

## STOCKROOM PROCEDURES FOR OPENING

- There will be **no in person shopping**. I will be available to meet via Zoom if needed.
- Orders must be placed by phone (405-325-5561) or email [ouchemistrystockroom@ou.edu](mailto:ouchemistrystockroom@ou.edu); [dcstone@ou.edu](mailto:dcstone@ou.edu) , once your order has been filled you receive your issue receipt via email and the time that you can pick up your order, if you miss your time window please contact the Stockroom.
- If you are needing liquid nitrogen or dry ice please contact the Stockroom for a time to do so. (This area can only have one person at a time in it). You will need bring your own clean pair of disposable gloves when getting dry ice or liquid nitrogen.
- Labs that have packages or orders will be given specific time windows to pick up packages from the receiving area.
- Gas cylinders, please contact the Stockroom for specific arraignments and appointment.
- If you have an outgoing package, please fill out the shipping form <http://www.ou.edu/cas/chemistry/research/research-support-services/stockroom/stockroom-policies-and-forms> and email it to [ouchemistrystockroom@ou.edu](mailto:ouchemistrystockroom@ou.edu); [dcstone@ou.edu](mailto:dcstone@ou.edu) The Stockroom will contact you for an appointment to bring it to the receiving area outside the Stockroom.
- Chemical waste, please contact the Stockroom for an appointment time to bring it down to the receiving area.
- No one will be required to sign for supplies/packages.
- There will be a sign posted on the doors coming into the Stockroom that will say ENTER or DO NOT ENTER. (The receiving area can only have one person at a time in this space).