

## FIU – EHS Barcoding of Hazardous Chemicals Quick Guide

FIU and EH&S has contracted Fisher Scientific to facilitate the barcoding of hazardous chemicals arriving at FIU sites. Tracking of hazardous chemicals at FIU is an internal requirement and is necessary for government reporting. The Fisher Supply Store is located at MMC AHC4-126 (1<sup>st</sup> floor, loading dock area). They can be contacted via email at [CSO.fiu@thermofisher.com](mailto:CSO.fiu@thermofisher.com).

### Barcoding Process:

- Upon arrival at FIU sites, hazardous chemicals will be identified and staged for Fisher to barcode. This includes all hazardous chemicals, even those not ordered through Fisher.
- Fisher will capture and key-in specific chemical information into FIU's EHS Assistant system.



### Chemical Ordering Process Information:

- When placing product orders with hazardous chemicals, order information must include the following:  
*PI name; building; room; contact information*
- Hazardous chemicals can only be shipped/delivered to the assigned barcoding areas at:

MMC	CP 193 Receiving Dock
BBC	S01 Central Receiving Dock
EC	EC 2854
Torrey Pines	121 and 238
Largo	1 <sup>st</sup> Floor Receiving Office
- After placing online order, record and retain the order confirmation number.
- Once chemicals arrive and are barcoded by Fisher, they will be delivered to the lab, or if at MMC, can be picked up at the Fisher Supply Store.
- If picking up from the Fisher store at MMC, users should email confirmation number to store associate after ordering; User will then be provided a time when items will be available for pick-up.

Contact EH&S (7-6849) or the Fisher Tech (305-432-7327) if barcodes are not received/not found on chemicals.

If hazardous chemicals are moved from one lab to another, notify EH&S immediately.

### After Chemicals Are Used:

- Once a hazardous chemical container is empty, **the assigned lab personnel will remove the barcode and remove the chemical from inventory via the EHS Assistant system.**
- Empty bottles can be used for waste collections or discarded **ONLY IF** it is defaced AND completely emptied first.