



## UNIVERSITY OF MASSACHUSETTS DARTMOUTH PROCUREMENT MANUAL

### 9.1 – Ordering, Receipt & Tracking of Chemicals

1. Refer to the following two (2) pages for the Interim Operational Procedure for the Ordering, Receipt & Tracking of Chemicals.

## ORDERING, RECEIPT & TRACKING OF CHEMICALS

### INTERIM OPERATIONAL PROCEDURE

#### Receiving

### 1. ORDERING

All hazardous materials and substances are to be ordered either through the University requisition system (Buyways) or University ProCard. It is preferred and strongly encouraged that if the supplier is a catalog vendor on Buyways that all orders be placed using the Buyways requisitioning system.

#### a) Buyways Requisition

- i. Commodity Code: Select “*Chemical*” from drop down menu
- ii. Ship to Address: In Buyways the “Ship To Address” drop down select “*Central Receiving*” and fill in the following “Shipping Details”

<b>Attn:</b>	“The individuals first and last name that items should be delivered to. Typically the PI”
<b>Internal Rm/FL/STe:</b>	“Room number of the building item should be delivered to. The actual lab”
<b>Internal Bldg:</b>	“Building Name item should be delivered to”
<b>Internal Phone:</b>	“Phone Number of the individual that should be contacted regarding shipment”

*\*The information entered and the University’s central receiving address will auto populate in the requisition and resulting Purchase order. See example of Shipping Address Screen in Buyways below.*

<p>Shipping address</p> <p><b>Address Details</b></p> <p><b>Attn:</b></p> <p><b>Internal Rm/FL/STe:</b></p> <p><b>Internal Bldg:</b></p> <p><b>Internal Phone:</b></p> <p><b>Address Line 1</b></p> <p><b>Address Line 2</b></p> <p><b>Address Line 3</b></p> <p><b>City</b></p> <p><b>State</b></p> <p><b>Zip Code</b></p> <p><b>Country</b></p>	<p>select from org addresses</p> <div style="border: 1px solid gray; padding: 2px;">CENTRAL RECEIVING ▼</div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>PI : John Smith</td></tr> <tr><td>216</td></tr> <tr><td>Science and Engineering</td></tr> <tr><td>+1 (508) 999-9180</td></tr> </table> <p>UMASS Dartmouth</p> <p>Central Receiving</p> <p>285 Old Westport Rd</p> <p>North Dartmouth</p> <p>MA</p> <p>02747</p> <p>United States</p>	PI : John Smith	216	Science and Engineering	+1 (508) 999-9180
PI : John Smith					
216					
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+1 (508) 999-9180					

*\*Any questions regarding the use of Buyways should be directed to Kirk Hellmuth at ext. 8085 or [khellmuth@umassd.edu](mailto:khellmuth@umassd.edu)*

- b) Procard: If using a University issued Procard please provide the following **Ship To** and **Attention To** information when placing an order.

*University of Massachusetts  
285 Old Westport Rd  
North Dartmouth, MA 02747-2300  
**ATTN: Responsible Owner (PI), Storage Location (Building/Room)***

Notes:

1) EH&S and Receiving must have the “**Attention**” Line information in order to deliver the package to the correct laboratory and to enter the chemicals into the CEMS inventory database. Failure to provide this information may delay the delivery of your product.

2) If the vendor is a Buyways catalog vendor all orders are strongly encouraged to be placed in Buyways.

## **2. CENTRAL RECEIVING**

All orders will be received from the various carries at central receiving. They will record all shipments into the Arrival System and deliver same day at 10:30 am and 2:30 pm to EH&S Safety’s receiving and inventorying location in VRAD 209.

All questions should be directed to 508.999 .8829 or 8111.

## **3. INVENTORYING & BARCODING - Environmental Health & Safety**

- a. EH&S will receive, bar code and enter the substances into the **CHEMICAL MANAGEMENT SYSTEM** (CEMS) database.
- b. They will repack the primary container into the original shipping package and place a distribution label on the outer package listing:

- The Storage Location
- The Names on the packing slip
- The Date the package was received by EH&S
- # of Containers in the Package
- Any Discrepancies or problems with the package
- Any Failed Deliveries

## **4. DELIVERY & DISTRIBUTION**

EH&S will deliver the package to the storage location or a designated delivery location. EH&S will insure same day delivery if the package is received before 3PM. EH&S will make at least one morning and one afternoon delivery per day.

If no one is available to accept the shipment it will be returned to VRAD 209 and a delivery notice listing the date and time will be left on the door. Contact EH&S to arrange for pick-up or delivery.

All questions should be directed to Robert Casparius, Director of Environmental Health and Safety

Office: 508.999.8176  
Cell: 774.473.1436