



# DR. AMBEDKAR COLLEGE, DEEKSHABHOOMI NAGPUR



DEPARTMENT OF CHEMISTRY

## *American Chemical Society International Student Chapter*

### **Chemical Management and Laboratory Maintenance Guidelines**

**Name of Program:** Chemical Management and Laboratory Maintenance Guidelines.

**Organised by:** Department of Chemistry Under the Aegis of American Chemical Society International Student Chapter.

**Venue of Program:** Chemistry Laboratory, Dr. Ambedkar College, Nagpur.

**Date of the Program:** 23<sup>rd</sup> September 2024.

### **Chemical Management and Laboratory Maintenance Guidelines**

#### **1. Organizing Chemicals**

- All chemicals were required to be categorized and arranged alphabetically according to the ABCD format.
- Expired or outdated chemicals were to be separated and stored in a designated area for proper disposal or replacement.

#### **2. Safety Measures**

- It was mandated that all staff and students working in the laboratory should wear aprons and follow proper safety protocols at all times.

#### **3. Assignment of Almirahs**

- Each almirah was assigned to a specific person.
- The cleanliness, order, and security of the almirahs were to be maintained by the assigned individuals.

#### **4. Monitoring Chemical Inventory**

- The chemical inventory was to be monitored regularly by non-teaching staff to track usage.

- Records of how many chemicals were being used were to be maintained, and any shortages were to be reported.
- This process ensured that chemicals were ordered on time before practical examinations.

## 5. Chemical List Maintenance

- The chemical list was to be:
  1. Prepared and updated in accordance with the ABCD format.
  2. Placed on the laboratory desk for easy access by everyone.
  3. Updated monthly to reflect changes in inventory and usage.

## 6. Calibration of Instruments

- The calibration of all instruments, both old and new, was to be checked and maintained regularly.
- Calibration activities were to be conducted monthly or as required for accuracy.
- The chemicals needed for calibration were to be organized and managed by the assigned team members.
- Collaboration among team members was encouraged to ensure proper calibration practices were followed.

## 7. Additional Measures

- Chemicals used for calibration were to be stored separately from the general inventory.
- All chemicals intended for specific tasks were to be clearly labelled and placed on separate desks to avoid confusion.

By adhering to this systematic approach, a well-organized and efficiently managed laboratory environment was ensured, promoting safety and productivity.

