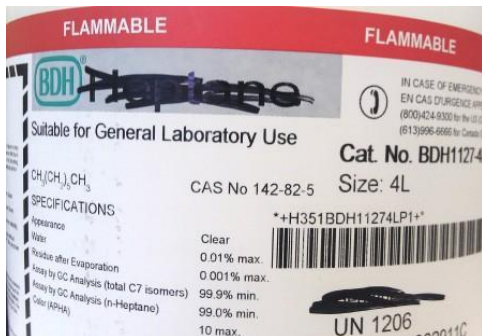


What to do with: Empty Bottles & Barcodes

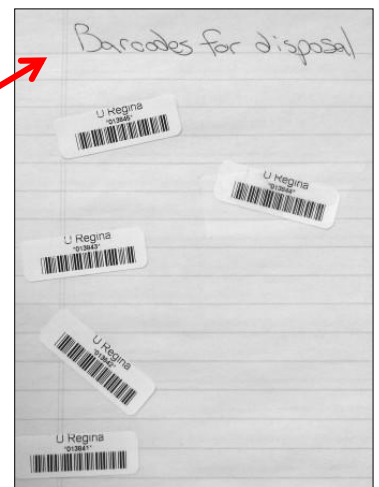
Clean it well:



- Triple rinse the bottle
- NOTE: You may need to collect the rinsate as chemical waste (anything that is toxic, or is harmful to the environment should not be poured down the drain – check the SDS or ask HSW if you're not sure)
- Deface the label (use a black marker to cross off any chemical names/identifiers)
- Remove the cap and throw it away separately (this prevents the bottle from being reused by others)
- Or, once the bottle is clean, you can reuse it for waste (if the container is compatible with the waste)

Record it well:

- Make sure you remove the inventory barcode from any bottle/container you've emptied
- A handy way to keep barcodes is to stick them on a piece of paper posted in the lab
- Once you have a few of these barcodes, give the paper to UR Stores - RIC, they will make sure these items are removed from your inventory
- You can also record the barcode numbers, but make sure you don't make any typos!



University of Regina		Health, Safety & Environment		Realize. Safety first.			
Chemical Inventory Form							
Barcode #	Location	Chemical name	Vendor	CAS #	Size	Product/Catalogue #	Expiry (if any)

Please submit completed form by email to: health.safety@uregina.ca

Let HSW know:

- If you see chemical containers that DON'T have barcodes, or if a barcode is starting to wear out and is getting hard to read...
- Fill out the Chemical Inventory Form and email it to HSW: health.safety@uregina.ca
- You can find the inventory form from the website: <https://www.uregina.ca/hr/hsw/>
- HSW will give you new barcodes to put on the bottles

Tips & Tricks:

- Barcodes have a hard time sticking to bottles of chemical stored in refrigerators and freezers. Using clear tape to cover the barcode will help prevent the ink from washing off, and will help the barcode stay on the bottle
 - It's most effective to apply barcodes on a dry bottle (at room temperature) so let the bottle warm up a little and dry it off with a paper towel prior to applying the barcode
- If you want to learn more about the inventory system (Vetere) you can access the how-to manual via the HSW website: <https://www.uregina.ca/hr/hsw/>