

Annual Chemical Stocktake – June – September 2026

All laboratories must complete their annual chemical stocktake using LabCup

Who does this apply to?

Chemistry Department
Physics Department
School of Engineering

What do you need to do?

Using a barcode scanner and **LabCup**, check all chemicals in your lab;
Update quantities, locations, and status in **LabCup**;
Remove and dispose of unwanted or expired chemicals correctly.

When?

1st June 2026 – 30th September 2026
Choose dates that work for your activities.
Four barcode scanners are available from Stores.

Why is this important?

Legal compliance (COSHH & DSEAR);
Accurate emergency information;
Improved chemical safety and storage;
Cleaner, safer laboratories

Training & Support

LabCup Barcode scanner guidance document available with the barcode scanner;
[How to Conduct Stocktaking using LabCup Guide](#)
Guidance can be found on the LabCup training Moodle (Scroll down to "Stocktake in LabCup": [Stocktake guidance - LabCup Moodle](#))



FAQS

Is the stocktake mandatory?

Yes. An annual chemical stocktake is a **requirement** and part of health and safety compliance.

What exactly counts as a “chemical”?

Any substance recorded in LabCup, including:

- Solids, liquids, gases
- Reagents, solvents, standards
- Compressed gas cylinders
- Hazardous mixtures
- Long-term stored or rarely used chemicals

What if I find chemicals not listed in LabCup?

Add them to LabCup as part of the stocktake. This is a key purpose of the exercise.

What if a chemical is no longer present?

Mark it as removed and ensure disposal has followed university waste procedures.

Can PhD students or technicians help?

Yes. The stocktake can be completed by any competent person with LabCup training and access who is familiar with the lab, under local supervision.

How long does it take?

Typical labs:
Small lab: 30–60 minutes
Large research lab: 1–2 hours

What happens if we don't complete it?

Incomplete stocktakes may result in:
Follow-up by the Department of Physics, HSO/HSA
Escalation through Health & Safety Committee
Potential inspection or compliance issues

Do I need training?

No specific training is required. If you need additional support or have questions, please contact **Chemical Technicians**: Roger Moss, Neil Gillespie, **H&S Officer**: Lorraine Blackwell or **Compliance Officer**: Monika Prokesova for support.

My chemicals are stored in a shared space/location does that matter?

Many laboratories share chemical storage with multiple staff/groups. You will need to do the stocktake with the other responsible staff members/groups to ensure the entire location is checked.

What are the exemptions to LabCup?

- Chemical samples
- Cryogenic liquids
- Wafers

Do I have to use a barcode scanner?

It is strongly recommended to use a scanner for large inventories for time efficiency. The alternative is to manually enter barcode numbers.

If you have a small inventory, you may decide to complete the stock taking without a scanner. Stock taking is still to be recorded the same in both scenarios.



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