



Office of Environmental Health and Safety

Safety Guideline

Chemical Ordering and Receiving

August-2025

1. Background

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 purchasing managers and PIs to 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, Purchasing Manager or PI 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 (picture#1).

Attn: *PI Name (Ex: Mary Smith)*

Rm/Fl/Ste: *Location (Ex: ISC/1/1600)*

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

- ✓ Use “OEHS Chemical Delivery” shipping label for chemical orders **ONLY** to enable the **Receiving Department** to differentiate chemicals from lab supplies (Picture#1).
- ✓ 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 (Picture#2).
- ✓ OEHS **does not** deliver lab supplies (example: pipettes, petri dishes, cleaning supplies).

- ✓ 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 the lab.
- ✓ In any 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 to PI and department purchasing manager (Picture#3 & 4).
- ✓ **OEHS makes every effort to deliver temperature- sensitive chemicals before 5pm on regular workdays.** 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.
- ✓ It is PI's responsibility to give advance notice to OEHS of any special handling that is required for chemical packages.
- ✓ If you have questions while placing a chemical order, contact OEHS at umbehs@umb.edu.

