

*Welcome to Bowling Green State University and the Department of Biological Sciences, your 'home away from home' for the next few years!*

The Biology Stockroom is located in room 230 of the Life Sciences Building. Our primary function is to provide a convenient and economical source of commonly used chemicals, lab ware and office supplies. We also are keepers of the projection equipment and departmental vans.

**Personnel in the Stockroom are:**

Susan Schooner, Sr. Account Clerk	2-2234	<a href="mailto:sschoon@bgsu.edu">sschoon@bgsu.edu</a>
Steve Queen, Fabrication Technician	2-9377	<a href="mailto:queen@bgsu.edu">queen@bgsu.edu</a>
Chris Hess, Stockroom Manager	2-7628	<a href="mailto:chess@bgsu.edu">chess@bgsu.edu</a>

**Office Hours:**

7:30 AM – 12:00 PM, 1:00 PM – 4:30 PM Monday – Friday (closed for legal holidays)

**We are here to help you with:**

Susan places orders, manages stockroom supplies, processes reimbursement requests for supplies and travel, schedules van usage, schedules laptops and video equipment,

Steve repairs equipment, executes special fabrication requests

Chris all budget, grant and award financial matters

**Other important people, phone numbers, and links:**

Requests for building maintenance should be submitted through “My BGSU”. At the left side of the screen towards the bottom, click on “Work Order Request”. Submit your request for Life Science Building. Complete the form with the information of your request (name, phone #, e-mail, room, request information). The Speed Type is “building main” and leave the Program Code blank. You will receive a confirmation of your work order request, which should take 2-3 days to be completed.

2-7647 Custodial Staff work order desk – besides cleaning they are also responsible for changing the lights bulbs in your office/lab. Their hours vary on the night shift.

2-7647 Building Maintenance work order desk. Also for emergency custodial help. Their hours are 7:30 AM – 4:00 PM.

2-2346 Campus Safety – emergency building help after 5:00 PM.

2-6993 Instructional Media Services (IMS) – reserve video equipment and laptops when they are not available from the department, or to phone-in repair requests for IMS equipment.

2-0999 Information Technology Services (ITS) – problems with Internet, computers, printers, phones, etc.

Before you place your call to ITS, be prepared to provide the following information:

- Exact location (room and building)
- Description of problem
- Asset ID number (number on the white and red oval sticker or BGSU bar code)
- Your name and phone number
- Your PID number
- Course section number and budget information for IMS reservations

## Safety

Your safety and the safety of others are extremely important to us! Please observe the following:

- Report ALL injuries to your advisor and complete the appropriate injury report (<https://www.bgsu.edu/environmental-health-and-safety/about-us/injury-and-illness-reporting.html>).
- Never wear open-toed shoes (sandals) in your work area/lab.
- Always wear your protective gear in your lab (gloves, lab coats, goggles, etc.). *Do not wear them to the Stockroom.*
- Always label solutions that you prepare (in words, not chemical formulas).
- Know the hazards of your work area/lab (see your advisor).
- Know the location of chemical safety data sheets (SDS), fire extinguishers, eyewash stations, and other safety equipment (see your advisor). Emergency eyewash stations and showers are also located in the halls on each floor of the Life Sciences Building.
- Close the front of the fume hood to the height designated when not in use. The system is balanced and requires specific opening for optimal airflow.
- DO NOT WEAR YOUR GLOVES OUT OF YOUR WORK AREA/LAB – take them off and wash your hands before leaving the lab.
- Dispose of hazardous waste properly (see the following section on hazardous waste disposal).
- Only operate equipment if you know how to use it. Scientific equipment is expensive to buy and to repair.



## Disposal of Hazardous Waste

### Chemicals

- Unwanted chemicals and solutions should be kept in your work area/lab. Contact Sheila Kratzer (2-8609) to complete a pick-up request/inventory form. Be very specific about the exact location of the chemical. Return completed inventory form to Sheila. Environmental Health & Safety will come later to remove the waste.

### Infectious Waste

- Infectious waste should be disposed of in a biohazard bag. Bags are available for purchase in the Stockroom.
- See additional instructions per Sheila Kratzer (2-8609) located in room 531A.

### Broken Glass / sharp materials

- The custodial staff will throw out broken glass that has been placed in the broken glass disposal cardboard boxes located in the classrooms and lab. If the container is full and hasn't been replaced in a few days, please complete the on-line work order request. Broken glass contaminated with chemicals or infectious waste should be disposed of as that type of waste. Sharps containers are available in the Stockroom for contaminated glass, razor blades, needles, disposable scalpels, etc.
- 

### Animal Carcasses

- See Dr. Jenifer Baranski (2-8753) in the Animal Facility located in room 102 of the Life Science Building for procedures pertaining to carcass disposal. The liquid of a preserved specimen should be poured off into a separate container (follow "Chemical Disposal" instructions above for the liquid waste). Carcasses and bio waste need to be double bagged when taken to the Animal Facility.



### **Equipment Repair and Fabrication**

- Contact Steve for equipment repair and the making of specialized items for your research. STEVE DOES NOT MAKE REPAIRS TO THE BUILDING – PLEASE COMPLETE THE ON-LINE WORK ORDER REQUEST FORM.
- Please clean the equipment of any contaminants before submitting your request to him.
- LEAVE BROKEN EQUIPMENT IN YOUR WORK AREA. For safety reasons, Steve will come to the equipment and determine whether or not it needs to be brought to his shop.
- Work order request forms for equipment are located in the stockroom.
- You or your advisor will be charged for the materials used, but not the time it takes to make them.
- Plan ahead – projects take time and there may be other projects ahead of yours.

### **Stockroom Supplies**

- Items from the stockroom will be charged to a course account, a grant account or your advisor's faculty research account. Know which account is to be charged in advance of coming to the stockroom. We do not accept cash.
- Items taken must be logged on the legal pad setting on the front counter.

### **Ordering**

- A purchase order form must be completed and *signed by the budget administrator before an order is placed*. Know in advance which funding source will be used for your order. (See "Purchase Requisition" at the end of this section.)
- Purchase order forms are located in the stockroom. You may also request that one be e-mailed to you to store on your computer as a template for future usage.
- Have your advisor sign your purchase order before bringing it to the stockroom.
- Orders are usually placed the same day they are received and shipped the best way.
- Please be patient and plan your usage in advance. This will cut down on priority shipping charges and delays in your research.
- Notify Susan/Chris if you will not be here to receive your "on ice" order so that other arrangements can be made for proper storage.
- We have state contracts and a list of preferred vendors. On-line suppliers are not always the best price when adding on shipping and handling charges. Some vendors have specials. Susan will let you know what is available before placing your orders.
- Make sure you have the space to store your larger orders or equipment. The day it is delivered is NOT the time to decide where to put it.
- Labs with multiple users are encouraged to coordinate their ordering requests to realize savings in bulk orders and shipping expenses.
- Backorders do happen. You will be e-mailed if one of your items is not immediately available. It will be your responsibility to let us know if you want to leave the item on backorder or search for another source.

### **Shipping & Delivery**

- Items shipped by ground service can take up to 7-10 business days. Priority shipping charges for these items can be very expensive. Advisor approval for overnight delivery must be obtained prior to bringing the order to the stockroom.
- Items shipped on ice/dry ice are automatically shipped by priority service. They will arrive within 24 hours. These items will NOT be shipped on Friday for Monday delivery. They will ship on Monday for Tuesday or Wednesday delivery.
- UPS ground shipments usually arrive by noon.
- Priority shipments usually arrive by 10:30 AM.
- Shipments are delivered to the stockroom and then distributed to labs/offices mid-afternoon.
- If you need an order urgently, let us know and we can email you or call as soon as it comes in. Once we contact you, you may come to the stockroom to pick it up. Please be prepared to take the entire order with you. Shipments will not be handed out one piece at a time.
- Check with your advisor to see where he/she would like "on ice" items placed.

- Check your orders immediately. If there is a problem, let us know so we can have it replaced or adjusted.
- If you order any free samples or items requiring special storage conditions, please have them addressed to 230 Life Sciences Building, Bowling Green, OH 43403. If you do this, Susan will make sure the items are put into the proper storage. Please let her know you are expecting a shipment via email or verbally so she can watch for it. She will email you when they arrive.

### Equipment

- Again, do not use equipment unless you know how to operate it. Ask for training or read the instruction manual.
- Obtain verbal permission before borrowing equipment from another lab and always return it promptly as arranged. You may also want to leave a note as a reminder that you are borrowing the equipment.
- Please let us know if something is not working. Never assume that someone else has reported the problem. We would rather have it reported 3 times than not at all.

### Gas Cylinders

- Contact Chris or Susan when you need cylinders of gases. Let us know what you need and to whom it should be charged.
- All cylinders must be capped for safety reasons when not in use or being transported. A dolly is available in the stockroom, on loan, to transport the cylinders to and from the storage/delivery area in room 149.
- Make sure your returned empty cylinder is placed and chained in the “empty” location.
- Let us know when you return your empty cylinder so we can arrange to have it picked up as soon as possible so we do not incur additional rental charges.

### Dry Ice

- Dry ice is available for use and is located in room 149 with the gas cylinders. It is found in an insulated box on the floor. There is a cryoglove and hammer for your safety.
- Wearing safety goggles is recommended. Please take just what you need in your own container and make note of what you have taken on the clipboard on the box.
- Deliveries of dry ice are scheduled for Tuesdays. Please let us know if you will be using large quantities so we may order more before the scheduled delivery.

### Money and Reimbursement

- There may be funds available for you to use to attend conferences. The travel pre-approval form MUST be completed and turned in to Kelly Stewart (room 217) before you travel.
- If you make a purchase for your work area/lab, you must have prior approval or you may not be reimbursed (yes, it’s happened before).
- The university is exempt from paying sales tax on all taxable items. You will need to provide the tax-exempt card to the store to receive this deduction from the sale. You can get the card from Susan prior to making the purchase. **The university will not reimburse you for Ohio sales tax - there are no exceptions.**
- To be reimbursed for a purchase, take the original itemized receipt to Susan and she will see that you are reimbursed by check or direct deposit in about two to three weeks.

### Visa and Department Charge Cards

- The stockroom has charge cards that may be used when doing business on campus. They may be checked out from Susan. Please tell her if the purchase is for a course or research.
- A Visa purchase card (p-card) is available to be checked out from the stockroom. You are responsible to ensure that the purchase is tax exempt. If the receipt shows sales tax, you will be asked to return to the vendor to obtain credit for it.

- When using any charge card, the receipt and card must be returned promptly. We have limited cards available and several people may be waiting for you to return the card so they can make their purchases.

### Computer Lab

- There is a computer lab available for your use in room 321.
- **This is a coded access area;** you will be given an access code upon your entrance into the graduate program. Please do not share this code with anyone. If you need a code or have forgotten your code, please see Denise Holcombe.
- Do not change computer settings or place illegal software on the machines. If a modification is needed contact Mike Geusz (2-2433) or Karen Root (2-8559).
- Paper can be obtained in the stockroom.
- Toner can be obtained in the stockroom.
- Keep the area clean of food debris and clear of personal items.

### Presentation Equipment

- The stockroom has 3 Mac laptops w/adapters, 1 PC laptop, 2 video projection systems and laser pointers that you may reserve. Please read the instructions with the projection systems because some operate differently.
- Reservations are made with Susan and are generally done on a first come, first served basis with the exception that class use will always prevail over personal use. You may contact Instructional Media Services (IMS) to reserve PC laptops, projection systems and other equipment should the departments not be available.
- The schedule for the laptops and the projection system is usually very busy. Please be courteous and return the equipment promptly. It should always be returned with all components neatly put away and ready for the next person to use. Please remember to take your personal items from the projection system cart and the laptop bag. Please erase your files from the computer.
- Never leave the borrowed equipment unattended or in an unlocked room. Things have a way of disappearing. You are responsible for the equipment when you have checked it out. If you need it after Stockroom hours, it should be picked up before 4:30pm and locked in the Office copy room overnight. We will pick it up in the morning. If you cannot leave it there overnight, you will be responsible to have it back to the Stockroom at 7:30am.

### Keys

- Building keys are ordered online at <https://www.bgsu.edu/arts-and-sciences/biological-sciences/facilities-and-resources/forms---resources.html>.
- Keys should be turned back into Campus Operations, not the department office.
- You will be charged a fee if they are lost or not returned when you leave.

### Vans

- Vans are available for University authorized use (never for personal use). Please see Susan in the stockroom who can help you to register.

## DO's and DON'Ts

### Do:

- Let us know when something is broken.
- Clean up after yourself.
- Be respectful of other people's equipment and supplies.
- Plan ahead.
- Know the hazards of your work area.
- Close fume hood to appropriate height when not in use.
- Conserve deionized water.
- Check e-mails regularly.
- Announce yourself before going back to Steve's shop.
- ASK if you don't know!!!!
- Conserve water and electricity.
- Recycle paper, cardboard, and anything allowable (recycle bins are located on 1<sup>st</sup> floor). Batteries can be recycled in the stockroom.

### Don't:

- Go back to the stockroom shelves without being invited.
- Abuse the equipment.
- Throw out chemicals unless you know the proper disposal procedure.
- Be wasteful.
- Borrow anything without asking first and signing it out.

## GOLDEN RULES FOR LIVING (IN THE BIOLOGY DEPARTMENT)

- IF YOU OPEN IT, CLOSE IT.
- IF YOU TURN IT ON, TURN IF OFF.
- IF YOU UNLOCK IT, LOCK IT UP.
- IF YOU BREAK IT, ADMIT IT.
- IF YOU CAN'T FIX IT, CALL SOMEONE WHO CAN.
- IF YOU USE IT, TAKE CARE OF IT.
- IF YOU MAKE A MESS, CLEAN IT UP.
- IF YOU MOVE IT, PUT IT BACK.
- IF IT BELONGS TO SOMEONE ELSE, GET PERMISSION TO USE IT.
- IF YOU DON'T KNOW HOW TO OPERATE IT, DON'T USE IT UNTIL YOU LEARN HOW.
- IF YOU TREAT OTHERS WITH COURTESY AND RESPECT, YOU WILL BE TREATED IN THE SAME MANNER.