

Chemical Stocks of the Hilvert-Group

To better keep track of our chemicals a new way to log loans of chemicals was introduced. Every fridge, shelf or cupboard has a form next to it where people have to sign in.

1. There is no difference between group-internal and group-external loans and therefore you have to register when you borrow a chemical.
2. Under the "shelf or fridge" column you have to indicate the exact location from where you took the chemical to make it easier to return it.

If a chemical is finished, clear it from the ExpeReact database. This is how it works to remove a chemical:

1. go to <http://www.inventory-loc.ethz.ch/>
2. click on empty bottle
3. enter bottle code assigned by ETH ("Schalter" label)
4. login and empty the bottle

If a bottle has lost the label that came with it from the "Schalter", please contact Giulio. If a label belongs to a small bottle, please make sure to stick it to the bottle properly.

If we follow these few rules it will be easier to keep our system up to date and functional.

In case something is not clear, just see Giulio.
Thank you for your cooperation.