Policy on the Ordering and Allocation of Chemical Materials

In the course of their collaborative research with faculty, students often need to acquire chemical materials and other supplies in support of their projects. For any chemical acquisition, the following policy applies.

1. Students should first discuss with their research advisor the type and quantity of substance they would like to allocate to their project, and come to a common understanding regarding what and how much will be available for project use. Please note that not all chemicals may be purchased: budgetary constraints come into play (particularly for expensive compounds), and safety considerations prohibit the use of many hazardous substances. The student should take this into account when planning the project, and must recognize that the final determination of which materials may be used lies with the supervising faculty member.

2. If a chemical material is in the stockroom, then the Stockroom Manager must be consulted before removing the item. Likewise, if the material is in another lab, the supervisor of that laboratory must be consulted before using it. In all cases (even when the material is already available in the student’s research lab), the expense of the material should be carefully considered when planning the scale of the experiment (and/or project).

3. When a material needs to be ordered, the student must submit the proper request to the supervising faculty member in a timely fashion, who will review the request and forward it to the Stockroom Manager. Under no circumstances may a student order—or otherwise obtain—laboratory chemicals directly from a chemical supplier, distributor, or any other private or commercial provider.

Important note: This policy applies only to the ordering and allocation of chemicals. For guidance on the use of chemicals in the laboratory, please consult the Allegheny College Chemical Hygiene Plan and Lab Safety Policy.

approved 11-3-15