

## TRANSFERRING CHEMICAL INVENTORIES TO CHEMGOLD III

Chemical manifests/inventories that have not been maintained in ChemGold III can be entered into ChemGold III at any time.

The table below provides a description of the compulsory information required in ChemGold III when setting up an inventory.

COMPULSORY INFORMATION	MUST BE ENTERED
<b>Faculty Name</b>	The name of the division (faculty) to which the department belongs.
<b>Department Name</b>	The name of the department or division the laboratory workshop or store belongs.
<b>Department No</b>	Every department or division in the University has a unique number that identifies it. Ask an admin person in your area.
<b>Building Name</b>	All major university buildings have a name assigned to them. Maps of all campuses are available from: <a href="http://www.unimelb.edu.au/campuses/maps.html">http://www.unimelb.edu.au/campuses/maps.html</a> .
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<b>Room No</b>	The number assigned to the room. This is usually found on the entrance
<b>Supervisor</b>	The name of the principal supervisor for the area.
<b>Manufacturer's/Supplier's Chemical Name</b>	The name of the chemical as it appears on the manufacturer's/supplier's MSDS.
<b>Manufacturer Name</b>	The name of the original manufacturer or supplier. If there is more than one brand or supplier of a chemical in your stocks then ALL brands must be listed as separate entries.
<b>Container Volume (Kg/Litres).</b>	<p>The volume of the package/s or container/s expressed in: KILOGRAMS OR LITRES.</p> <p>This is the original package size as shipped by the supplier not the remaining contents, ie. the maximum quantity held in the package.</p> <p>5 g or ml is expressed as 0.005 500 g or ml is expressed as 0.5 1 Kg or litre is expressed as 1 10 litres or kilograms is expressed as 10</p> <p>Gas cylinders are expressed as cylinder capacity in litres of water. Contact the supplier or consult the supplier's catalogue.</p> <p>N.B. Where there are different container sizes for the same chemical or product a separate entry must be made for each size.</p>
<b>Number of containers</b>	The total number of packages for that size container stored or likely to be stored in the area.
<b>Total Volume</b>	Total amount of the chemical in that particular package size, in kilograms or litres.
<b>CAS No</b>	<p>The Chemical Abstract System number assigned to the chemical. This is a unique number that only refers to that particular chemical.</p> <p>It is NOT the supplier's catalog number. It normally is only assigned to pure single ingredient chemicals not solutions or mixtures. If one has been assigned it will be on the MSDS or in the supplier's catalogue.</p>
<b>Shelf or Cupboard</b>	Specific location where the chemical is normally stored.