



Management of Hazardous Inventory

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Ordering Chemicals – Shipped thru Laboratory Health and Safety Services (LH&SS)

- Make sure Bookkeepers, Students, PIs and Vendors uses the following Shipping Address when placing your order:

University of Massachusetts
Room 179 Lederle Graduate Research Tower OR LGRT 179
710 North Pleasant Street
Amherst, MA 01003

Attn: **“Responsible Owner”(PI), “Storage Location” (Building & Room#), “Researcher”**

Example: Attn: John Doe, LGRT 1302, Lee

Note: Shipping and Billing address should NOT be the same.

Purchase Order entry information

- Under Shipping Defaults:
Change the ‘**Ship To**’ in the [1. Define Requisition section] to **“CHEMS”** this will auto-populate the above shipping address. In the “Attention” box type the PIs Name. Change the ‘**Accounting default location**’ to your **laboratory location code**. Only one shipping destination and location per PO is allowed.

NOTE: If you are not sure of your “location codes” please contact Glenda Pons, Program Manager at 577-3631/gpons@ehs.umass.edu
- **Under UMASS Req. Info:**
Under “Contact Name” list the “Responsible Owner (PI)” **under the “Department” each PI has a dept. ID.**
Under “Contact phone” enter the phone number of person entering the PO.
- Attention Line under Defaults:
In the ‘**Justification/Comments**’ Box located in the [3. Review and Submit] section (Remember to click the **<send to vendor>** checkbox).
- **Category Code** (Account Code) Use **739630** – Chemicals, except radioactive chemicals.
- **Only hazardous substances (or any chemical product such as buffers, etc.) should be shipped to this address, not** other laboratory supplies (such as gloves or needles)
- Laboratory Health and Safety Services will bar code the substances and deliver directly to the indicated laboratory. **The materials will be delivered the same day if received before 3:00PM.**
- Hazardous Substances that are not bar coded and **weigh less** than 60 lbs should be **shipped to LGRT 179.** LH&SS will not bar code the items, but will put materials through the LH&SS tracking system (**such as RAD and, Biologicals**)

Procard Information

- Phone Orders: place your order as normal but make sure you give them the correct ship to information. Always check that bill to information is different. There is a default Fisher account number and a VWR account number for chemicals. Please call 577-3633 to get those account numbers.
- Web Orders: place your order as normal but make sure you add your PIs name to any attention line. This is important. **Type the name of your PI in any attention or comment box.**

Adding New Inventory – Please call LH&SS at 577-3633 and let them know you received chemicals that need to get bar-coded. (Such as a package that weighs over 60 lbs “pallet of clay”, gas cylinders, 55 gal. drums and products that may have been delivered by mistake directly to your lab).

- Unused chemicals may be turned into Surplus Chemicals. Contact Glenda Pons at 577-3631 for pick-up.

- **Laboratory decommission; move or change in Responsible Owner**
 - Notify Laboratory Health and Safety Services at 577-3633, **prior** to any removal to scan and update the Inventory
 - Chemicals must be updated in the CEMS database for changes in location or owner
- **Laboratory Inventory or Re-inventory of chemicals**
 - Chemical Re Inventory is to be done in a yearly time frame for some labs.
 - If you need additional re inventory please call Glenda Pons at 577-3633 or email at gpons@ehs.umass.edu to set up a date and time.

Contact Information

For **Questions** or **Concerns** contact

- Glenda Pons, CEMS Program Manager 577-3633 or email: gpons@ehs.umass.edu
- Laboratory Health and Safety Services Office (CEMS Program Dept.) 577-3633
- Environmental Health and Safety 413-545-2682