## Automatic Assignment of Expiration date

The expiration date will be automatically assigned when a container manually created or generated from the receipt process where the material of the container is a part of the EHS list with an expiration period. Expiration date can also be manually assigned for individual container as seen from “manual assignment of expiration date” section below.

### EHS list:

- Organic Peroxide Category A: 3 months
- Organic Peroxide Category B: 6 months
- Calcium Gluconate: 6 months
- Picric Acid: 12 months

## Manual Assignment of an Expiration date

All containers in Jaggaer can be assigned an expiration date in either edit container or in the receiving process when generating a container.

### Editing/Setting an expiry date for a container:

1. Search for container via container search
2. Select the “edit container” icon
3. Select the expiration date
4. Click the “save” button
Assign Expiry date upon receiving:
Before receiving the line item:
1. “Create container” option is selected
2. Set “expiration date”
3. Click the “receive” button

What to do when receiving expiration notification from Jaggaer?
Expiration Notification email or in-app message will be sent out to the container owner and UNSW Jaggaer support on the expiry date. This process will run once a week. This expiry notification will continually be sent until the container is dealt with in Jaggaer.

For Organic Peroxide Forming Chemical, please use guide (HS622) to determine if the container is safe to keep.

If the container is safe for storage; please follow the steps above in the “manual assignment of expiration date” to re-assign a new expiration date according to the expiry period of chemical.

If the container deemed to be no longer safe for storage, the container status needs to change to a “dispose” or “dispose empty” status via container operation (page 6 of container operation guide). This operation will stop any further expiry notification for the container.