

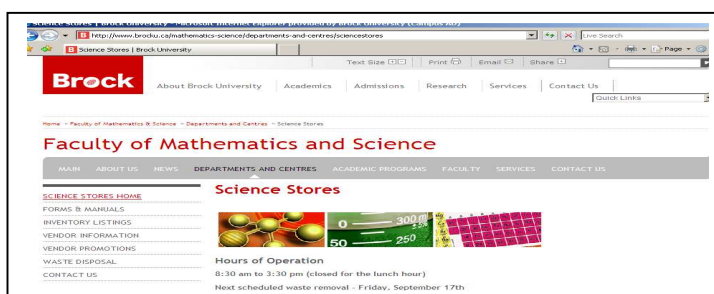
Welcome to Science Stores

Contacts – Irene Palumbo x.3407 or Lisa Wilson x.4934 – email sciencestores@brocku.ca

Hours – Monday to Friday – 8:30 to 3:30 – closed from 12:00 to 1:00 daily

Visit our website which has our full inventory listing, our popular vendor contact information, several forms & waste removal information.

www.brocku.ca/sciencestores



Forms

Blank forms are available in Stores or electronic forms are available on our website. For orders, forms must be filled out properly by ensuring the Prof or course account numbers are listed. We will not accept unsigned order forms. Orders are placed on a daily basis, leave orders in the basket on our counter or slip under the counter window afterhours. Other available forms are car rental, out-bound shipping forms, waste forms, and key request forms.

Chemistry Purchase Request Form

P.O. #: _____ Professor: _____
 Supplier: _____ Account #: _____
 Order: _____ Contact: _____
 Order received by: _____
 Contact: _____

Order change supplier: _____

Item No.	Catalogue No.	Description	Quantity	Price	Each	Total	Availability
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

00.00

Request for Car Rental Form

Vehicle type: _____
 Make/Model: _____
 Date: _____
 Rental period: _____
 Account: _____
 Driver: _____
 Insurance: _____
 Mileage: _____
 Fuel: _____
 Tolls: _____
 Additional fees: _____
 Total: _____

Order Shipping Request Form

Brook University

Order Information

Order #: _____
 Date: _____
 To: _____
 From: _____
 Address: _____
 City: _____
 State: _____
 Zip: _____
 Phone: _____
 Fax: _____
 Email: _____

Shipper Information

Carrier: _____
 Class of service: _____
 Rate: _____
 Weight: _____
 Dimensions: _____
 Special handling: _____

Order Information

Order #: _____
 Date: _____
 To: _____
 From: _____
 Address: _____
 City: _____
 State: _____
 Zip: _____
 Phone: _____
 Fax: _____
 Email: _____

Order Information

Order #: _____
 Date: _____
 To: _____
 From: _____
 Address: _____
 City: _____
 State: _____
 Zip: _____
 Phone: _____
 Fax: _____
 Email: _____

Gas cylinder orders – Room G200

An order form must be dropped off in Stores for replacement cylinders. Praxair delivers gas cylinder orders on Tuesday and Thursday. Each cylinder will be labeled with your lab's information. When taking or returning cylinders you must fill out the sign in/out sheet located on the clipboard to the right of the storage room doors. Hang an MT sign on your empty cylinders.

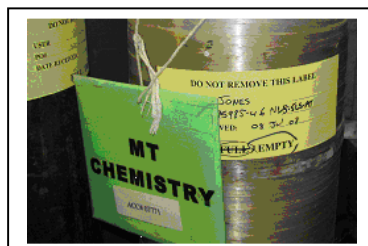
DO NOT REMOVE THIS LABEL

USER: Stuart

PO#: 103908-16 NIT

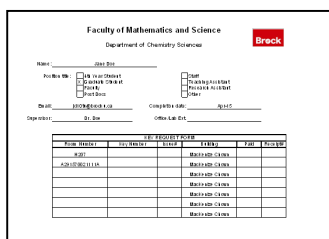
DATE RECEIVED: 13Jan 10

FULL / EMPTY



Gases Cylinder Tracking Sheet					
Date	Lab Name	Room #	PO# on label	Full	Empty
Jan 1/10	Dudding	H213	103933-24	✓	
Jan 15/10	Dudding	G200	103933-24		✓

Blank key/swipe access forms are available in Stores or on the website. It is important that the form includes your completion date and email address. Each key borrowed will be a \$10 deposit. For swipe access to MacKenzie Chown or G200 (liquid nitrogen/Gas cylinder storage), include the 14-digit number, starting with 'A' that is printed on your Brock id card.



Check the website for next scheduled waste date, waste forms, waste pick up calendar and removal instructions. Completed waste forms should be handed into Stores by the **Wednesday** prior to Friday removal. Pre-numbered, yellow waste labels can be picked up in Stores. For empty 20L drum disposal, properly vent the drum, leave the cap off and place a yellow 'safe to dispose' sticker, record the lab's room # on the label and place the drum, in the hallway near the Custodial office in G Block. Safe to dispose labels are available in Stores.

[illegible]

From Room E304

We have two projectors available for departmental use; you can book the projector in advance from Stores. It's important to return the projector, when possible, the same day.

Do **NOT** wear your gloves outside of your lab. If it is necessary, to carry something to another room, wear only one glove on the hand you are using.

Do **NOT** wear sandals or open-toed shoes while working in your lab.

Do **NOT** eat or drink in any lab or chemical storage area.

DO wear safety goggles where a splash hazard exists.

DO call **x.3200** (Campus Security) or **911** when you have an **emergency**

