

Proposal 6-94

ChemStores Proposal

All orders for laboratory and research chemicals must be processed through ChemStores with appropriate signatures. Orders will be processed in either of two ways:

1. Most Expedient, Preferred Process

Direct call (7-2049) or visit to ChemStores with order information.

Don Wareham, ChemStores Manager
Mary Takala, ChemStores Clerk
Room B002
Chemical Sciences and Engineering Building
7-2049

Requested material will be ordered through one of several blanket purchase orders maintained by ChemStores via existing electronic ordering system. Chemicals will be received by ChemStores personnel and requisitioner notified of receipt of chemical. Safety label will be attached and Material Safety Data Sheet (MSDS) should be available at time of pick-up. Requested material must be picked up.

2. Default Process

Complete Purchase Requisition with correct commodity code identified for chemical items, is sent to ChemStores. (New purchase requisitions will be issued with clear indication required that order contains chemical items). Purchase Orders will not be implemented until ChemStores personnel approve requisition. Chemical will be delivered to requesting department. Requester and department will be responsible for labeling and MSDS. ChemStores will provide labeling and MSDS information only if requested.

***All chemicals ordered will be checked against University-wide Master Database to check current availability on campus.**

***All chemicals ordered will be added to University-wide Master Database for future reference and for compliance with regulations.**

***Material Safety Data Sheets (MSDS) will be obtained from the following sources:**

- 1) ChemStores files
- 2) OSHS files
- 3) Request letter to vendor

Action Items:

1. Establish commodity code for all research and laboratory purchases. ChemStores personnel will determine if ordered items require research and laboratory chemical code.
2. Establish University-wide chemical labeling system.
3. Further discussions with Purchasing, regarding requisitions, information on Banner System, and on receiving reports.
4. Further discussions with Al Niemi, OSHS, regarding university-wide labeling system and MSDS sheet distribution.
5. Acquisition of an adequate database system for chemical inventory and record keeping.

Sent to Research Policy Committee
Proposal Withdrawn: 11 November 1994