



Management of Hazardous Inventory

EHS-CEMS-SOP.05 rev.06
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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.
- **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 50 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/CEMS office 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).

Empty Containers

***To maintain an accurate inventory you must remove the barcodes from empty bottles.**

- Remove bar code from bottle and place on the “Chemical Inventory Disposal Log” EHS-CEMS-FRM-02
Please locate the forms inside the door to the laboratory. LH&SS to pick up approx. every 2 weeks.
- Note: Special procedures may be required for the disposal of empty containers
- Do NOT throw away any barcodes.



CEMS Database

- **CEMS home page:** <http://www.umass.cems.sr.unh.edu/>
- **New Account**
 - Click on “*sign in*” link. Click on “*Name not on List? Request Account*” link
 - Fill out form. Make sure you include all required fields in red.
 - “home phone” (cell phone, home phone, pager#) for emergency purposes only
 - “Non Responsible Owners (*e.g. grad students, post docs*) please provide the name, phone number and email of your PI “supervisor”, whose inventory you wish to access. The CEMS data manager will contact the responsible owner for authorization. Please allow time for the CEMS administrators to process your request.
 - You will receive a link via email to enter your password. Your name will now appear in the drop down list.
- **Forgot your password?**
 - Go to CEMS home page. Click on <sign-in> Click on <Forgot your password?> Follow directions.
- **Hazardous Waste Pickup Requests**
 - For Bar Coded Containers use <Update Inventory> in CEMS database
 - Click <Update Inventory> and enter bar codes; Click <auto generate waste request>
 - Fill in PI, Department and Pick-up Location and add any additional wastes that may not be bar coded
 - Do remove the bar code from containers. If it still contains a large quantity of the original product then do not remove the barcode.
 - This form can also be found on the Environmental Health and Safety Homepage <http://www.ehs.umass.edu/> and the CEMS sign in page <http://www.umass.cems.sr.unh.edu/> “Hazardous Waste Pick-up Request”. You do not need a CEMs account to use this form
 - **If a lab is moving or cleaning out chemicals please call 577-3631 to request for someone to come and scan all the chemicals for Hazardous Waste.**
- **Lab Cards**
 - Please send an email to Glenda Pons/ CEMS Program Manager at gpons@ehs.umass.edu or under Signs in CEMS: go to “**please update or verify**”
- **Surplus Chemicals** - acquire surplus chemicals for ***free***
 - Any one with a CEMS account can view and acquire surplus chemicals for free: Click <Search Inventory>; check the “only search the surplus list” box and click <Search>
 - If you have located a chemical you would like: Click <Adopt Container> to send an email request to CEMS.
 - 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/Chemicals**
 - Notify CEMS office at 577-3631, **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 It may 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 577-3631 or email: gpons@ehs.umass.edu
- Laboratory Health and Safety Services Office (CEMS Program Dept.) 577-3633
- Environmental Health and Safety 413-545-2682