

**UNIVERSITY OF HOUSTON-CLEAR LAKE
ENVIRONMENTAL, HEALTH AND SAFETY DEPARTMENT**

		Effective Date April 04, 2019	Number L 06
Subject Storage Location ID for Laboratory Shelf and Drawer Assignment			
Reference None		Special Instructions None	
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I. PURPOSE

Physical storage spaces for chemicals in laboratories should have a Storage Location ID. This is in order to manage/anticipate: stock levels, demand, shrinkage, theft & loss controls, insurance, accounting, and any future location decisions. This document outlines the requirement for creating a Storage Location ID, and where practical, every location should be labeled accordingly.

II. DEFINITIONS

- A. Storage Location ID - A specific location identification in any given space within a room, which will first begin with letter(s) and end with a number ranging from 1-10+, but not to begin with the number zero "0".

III. PROCEDURES

- A. The following require a Storage Location ID:
 - i) Gas Cylinders
 - ii) Stock Solvents
 - iii) Stock Chemicals
 - iv) Cleaning supplies (e.g. Bleach, Pine-sol, Windex)

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B. The following do not require a Storage Location ID:

i) Lab Supplies

(1) Hardline products (e.g. glassware, tools, electronics)

(2) Softline products (e.g. clothes, linens, textiles)

ii) Mixtures and/or solutions made up from chemicals already in the Laboratory Chemical Inventory (especially working solutions for work in progress)

iii) Solutions, mixtures, and/or sub-samples already recorded in the Laboratory Notebook

iv) Chemical test kits (e.g. titration kits, developed color comparison kits)

v) Liquid and solid inoculation media (e.g. petri dishes of agar awaiting use)

C. **Instruction for Assigning Storage Location IDs** – Start from the primary point of entry as you enter a room. Working from the outer perimeter in a clockwise direction, the alphanumeric system for a Storage Location ID should begin from left to right using letters A-Z in alphabetical order, and then ascend from bottom to top using numbers 1-10+. Do not start with the number zero “0”. If letters A-Z are exhausted, use a Microsoft Excel Worksheet as a guideline to identify the remaining locations (e.g. AA, AB, AC). Continue with this process until all the specific locations have been accounted for with a Storage Location ID, using this alphanumeric system.

D. Once the outer perimeter has been completed, perform the same task with the inner perimeter of the room. If you encounter multiple aisle storage spaces, work around one aisle until moving on to the next in chronological order.

E. A benchtop is considered a workspace and should not be used for chemical storage.

F. Here are some work-case scenarios:

i) A tall storage shelf cabinet, that is 6 levels (rows) tall, may use the following Storage Location IDs: A1, A2, A3, A4, A5, A6 (A1 being the bottom).

ii) In the event there is a split within a given column or row, simply move up then left:

(1) For example, I have a benchtop 2-door cabinet containing two shelves inside, and two side-by-side drawers directly above the doors. I may use the following Storage Location IDs: B1, B2 for the shelves (B1 being the bottom). B3 for the upper left drawer, B4 for the upper right drawer.

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- G. **Making and Mounting Labels** - Once you have established the Storage Location IDs, produce labels and mount them so as not to obstruct normal activity or get them easily ripped off or damaged. Mount them preferably on the top left corner.
- i) On the label itself, each character should be in a san-serif font, all capitals, and at least ¼” in height, and proportionate in its size. Labels should be easy to read.
 - ii) They should be printed on a white background with black ink.
 - iii) Labels should be easy to change or create (use an office printer or label maker to make them).

Director of Environmental, Health & Safety

Date: 4-25-2019

IV. REVISION LOG

Revision Number	Approval Date	Description of Changes
1	7/10/2018	Formal policy created