

IMPORTANT NEW INFORMATION ABOUT THE CHEMISTRY STOCKROOM OPERATING HOURS AND PROCEDURES

TO: All Faculty, Student and Staff users of the Chemistry Stockroom

FROM: Rebecca Hourihan, Chemistry Stockroom Manager

RE: Availability of the Stockroom Manager and New Operating Procedures

DATE: August 15, 2022



Chemistry Stockroom Manager Availability for Consultations or to Reply to Requests

Starting on Monday, August 15, 2022

- the stockroom will remain open Monday through Friday from 8am-5pm and a student worker will be at the window to assist
- the Chemistry Stockroom Manager **will not be available between 11am-3pm**

New Operating Procedures

Please send an email to rhouriha@clarkson.edu with **all** questions about the purchase of chemicals, chemical samples and borrowing glassware, and allow 24hrs for our response. We will make every effort to prep the item and make it available for you to pick up at your convenience.

- Student workers **will not be allowed** to sell chemicals, including solvent refills.
- Therefore, **all chemical requests must be sent by email.**
- Please request **refills** by dropping off your container in the morning and we will notify you by email when it is available for pick up.

We ask that you adhere to the new procedure guidelines. We realize that this will require stockroom users to plan for their laboratory needs in advance. The stockroom is a very busy place and these changes will allow us to better meet the needs of the Clarkson community. Thank you for your cooperation and understanding.