

# Ordering, Receipt, and Tracking of Academic Chemicals

## EXECUTIVE SUMMARY

This outlines the basic proposed process for centralizing the inventory and distribution of academic chemicals on campus. It will be jointly managed by EHS and the Central Chemistry Stockroom.

## ORDERING

All academic (i.e. non-custodial) chemicals may be ordered through a central chemical purchaser, YMarketplace, or in approved cases, directly from a vendor website with the use of a P-Card. It is preferred and strongly encouraged that orders are placed through a central chemical purchaser.



All chemical orders placed through YMarketplace or using a P-card must:

1. **Chemicals must be ordered separate from supplies.** This will necessitate placing two orders.
2. **Include an “Attention” Line with the shipping address** that includes the following information:

**ATTN: Responsible Owner (PI), Storage Location (Building/Room), Contact Phone Number**

This aids in the inventory system process, so the Responsible Owner should be the person responsible for chemicals in the laboratory (the Professor or Principal Investigator). The Responsible Person may authorize a representative on his or her behalf to coordinate chemical ordering and pickup; nonetheless, the Responsible Owner’s information should still be in the **ATTN:** line. An office address is not the storage location address. The storage location is where the chemical will be stored and used. This is usually a laboratory or work site.

3. **Forward a copy of the order confirmation to [stockroom@chem.byu.edu](mailto:stockroom@chem.byu.edu).** Include the Responsible Owner (PI), Storage location (Building/Room), and contact phone number in the email. For orders that do not generate a confirmation email, send an email with the above information, and also include the Company Name and Part Number.

**ALT OPTION: Copy and paste the order confirmation into an online form that has additional fields for an authorized person to electronically sign (BYU card swipe) for chemical pickup.**

This information is used to verify package contents upon arrival, identify mislabeled or unlabeled packages, reconcile statements, deal with returns, coordinate the inventory process, and deal with questions regarding the location of the package, etc.

## CENTRAL RECEIVING

All orders will be received from the various carriers at Central Receiving (701 E. University Parkway, Provo, UT 84602), and segregated for transport based on chemical labels (or other chemical identifiers) affixed to packaging. They will be recorded in the Arrival System and delivered the same day between 11:30-12:30 am to BNSN C184A.

Note:

1. Some chemicals that will not be captured in this process include: DOT limited quantities, consumer commodities, some low-level radioactive materials, select agents, DEA controlled substances, gas cylinders, etc.

## INVENTORYING AND BARCODING – Central Chemistry Stockroom

The Central Chemistry Stockroom will receive, barcode each chemical container, and enter the chemicals into the *Chemical Inventory* database. They will repack the primary container into the original shipping package and contact the Responsible Owner (or authorized representative) listed on the ATTN: line on the package and/or information contained on the order confirmation. For -80° or -20° freezer items, phone calls will be made to the Responsible Owner. For all other items, an email will be sent to the Responsible Owner, or a laboratory-specific email, where applicable.

Additionally, the following services will be performed:

- Upload a copy of the SDS sheets into MSDS.online program as needed.
- For specific chemicals and quantities, place a copy of the Laboratory Chemical Hazards Analysis form in the shipping package, and alert the college representative of the need for additional documentation, training, or monitoring.
- For specific chemicals and quantities contained on the “List of All Lists”, alert Environmental Management, alert the college representative, and place a copy of Spill Control procedures in the shipping package.
- Affix a copy of “Procedures for Transporting Chemicals” and a copy of the SDS to each chemical package.

Notes:

1. Freezer items will not be inventoried or bar coded. The Responsible Owner will be contacted immediately upon package arrival at the BNSN C184A, and allowed pickup from 12:30-3:30 pm. Deep freezer items (-80°) not picked up by 3:30 will be delivered to Rebecca Scholl. Chilled freezer items (-20°) will be stored in a freezer in BNSN C184A, and made available for pick up the following day.
2. Consumer commodities, some low-level radioactive materials, select agents, DEA controlled substances, and gas cylinders will not be inventoried or bar coded.

3. All employees working with inventorying and barcoding must have DOT Hazardous Materials Handling Training (including DOT HazMat General Awareness hosted on YTrain, function specific, safety, and security trainings).
4. All employees performing inventorying and barcoding must be granted access to and trained by Environmental Management on the Procurement and Inventory systems.
5. Post a contact list if DEA Controlled Substances, Select Agents, or radiological material (sealed sources, etc.) is received.

## DISTRIBUTION

### Pickup

Chemical packages received by 12:30 pm will be available for pickup by the Responsible Owner at BNSN C184A from **1:30-3:30 pm Monday through Friday**. This room is located directly West of the Chemistry Stockroom receiving dock. The Responsible Owner may authorize a person or multiple persons to pick up chemicals on their behalf. The Responsible Owner or authorized person is required to sign for receipt of the chemical. The chemical must be stored in the location specified in the confirmation email and/or ATTN: line. If the chemical will be stored in a different location, the new location must be specified upon pickup.

**ALT OPTION:** Responsible Owner can fill out a sheet online authorizing individuals or a group to pick up on their behalf. Incorporate a field allowing electronic signature for pickup with a BYU ID card swipe (that simultaneously checks for Lab Safety or HazCom training).

**Anyone picking up a chemical must have Laboratory Safety Training or Hazard Communication Training.** Chemicals will not be given to a person who does not have the proper training.

### Chemical Transportation (No vehicular transportation allowed)

Chemicals may be picked up and transported by hand to the respective storage area on campus. **Chemicals cannot be transported in a vehicle, regardless of whether it is a university vehicle or a personal vehicle. \***

Chemicals must be transported in break-resistant or approved secondary containers that are capable of containing all materials in the event of breakage or spill (e.g. bottle carriers or chemical resistant carts with leak resistant lips on all four sides). Freight elevators should be used for moving chemicals between floors. If freight elevators are not available, use a passenger elevator that is not crowded. A limited number of bottle carriers and carts will be available for same-day checkout from BNSN C184A.

\*Exceptions to this policy must be coordinated through the Chemistry Stockroom

### Spills in Transport

Hazardous chemicals must be attended to at all times while being transported. Never leave chemicals unattended in public spaces.

Wear appropriate Personal Protective Equipment (PPE). Safety glasses and lab coats are two items of PPE that should be worn if hazardous chemicals might splash on skin or eyes if spilled during transport. Have impermeable gloves ready in a pocket.

**If there is a spill in a public place, evacuate the area and notify Environmental Management at 801-422-6395 for assistance with cleanup.**

#### Unclaimed Chemicals

If chemicals are not picked up on the day of receipt, they will be stored in the Chemical Stockroom in a designated area, and made available the next day in BNSN C184A during pickup hours.

Questions regarding package availability and pickup should be directed to 801-422-1862.

#### Why the new process- why can't I have my chemicals delivered like before?

BYU is required under several regulations to have an accurate inventory of the location and quantity of chemicals on campus. Centralizing chemical distribution allows chemicals to be inventoried prior to being disbursed across campus. Centralizing pickup also ensures that proper personnel with required training are receiving and handling chemicals. Additionally, it ensures that unclaimed chemical packages are properly stored and secured.

## SAFELY TRANSPORTING CHEMICALS ON CAMPUS

### A Review of Requirements Prior to Release of Chemicals for Transportation on Campus

Anyone moving chemicals through public spaces such as corridors or elevators must follow these procedures to avoid transporting chemicals in commerce, avoid spills and ensure the safety of others.

- Individuals transporting chemicals are **REQUIRED** to have either Laboratory Safety Training or Hazard Communication Training, and to review these requirements prior to chemical release.

Laboratory Safety Training Completion Date: \_\_\_\_\_  
or, Hazard Communication Training Completion Date: \_\_\_\_\_

- Individuals transporting chemicals through public spaces must be familiar with the material's hazards and know what to do in the event of a release or spill. Safety Data Sheets (SDS's) are a good source for this information, and are included with the release of each chemical for transportation from the Centralized Chemical Distribution (Chemistry Stockroom or BNSN C184A). Materials that are unstable, explosive, or extremely or acutely hazardous should not be moved without first contacting the Laboratory Safety Manager at 801-422-6879.
- Chemicals **MUST NOT be transported in any vehicle**, regardless of whether it is a BYU or personal vehicle. Chemicals **must stay on BYU property**, and are not allowed on public roads or sidewalks.
- Hazardous chemicals must be attended to at all times while being transported. Never leave chemicals unattended in public spaces.
- Wear appropriate Personal Protective Equipment (PPE). Safety glasses and lab coats are two items of PPE that should be worn if hazardous chemicals might splash on skin or eyes if spilled during transport. Have impermeable gloves ready in a pocket. (Note that it is not appropriate to wear gloves in public spaces.)
- Chemicals must be transported in break-resistant or approved secondary containers that are capable of containing all materials in the event of breakage or spill. Approved secondary containers are defined as commercially available bottle carriers made of rubber, metal, or plastic, with carrying handle(s). Another acceptable secondary containment is a cart with leak resistant lips on all four sides. If using a cart without leak resistant lips, the chemicals should be placed in plastic bins or shipping boxes with padded packing material.
- Do not carry containers by hand. Use bottle carriers or carts with secondary containment.
- Sturdy carts with secondary containment should be used for transporting multiple, large, or heavy containers.
- Freight elevators should be used for moving chemicals between floors. If freight elevators are not available, use a passenger elevator that is not crowded. Stairs should be used only if elevators are not available.
- **If there is a spill in a public place, evacuate the area and notify Environmental Management at 801-422-6395 for assistance with cleanup.**

I have read and will abide with the requirements stated herein.

Date: \_\_\_\_\_ BYU ID Number: \_\_\_\_\_  
Name: \_\_\_\_\_ Signature: \_\_\_\_\_