Pick Up Your Chemicals with Same Day Service at ChemStores and BioStores

- ChemStores & BioStores, with support from Environmental Health & Safety (EH&S), have a formal program for loaning chemical transportation equipment to laboratories.
- **Rolling carts and bottle carriers are made available to laboratory faculty, students, and staff for a pickup at either of the storerooms.** The carts are outfitted with spill pads and lipped edges to prevent and contain a spill.
- **Anyone making a pickup without the proper safety equipment will be required to use a cart or bottle carrier. The equipment is loaned at no cost to users, and all we ask in return is the prompt return of the equipment.**

**No Trash, No Sharps, No Liquid!**

- Please do not pollute the yellow bins with waste other than empty chemical bottles.

### Shipping Address for Chemicals:

**ChemStores – (for Havemeyer and Chandler Laboratories):**
Attn: PI Name (Lab Contact Name)
3000C Broadway 119th Street
Chandler Hall, Room 154
New York, NY 10027

**Pupin/CEPSR Loading Dock – (for all other laboratories):**
Attn: PI Name (Lab Contact Name)
530 West 120th Street
Pupin 200
New York, NY 10027

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**ChemTracker**

Chemical Inventory Management

The Morningside Heights Campus features a chemical tracking system that makes real-time chemical inventories available to laboratory personnel at no cost. Use ChemTracker to keep track of your chemicals, borrow from a colleague, and lookup important safety information.

[http://www.ehs.columbia.edu](http://www.ehs.columbia.edu)

Morningside Office
419 W 119th Street, Basement Level
New York, NY 10027
212.854.8749

COLUMBIA UNIVERSITY
Environmental Health and Safety
Chemical Ordering

- Maintaining your inventory is reliant on your laboratory chemicals being delivered to one of the two Morningside Campus loading docks:

- **ChemStores** – (for Havemeyer and Chandler Laboratories):
  Attn: PI Name (Lab Contact Name)
  Chandler Hall, Room 154
  3000C Broadway 119th Street
  New York, NY 10027

- **Pupin/CEPSR Loading Dock** – (for all other laboratories):
  Attn: PI Name (Lab Contact Name)
  530 West 120th Street
  Pupin 200
  New York, NY 10027

Inventory Management

- Each laboratory at the Morningside Campus has a ChemTracker account with their complete chemical inventory.

- If you are a new PI or lab manager, please reach out to chemtracker@columbia.edu to have your account created.

- Training to use the ChemTracker system is available from EH&S by request.

- Use ChemTracker to help make the most of what you order. Find what you need and already own!

Empty Chemical Bottle Disposal

- Your inventory accuracy is reliant on all of your empty chemical bottles (with a few exceptions) being disposed of in the yellow bins located in the hallways.

- Chemical bottles that are included in a hazardous waste pick-up are scanned out of your inventory by EH&S.

- To reuse your empty chemical bottle, i.e. for liquid waste collection, place the barcode sticker on grid paper located atop the yellow bins.

- For broken bottles, if you can’t safely remove it, write the barcode number on the grid or email it with the word “empty” to chemtracker@columbia.edu.

- All chemical bottles collected in the yellow bins also go out for recycling.

- To prevent the yellow bins from accumulating chemical odors, the bags are changed out routinely. However, odors will still arise if you do not rinse out the containers and re-cap them.

Exceptions

- Some chemical bottles, even when empty, must be collected as hazardous waste.

- These bottles are flagged with a pink sticker, and are part of the EPA’s P-List, beginning on page B-9: [http://www.epa.gov/waste/inforesources/data/br91/na_apb-p.pdf](http://www.epa.gov/waste/inforesources/data/br91/na_apb-p.pdf)

- You can also use ChemTracker to determine this by searching by “Regulation Type” EPA, “Regulation Class” RCRA, and “Regulation ID” P-Listed Waste. If your chemical shows up on this list, do not place it in the yellow bins; treat the container as hazardous waste instead.

Hazardous Waste Disposal

- Remember that all chemical bottles still containing their contents, or those that are an exception to yellow bin disposal, must be submitted for hazardous waste pick-up using the EH&S request form: [http://vesta.cumc.columbia.edu/ehs/wastepickup/](http://vesta.cumc.columbia.edu/ehs/wastepickup/)