Faculty of Science and Engineering Store Services

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Overview: This procedure document is intended to identify the steps involved in requesting services and/or goods provided by the Faculty Store (in the E8A 186 Loading Dock – ext: 8145) and to ensure that in doing so, the relevant University policy is complied with.

There are eight (8) Sections within this “Procedure for the Faculty of Science & Engineering Store”.

Section 1 - Deliveries

Section 2 – Laboratory Consumables

Section 3 – Equipment Records

Section 4 – B.O.C. gas cylinders

Section 5 - Ethanol

Section 6 – Liquid Nitrogen

Section 7 – Large / unusual / heavy items

Section 8 – Laundry

Section 1 - Deliveries

i) University Purchase Orders

There are two central drop off locations where purchased orders/items are delivered, one of these is the Faculty Store (Bldg E8A room 186 14 Eastern Road North Ryde NSW 2113) or the main store off Campus in (68 Waterloo Road).
Please note that the supplier Delivery Docket / Tax Invoice is retained by Stores to be forward to the various department of the Faculty, copies of these documents are supplied to you with your order for your record only, and are not to be passed on to the Accounts Payable department.

Where goods are purchased by Credit Card the original invoice will be given to you with your order. No copies are kept by the Store.

When a parcel is received into the store, you will be notified by email that your order has arrived. Please pick up your items ASAP because of limited space.

You must promptly notify your Supervisor/Supplier of any shortages in the quantity of items received vs. the quantity invoiced as contents of parcels are not checked by Store staff.

Parcels that are delivered to the (Main Store off campus) may not be delivered until the next scheduled delivery run. This can sometimes be as late as the NEXT working day. It is thus possible that an item may have arrived at the University but be sitting over at the University Central Store. The internal phone extension for the Receiving Dock of the University Central Store (68 Waterloo road Road) ext. 1690

Section 2 – LABORATORY CONSUMABLES

The Faculty Store stocks a range of common laboratory consumables, Safety protection items, Cleaning Products and Computer Memory Media. Stock is issued to staff against a current University / Department / Centre account code. Transactions are recorded via a product code into a FileMaker database. The Transaction Records are collated / exported at the end of each month and sent to the relevant / Faculty Financial Officers.

The full list of these items can be found online at (web.science.mq.edu.au/intranet/)

The Store Hours for purchasing and/or collecting delivered items are Monday to Friday from 8.30 am to 4.00 pm

Section 3 - EQUIPMENT RECORDS

The University is obliged under government legislation to keep an accurate record of its equipment. Items that need to be recorded essentially are all capital equipment with an initial purchase price greater than $5,000. This includes items purchased on a University Purchase Order or credit card (Visa Card / Amex Card). Equipment that requires regular maintenance may also be added to this record of equipment.

The minimum information required to complete the record for each new item of capital equipment in the University Asset Register is SERIAL No., ROOM / LABORATORY No., CUSTODIAN (staff member responsible for the item) and PURCHASE ORDER NUMBER.

A copy of the document required to record this information will be supplied to you at the time of you picking up your order. This is to be filled out as ASAP and returned back to the Store staff.

Please ensure that if you have a “DIRECT” delivery that you pass on all information above to the Assets Manager.
**Section 4 – BOC gas cylinders**

To order and/or return a gas cylinder you need to fill in a Gas Requisition Form (found in a container just outside the Faculty Store or a hard copy from the Science Faculty Intranet). Please provide your name (not your supervisor's), the gas you require (including code), and a valid account. Students need to obtain their supervisor's signature. If you do not know the gas code, see the Faculty Stores Manager. You do not need to provide an empty cylinder to order a new one.

When you are returning a gas bottle **DO NOT REMOVE The TAG attached to the cylinder**....This information is required to update the records of gas cylinders which are currently in use in the Department.

Orders for gas cylinders are placed with BOC once a week around 2.00pm on Tuesdays. Cylinders are normally received on Wednesday or Thursday of that week. If you require an urgent order please advise the Store Manager. The cylinders are delivered to the respective drop off locations as nominated on the order (E8A Loading Dock, F7B loading dock, E5A gas cage, EMC2 Building and E6A cage) Do **NOT** collect any gas cylinders before they are tagged. You will be notified by email when this process has been finalized and your bottle is ready to be picked up.

In ADDITION to the cost of the gas, there is a **daily** cylinder rental charge (demurrage). **BOC makes their profit by renting cylinders.** This is why the correct return of cylinders is important. Thus, if the Store records are incorrect, you may end up paying demurrage (rent) on cylinders that have been returned. You should plan your gas ordering so that you don't have spare cylinders sitting in the gas storage cage for too long.

Please inform the Store staff if you have moved your bottle to another location from the original spot and/or if you have inherited a bottle from another person.

**CHEMISTRY**

The department will pay for gases used in teaching. The gases are AIR, NITROGEN, ARGON and HYDROGEN in G sized bottles only. Any other gases or sizes must be charged to a research account as should any commercial usage.

**Section 5 - Ethanol**

Ethanol (ethyl alcohol) is purchased by the Faculty under licence and is available tax/excise free for use in laboratories and for fieldwork.

**BULK** ethanol is available in **100% purity in 25 litre drums**, **100%** ethanol is also known as **absolute** ethanol and contains no water but possibly traces of benzene and is also available in **2.5 litre containers**.

**ETHANOL REGISTER.** All requests for ethanol are recorded in the Ethanol Register book in the Store. Staff will be asked to sign the Ethanol Register to acknowledge that the ethanol will either be used in a laboratory, as specified, or for fieldwork. Representatives of the ATO - Australian Tax Office can demand at any time to see the Ethanol Register plus the monthly Excel based reconciliations of usage collated by the Stores Manager.
**Section 6 – Liquid Nitrogen**

Liquid Nitrogen is available for use within the Faculty. Liquid Nitrogen is very cold and can cause serious burns. Please ensure that you are aware of the requirements and procedures (including appropriate personal protective equipment (PPE), vacuum dewars and have read the Safety Data Sheets) for safe decanting and transport of liquid Nitrogen before you attempt to use it.

The liquid Nitrogen reservoir is located at the University Solvent Store, building code F7A. You will need a key to open the gate to F7A. Biologists can access the F7A key from the wooden key box in the E8A Loading Dock by using the general lab key # 2673.

Staff and students of the Department of CBMS will need to get the F7A key from the metal key box of F7B level 0.

All liquid Nitrogen taken from the liquid Nitrogen reservoir MUST be recorded in the liquid Nitrogen logbook found inside the letter box (near the reservoir).

**Section 7 – Large / unusual / heavy items**

The Faculty has a number of trolleys etc to minimize the risk to staff. A forklift truck is also available located in the Metz building. Only licensed University staff are permitted to drive the Fork lift.

**Section 8 – Laundry**

The faculty provides a laundry service for washing of lab coats, towels, overalls etc. Items for washing are collected each Wednesday morning from your Department “pick up point” the previous week’s washing is also returned at this time.

Please be careful to mark / identify your laundry via a permanent marker pen with the correct “pick up point number” (as specified by the laundry Contractor) for your Department. Don’t forget to also include your name on the laundry item.

**PICK UP POINT NUMBER**

"1022" as the pick up point number for BIOLOGICAL SCIENCES E8A Loading dock

"your name" so that your laundry gets back to you.

Place your laundry in the wire basket outside the Faculty Store in the E8A Loading Dock. There is a clipboard above the wire basket. Please record your name and the item for washing on the clipboard.
"1222" as the pick up point number for CHEMISTRY / CDMS

Items for washing are collected from the plastic basket outside the Chemistry Store in the F7B Loading Dock – level O.

"1393" as the pick up point number for EARTH & PLANETARY SCIENCES

Items for washing are collected from the wire basket in the hallway of E5A level O.