POLICY FOR THE PURCHASE OF CHEMICALS
Department of Environmental Health and Safety

Local, state, and federal regulations require that we maintain a complete inventory of all chemicals and where they are stored (the building, floor, and room number of the laboratory, classroom, etc.). This is not an optional requirement. The University must comply or risk consequences.

To meet this mandate, all chemicals for the Amherst Campus must be shipped to 710 North Pleasant St., 125 LGRT, where each chemical and its intended destination will be logged into the CEMS (Chemical Management System). EH&S Laboratory Health & Safety Services will deliver the chemicals to the Location (building, floor, and room number) that is listed on the respective purchase order, or, in the case of a Procard order, to the building, floor, and room number that was given to the vendor by the cardholder.

Please Note:

- Orders for chemicals should not be mixed with other laboratory supplies. Two orders may be necessary.
- All chemical orders (excluding radioactive chemicals) should be assigned Category/Account Code 739630 – Chemicals.
- Radioactive chemicals should be assigned Category/Account Code 739650 – Radioactive Materials.
- In the electronic Purchasing System, the Ship To code on the requisition must be changed from the default that is assigned to the data entry operator (such as DS) to CHEMS. This information prints on the purchase order and will tell the vendor to ship the chemicals to LGRT 125.
- The campus internal delivery information (building, floor, and room number) that prints on the purchase order is contained in the default Location Code that is assigned to the data entry operator who enters the requisition. The default Location code is usually the building, floor and room number of the office in which the data entry operator is housed. This default code can be changed by the data entry operator at the time the requisition is entered.
  - To avoid undue delays with chemical deliveries, the Location code must be accurate and should reflect the building, floor, and room number in which the chemical will be stored. Note that it is not enough to add this information as a line comment, as such comments are not necessarily transmitted to, or noticed by, the vendor.
- A complete listing of Location Codes and their definitions can be found at the Procurement Department website: http://www.umass.edu/procurement/
  - Scroll down the web page until you see End User Training and Support, eProcurement Location Codes.

Questions concerning this policy should be directed to Glenda Pons, Hazardous Materials Tracking Manager, Environmental Health and Safety Dept. Telephone 577-3631, or email gpons@ehs.umass.edu. Glenda is making a concerted effort to educate the campus on this very important requirement and would be happy to meet with any department that has questions or concerns.