**Departmental Chemical Archive: How to request your free chemicals**

The Chemical Archive was created in 2019 for the storage and distribution of still-useful compounds and reagents left by recently decommissioned laboratories in the Chemistry Department. Research groups affiliated with the Chemistry Dept. can request materials and reagents from the Archive, free of charge!

Requests for available chemicals should be itemized by name and location (Rm. #/ Bin #), and sent by e-mail to the Chem. Dept. Safety TA, Will Swann ([swann0@purdue.edu](mailto:swann0@purdue.edu)). The Archive contents will be updated regularly, with new additions announced by e-mail.

Please follow these rules when requesting materials and reagents from the Archive:

1. Chemical agents will be distributed in order of requests received (by e-mail, to Safety TA).
2. Requests must include Compound name, Rm#, Bin# (first 3 columns on Archive inventory), name of recipient, PI, and lab address (where chemical will be kept).
3. Pickup can be requested at specific times during the week; the Safety TA will notify the requestor when and where to meet (usually the room where chemical agent is located.) Pickup times for Fall 2022 are: **Wed. 2 pm**, **Thurs. 11 am**, or **Thurs. 2 pm**.
4. Requestors must wear PPE labcoat and eyewear (disposable gloves recommended during handling) and bring appropriate secondary containers to transport chemical agents (sturdy cardboard box is usually sufficient). Special caution should be taken if requesting pyrophoric agents!
5. Chemical distributions are one-way; there are no returns. Reagents become the property and responsibility of the PI’s lab, however the transfer of ownership is noted in the Archives inventory. Those who have an interest in the same compound may contact the new owner and request a share of the chemical, assuming any remains.

Notes:

1. All chemical agents are provided as-is, with no guarantee for quality. Peroxide testing strips are available in WTHR 222 (the safety TA can help identify potential peroxide formers).
2. If the new owner is contacted by another Chemistry researcher in need of the same chemical agent, please share (standard expectations for collegiality).
3. The Archive serves as a distribution center rather than a storage depot; older entries will be sent to REM to make space for newer entries.
4. If active laboratories in the Department are interested to contribute reagents into the Archive, please discuss with the DSC Chair, Alex Wei (in many cases, disposal through REM may be preferable).