Centralized Disposal of Empty Containers

EHRS recommendation for improving chemical inventory management

Based on feedback from labs using CISPro Live, EHRS suggests the following method to centrally manage container disposal. If your lab is having difficulty keeping up with container scan-out, we highly recommend this method.

- Place empty bottles (with the barcode sticker still affixed) in a central location in the lab, such as a designated cart or bin.

  *This can also be accomplished by transferring the barcode sticker from the container to a designated sheet of paper posted in the lab.*

- Designate a lab member to be responsible for doing the “scan-out”. The job can be rotated between lab members.

- Perform the scan-out either on a regular schedule (e.g. at the end of the day) or when a critical mass of bottles has accumulated (e.g. when the bin is full).

  *To maintain the accuracy of your inventory, the interval should not exceed one week.*

- Using the "keyboard/scanner" function (found in the Tools menu), the designated person will scan the "dispose" barcode and then scan the barcode of each bottle to be disposed.