Science Stores offers the following services in order of general priority.

1. Assistance in placing orders.
   a. For unrestricted orders under $2,500 we place orders directly.
   b. For restricted or orders over $2,500 we assist with web requisitions.
   c. Assistance includes sourcing and pricing but not product selection.

2. Sale of Stock Inventory
   a. Science Stores maintains an inventory of commonly used chemicals, minor equipment and materials.
   b. Stocks are intended to satisfy spontaneous needs.
   c. If significant quantities are required advance notice is needed.
   d. Though we inventory regularly and order promptly, some stock items get backordered or shipments are delayed.

3. Receiving of Materials
   a. Science Stores staff are trained in the handling, shipping and receiving of dangerous goods.
   b. Science Stores is not intended to receive text books or other print materials.

4. Shipping of Materials
   a. Science Stores staff assist in the shipping of hazardous or other research materials.
   b. Complex shipping is typically handled by Purchasing.
   c. Science Stores is not intended to ship printed materials.

Authorized users of Science Stores

Science Stores provides the above services 1, 3 and 4 to faculty, staff and researchers appointed in the Faculty of Science, Division of Medical Sciences, and Animal Care Units. All purchases must be made by authorized delegates on accounts within the Faculty of Science or as arranged. Service #2 is available to anyone on campus with signing authority on a valid account.

Undergraduate students may be provided access at the discretion of their faculty supervisor.

At the discretion of Science Stores staff customers shall need to demonstrate that they have adequate knowledge about and training in the use of any hazardous material they wish to purchase and that suitable facilities are available for its use and storage, for which OHSE verification may be required.

Science Stores also acts as staging depot for goods shipped from scientific suppliers that are en-route to Bamfield Marine Sciences Centre.