



POLICY FOR THE PURCHASE 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., 179 LGRT (formerly 125) where each chemical and its intended destination will be logged into the CEMS Database (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 shipping label. When placing an order either via Procard or BuyWays, the purchaser needs to make sure the correct address is entered and the attention line has the PIs name (required), building, and the lab room number in which the item will be stored (If available).

Please Note:

1. Orders for chemicals should not be mixed with other laboratory supplies. Two orders are necessary.
2. In the BuyWays Purchasing System, all *chemical* orders (excluding radioactive chemicals) should be assigned Category/ Account Code 739630 – Chemicals; and the Commodity named *Chemicals/ Gases/ Demurrage and Cylinder Lease*.
 - o Radioactive chemicals should be assigned Category/Account Code 739650 – Radioactive Materials, and the Commodity named *Radioactive Material*.
3. Procard shall not be used for the purchase of radioactive chemicals. A BuyWays purchase requisition/order is necessary.

 See the policy for the Purchase of Radioactive Materials/Radiation Producing Equipment.
<http://www.umass.edu/procurement/policyindex.html>

Ship To Instructions:

1. In the BuyWays Purchasing System, the **Ship To** address on the requisition **must be changed to *Chemical Delvry***. This information prints on the purchase order and will tell the vendor to ship the chemicals to LGRT 179.
 - **IMPORTANT:** After the department requisitioner has added the *Chemical Delivery* Ship To Address to the requisition, s(he) must then add the campus internal delivery information (the name of the PI, and the department, room, and building) to the Attn: line in the BuyWays requisition **Ship To Address Details** (located in the requisition **Shipping** tab), so that EH&S will know where to deliver the chemicals once they have been logged. *Note that EH&S cannot deliver laboratory supplies – only chemicals.* This is why two orders might be necessary.






To change the Ship To address on the requisition to the one for Chemical Delivery, proceed as follows:

1. Select the  tab:



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2. Select the  button.
 3. Select the **click here** hyperlink
 4. Select the **select from org addresses** hyperlink
 5. Insert the word **chemical** in the Address Search box and click 
 6. The address for Chemical Deliveries appears. Click the  hyperlink.
 7. Complete the **Attn:** and **Rm/Fl/Ste** fields as follows: In the Attn box, insert the name of the PI (**required**), and the internal building and lab room number in which the chemicals will be stored/delivered. In the **Rm/Fl/Ste** field, be clear that the address that follows is where *the vendor* is to deliver the chemicals.
 8. Click the  button

Example of a completed Ship to for Chemicals:

Ship To ? X

Complete the fields below to enter your shipping address for this order. If you need to make a change, select a different address from the available options.



Shipping address

[select from org addresses](#)

Address Details

Attn:	<input type="text" value="for M.Snow/Biochem/124 Holdsworth H"/>
Rm/Fl/Ste:	<input type="text" value="Vendor delivers to:"/>
Address Line 1	University Of Massachusetts
Address Line 2	Chemical Delvry Rm 179
Address Line 3	710 North Pleasant St
City	Amherst
State	MA
Zip Code	01003
Country	United States

Save this address for future use



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Shipping	
Ship To	<input type="button" value="edit"/>
Attn: for M.Snow/Biochem/124 Holdsworth Hall	
Rm/FI/Ste: Vendor delivers to:	
University Of Massachusetts	
Chemical Delvry Rm 179	
710 North Pleasant St	
Amherst, MA 01003	
United States	

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](mailto:gpons@ehs.umass.edu) Glenda is making a concerted effort to educate the campus on these very important requirements and would be happy to meet with any department that has questions or concerns.