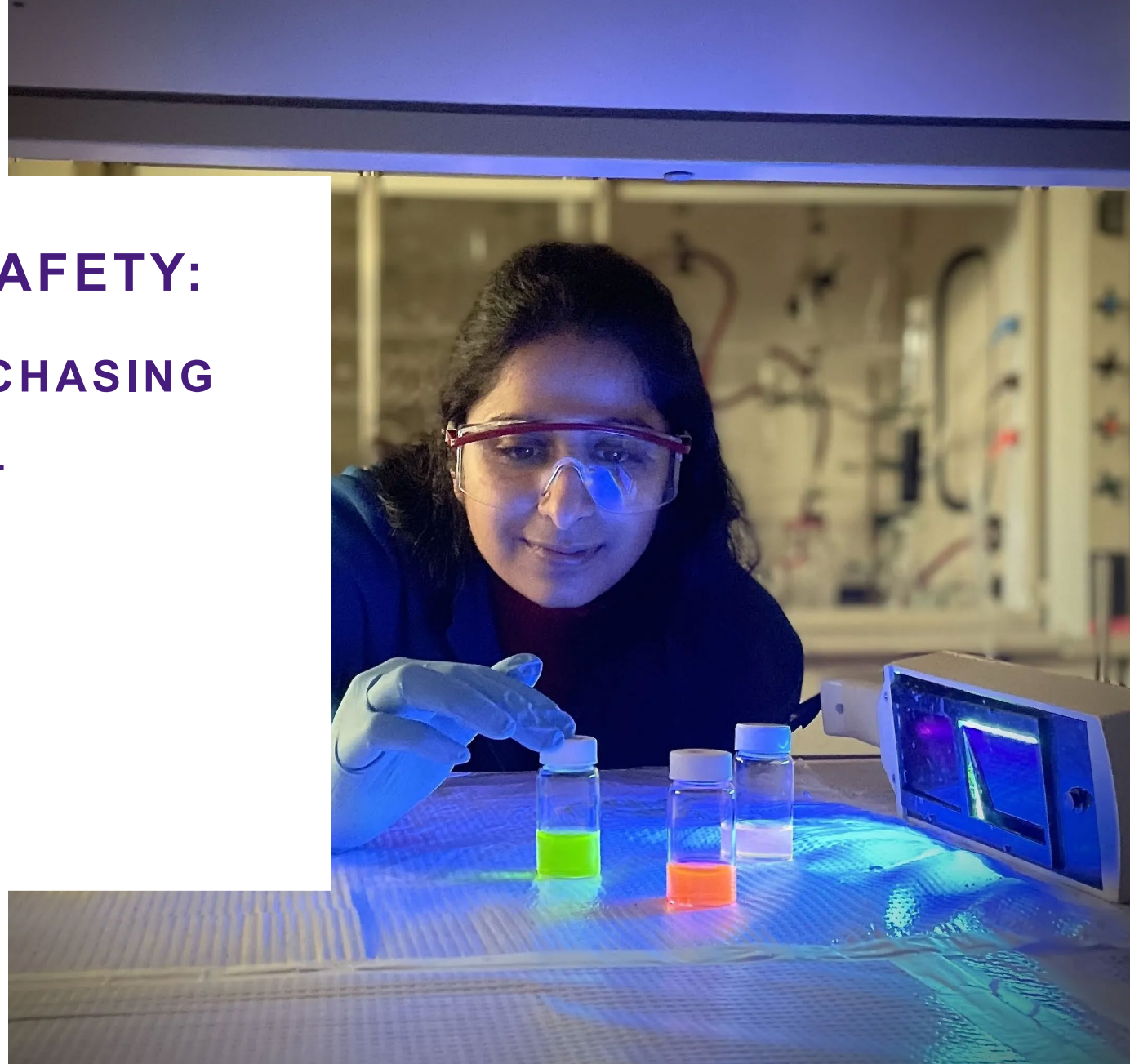
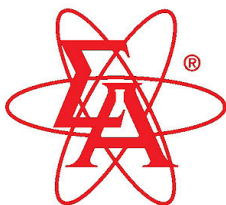


**RESEARCH SAFETY:  
CHEMICAL PURCHASING  
AND  
LAB CLOSE OUT**



# CHEMICAL PURCHASING: TOP VENDORS FOR RESEARCH



**SIGMA-ALDRICH**

**ThermoFisher**  
S C I E N T I F I C

# CHEMICAL PURCHASE PATHWAYS

  
workday®



Daily

LaCarte Card

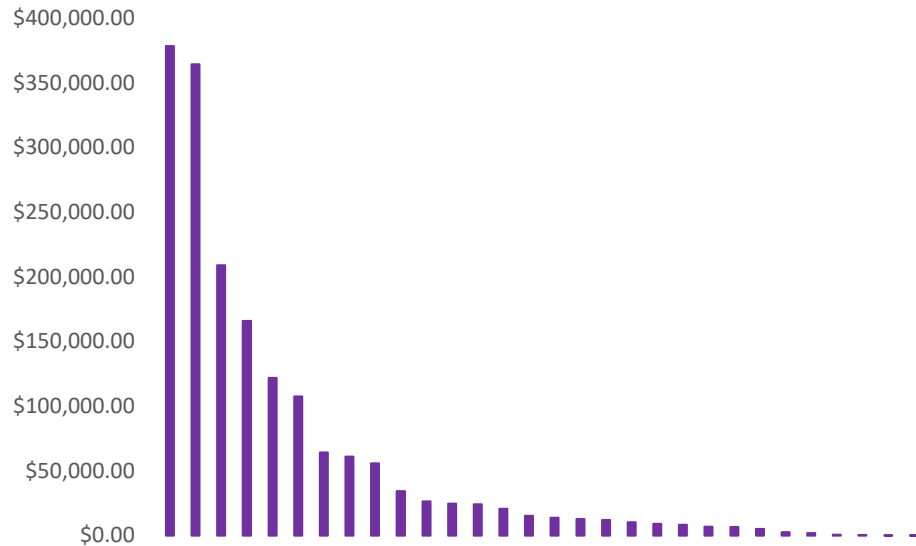


Monthly



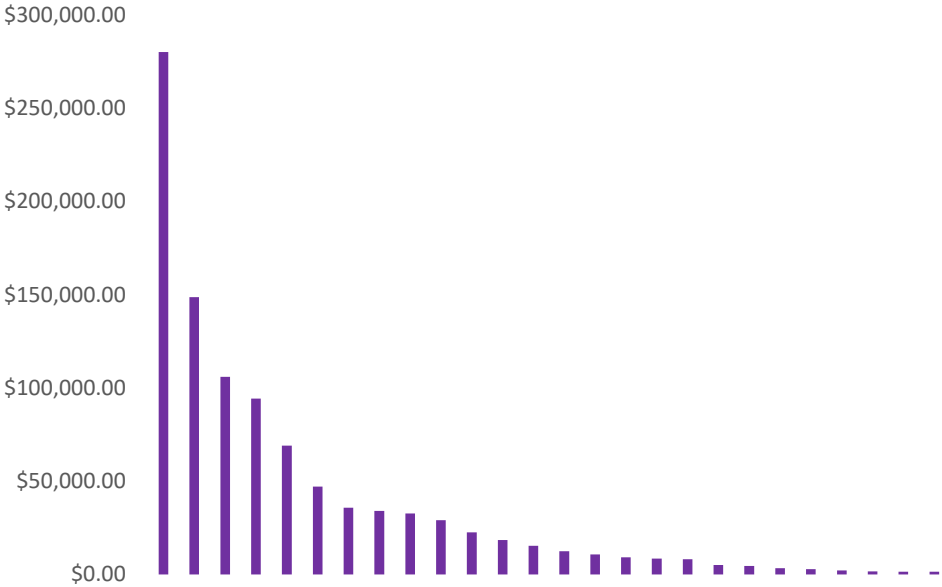
# Workday CHEMICAL PURCHASES FOR 2023

DESCRIPTION	AMOUNT
FISHER SCIENTIFIC CO LLC	\$55,823.02
VWR INTERNATIONAL LLC	\$364,575.04
TOTAL AMOUNT	\$1,767,248.78



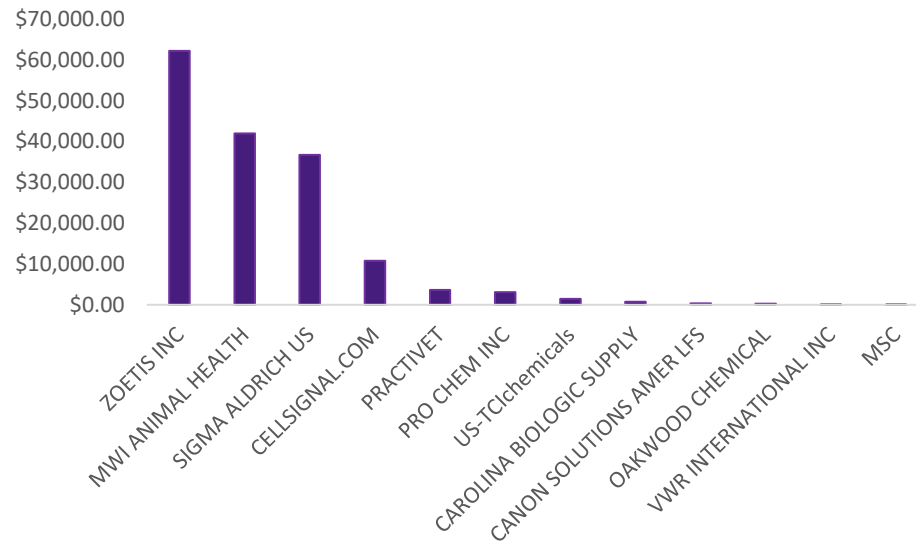
# Workday CHEMICAL PURCHASES FOR LAST QUARTER

DESCRIPTION	AMOUNT
FISHER SCIENTIFIC CO LLC	\$69,121.48
VWR INTERNATIONAL LLC	\$280,174.33
TOTAL AMOUNT	\$1,005,141.79



# LaCarte Card for October

DESCRIPTION	AMOUNT
ZOETIS INC	\$62,240.40
SIGMA ALDRICH US	\$41,995.36
TOTAL AMOUNT	\$161,389.91



# SIGMA ALDRICH IS ON WORKDAY!

## LOUISIANA STATE UNIVERSITY

MILLIPORE SIGMA NOW AVAILABLE THROUGH THOMAS SCIENTIFIC

### Millipore Sigma is now available through Thomas Scientific under contract on LSU's Workday e-Procurement System

#### Quick Highlights:

- As a Full Product Line Distributor, you can now source your Millipore Sigma, Sigma Aldrich and EMD Millipore products through Thomas Scientific under contract
- Discounts on Millipore Sigma's full catalog of over 170,000 Millipore Sigma parts
- Free ground shipping on catalog orders (ice fees and expedited shipping still apply)
- No minimum order fees, no hazardous chemical charges, and no fuel surcharges
- Easy check out through LSU's Workday e-Procurement Site
- Early pay discount: 1% 10, Net 30 payment terms
- Thomas Scientific / LSU Contract # 02-145
- Special quotes for high usage items



For more information, please reach out to me, your local account manager:



**John Domingue**

John.Domingue@ThomasSci.com

318-464-4680

**Thomas  
Scientific**



customerservice@thomasci.com



833.544.7447



thomasci.com



LSU  
WORKDAY

# IMPORTANCE OF CHEMICAL INVENTORY

EHSA Inventory / Chemical Inventory Edit Labels Help

+ Add - Edit Remove More - Chemical Inventory Reports - PI: \*\*\*\* Show All \*\*\*\* Inventory: Current Inventory Peroxide Formers Search Department Inventory Options

Search Synonym, CAS or Inventory Pubchem Request from CHEMISTRY Transfer Requested Transfers Transfer Request Pending

View All Shared Inventory

Item(s) marked in Yellow will Expire  
Item(s) marked in Red are Expiring or Expired  
Item(s) marked in BLUE are Appendix

Drag a column header and drop it here to group by that column

Share All / Unshare All / Shared	Inventory #	Status	PI	PI Department	Chemical Description	Multiple Ingredients?	SDS	Cas #	Hazard Statement(s)	Vendor
<input type="checkbox"/>	4380		SPIVAK, DAVID	CHEMISTRY	(+/-)-1-PHENYLETHANOL	No		98-85-1		FLUKA CI
<input type="checkbox"/>	265847		LEE, SEMIN	CHEMISTRY	0.5 M 1-Propynylmagnesium Brom...	No		16466-97-0		SIGMAAL
<input type="checkbox"/>	265848		LEE, SEMIN	CHEMISTRY	0.5 M 1-Propynylmagnesium Brom...	No		16466-97-0		SIGMAAL
<input type="checkbox"/>	265849		LEE, SEMIN	CHEMISTRY	0.5 M 1-Propynylmagnesium Brom...	No		16466-97-0		SIGMAAL
<input type="checkbox"/>	39695		DOOLEY, KERRY	CHEM ENGINEERING	1,2,3,4-TETRAHYDRONAPHTHA...	No		119-64-2		MALLINC
<input type="checkbox"/>	39702		DOOLEY, KERRY	CHEM ENGINEERING	1,2,3,4-TETRAHYDRONAPHTHA...	No		119-64-2		SIGMAAL
<input type="checkbox"/>	39702		DOOLEY, KERRY	CHEM ENGINEERING	1,2-DIMETHOXYETHANE	No		110-71-4		ALDRICH
<input type="checkbox"/>	9116		CHILMERS, MATT	CHEMISTRY	1,2-DIMETHOXYETHANE	No		110-71-4		
<input type="checkbox"/>	99571	Shelved	VICENTE, GRACA	CHEMISTRY	1,2-DIMETHOXYETHANE	No		110-71-4		ALDRICH

• PEROXIDE FORMERS

• HIGH HAZARDS

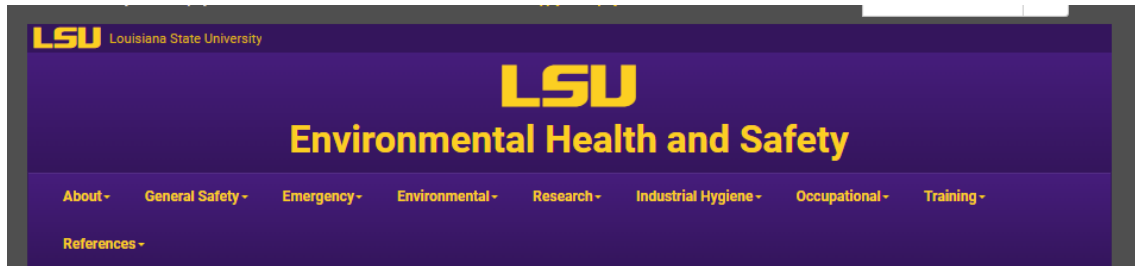
• DEA CHEMICALS



# LAB CLOSE OUT

- Report closeout to EHS. Greater 6 months before departure (if possible).
- Contact appropriate personnel to discuss disposal and/or movement of materials.
  - Biological Materials
  - Chemical Inventory and Hazardous Waste
  - Radioactive Materials
  - Controlled Substances
  - Compressed Gas
  - Equipment Inventory

# REPORTING LAB CLOSE OUT



## Laboratory Close-Out Procedure

[REPORT A LAB CLEANOUT/ABANDONED HAZARDOUS WASTE](#)

### Introduction

Proper disposal of hazardous materials is required whenever a responsible individual leaves Louisiana State University or transfers to a different laboratory. ("Responsible individual" can include, but is not limited to: faculty, staff, post-doctoral, and graduate students.) Plan the disposal of hazardous materials carefully. Hazardous materials such as chemicals, microorganisms, tissues, and sources of radiation can injure faculty, students, staff, contractors and visitors if handled inappropriately.

The primary responsibility for the proper disposal of all hazardous materials used in laboratories lies with the principal investigator or researcher. Ultimate responsibility for hazardous materials management lies with each department.

When the proper management of hazardous materials at close-out requires the services of the Office of Environmental Health and Safety (EHS), the Radiation Safety Office (RSO), or an outside contractor, the responsible department may be charged for these services. EHS or RSO is not responsible for costs incurred by individuals or departments as a result of lab close-out or transfers, or regulatory agency mandated removal of hazardous materials. Any regulatory action or fines resulting from improper management or disposal of hazardous materials will accrue to the responsible department.

Please consult the EH&S Web Pages for **Biological Safety** and **Chemical Safety** for guidance on University procedures regarding the transport and storage of potentially hazardous materials. For sources of radiation (e.g., radioactive sources, X-ray devices, radio-analytical equipment, or tissues containing radioactive materials), please contact the RSO directly regarding the regulatory requirements for proper disposal. Adhere to the following procedures when a responsible individual leaves the University or transfers to a different laboratory.

### Timing Requirements

#### QUICK LINKS

[WASTE PICKUP REQUEST](#)

[CHEMICAL SAFETY](#)

[BIOLOGICAL SAFETY](#)

[LABORATORY SAFETY](#)

[HAZARDOUS WASTE](#)

[ONLINE TRAINING](#)

[EHS ASSISTANT](#)

[HAZARD HOTLINE](#)

# LAB CLOSE OUT FORM

## Lab Close Out Reporting Form

### ABANDONED LAB/HAZARDOUS WASTE

Name\*   Department\*   
First Name Last Name

Contact Email\*  Phone Number\*

Building name\*  Description of abandoned waste

Lab number

I authorize that all information provided on this form, including any and all personal, employment, and academic data may be shared with the LSU Police Department, LSU ITS, the approval authority within your department, and Analytics Partners to facilitate your request. This data will be securely retained indefinitely. To learn more about privacy at LSU, please see the [LSU Privacy Statement](#).

Data Consent\*  
 authorize

Submit Form

# LAB CLOSE OUT CHECKLIST

## Laboratory Close Out Checklist

### Equipment Inventory (Contact building coordinator)

- List of all equipment in lab.
- List of equipment that PI is moving (includes tagged and untagged items)
  - o Nothing with a tag can be moved without prior approval from property management and LPAA
- Clean and decontaminate all equipment in lab.

### Chemical Inventory (contact Taylor Santaloci)

- Ensure Chemical Inventory is up to date in EHS-Assistant (including chemicals in fridge, freezers, fume hoods, cabinets, drawers, etc.)
  - o Items not inventoried need to be added. Items no longer present in inventory need to be removed
- Make a list of chemicals that are moving
  - o All items will need to be removed from the inventory
    - Removal reason- Removed from campus
  - o Do NOT delete your inventory remaining on campus.
- Discard all solutions, mixtures, samples and hazardous waste.
  - o Submit hazardous waste pick up requests.

### Radioactive Materials Inventory (Contact Wei-Hsung Wang)

- Transfer radioactive waste to radiation safety office

### Biological Materials Inventory (Contact Abigail Fish)

- Discard biological samples, cultures, animal tissues and sharps following university procedures
- Coordinate with Biological Safety Manager for shipment and/or transport of biological materials.

### Controlled Substances

- Contact the DEA for information on disposal and transfer of the controlled substances. Controlled Substances may NOT be transferred to another researcher.

### Shared Facilities

- Ensure all researcher owned material is out of shared facilities. Dispose of material accordingly.
- Clean and decontaminate shared equipment

### Compressed Gas

- Contact supplier for return instructions.

Laboratory Closeout Inspection by EHS and building coordinator.

# CONTACT EHS FOR QUESTIONS!

