



Office of Environmental Health and Safety

Safety Guideline

Chemical Ordering and Receiving

Effective Date: 5/1/2020

1. Background

In order to reduce spills and accidents on campus and to ensure materials are stored at recommended temperature, OEHS is responsible for delivering chemicals to laboratories campus-wide.

2. Purpose

The purpose of this guideline is to help Department Managers and PI's determine which items should be delivered by OEHS and how to place an order so that "OEHS Chemical Delivery" will appear on the shipping label and chemical/biological material packages can be separated from other incoming packages in the Receiving Department.

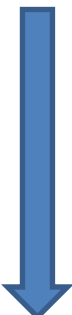
3. Procedure

In the BuyWays system, Department Managers or PIs ordering chemicals should select the "ship to address" shown below. The fields "Attention (PI name) and Rm/Fl/Ste (Location)" must be filled out at the time of purchase.

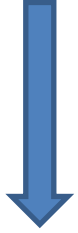
Attn: **PI Name (Ex: Mary Smith)**
Rm/Fl/Ste: **Location (Ex: ISC/1600)**
Address Line 1: **UMASS Boston**
Address Line 2: **EHS Chemical Delivery**
Address Line 3: **100 Morrissey Blvd**
City: **Boston**
State: **MA**
Zipcode: **02125**
Country: **United States**

ADDRESS	
Attn:	Mary Smith
Rm/Fl/Ste:	Enter PI's Name and Location
Address Line 1	UMASS Boston
Address Line 2	EHS Chemical Delivery
Address Line 3	100 Morrissey Blvd.
City	Boston
State	MA
Zip Code	02125
Country	United States



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- ✓ If you have questions while placing a chemical order, contact OEHS at umbehs@umb.edu.
 - ✓ It is the PI's responsibility to give advance notice to OEHS of any temperature- sensitive chemical or if special handling is required.
 - ✓ OEHS does not deliver lab supplies (example: pipettes, petri dishes, cleaning supplies). Please use "OEHS Chemical Delivery "shipping labels for chemical orders ONLY to enable the **Receiving Department** to differentiate chemicals from lab supplies.

- ✓ OEHS checks the Central Receiving area at least twice daily and moves all chemical packages to OEHS's chemical receiving area in the ISC building for barcoding and delivery to laboratories.



- ✓ All chemical containers are removed from their shipping package, barcoded and delivered to the location listed on the package.
- ✓ Chemicals are normally delivered to labs in the same packaging and at the temperature received. Lab personnel accepting a package are responsible for properly storing the chemical in lab.
- ✓ In an event lab personnel are not available to accept the delivery, OEHS staff will store the product(s) at the required temperature in the lab and email (with picture) to PI and department purchasing manager.
- ✓ **OEHS makes every effort to deliver temperature- sensitive chemicals before 5pm on a regular working day.** If a temperature sensitive chemical can't be delivered to a lab, the product will be stored in OEHS storage room refrigerator/freezer as required and the PI will be notified.