

*College of Engineering and Mathematical Sciences
Procedure for Ordering and Shipping Chemicals and
Hazardous Materials v4. November 2023*

PURPOSE OF THIS DOCUMENT

To define procedures for ordering, receiving and shipping hazardous materials within the College of Engineering and Mathematical Sciences, such that

- The roles and responsibilities of CEMS employees are clearly defined for ordering, receiving and shipping hazardous materials
- CEMS employees achieve compliance with UVM, state and federal regulations for shipping and receiving hazardous materials

HAZARDOUS MATERIALS DEFINITION

<https://www.fedex.com/en-us/service-guide/hazardous-materials/how-to-ship.html>

- Dangerous goods (e.g., flammable, corrosive, reactive, toxic, infectious substances, batteries)
- Biological materials or samples on dry ice

ORDERING PROCEDURE

- All chemical deliveries will now be received at the Innovation loading dock
 - 82 University Place, Burlington, VT 05405
- Commonly used chemicals, such as salts and solvents, can be requested at the Chemistry stockroom and purchased with a chartstring if in stock
- For chemicals not kept in stock, the Principal Investigator (PI) or laboratory supervisor initiates the chemical/hazardous material order using the [CEMS Chemical Ordering Form](#). The order is emailed to the Chemistry stockroom staff. Stockroom staff are responsible for placing approved orders and notifying requestor when order is placed and received. Order priority may be affected by teaching lab schedule, please allow a couple days for orders to be placed.
- Items that are not on the list of expected deliveries are subject to refusal at time of delivery.
- Equipment and consumable order requests should still go to your department administrator

<i>Role</i>	<i>Responsibility</i>
Principal Investigator*	<ul style="list-style-type: none">• Initiate chemical and/or hazardous material orders using the online form CEMS Chemical Ordering Form• Attach a copy of the Safety Data Sheet (SDS) to the online order form• Ensure Chemical Use Planning Forms (CUPF) and Standard Operating Procedures (SOPs) are in place prior to delivery• Train laboratory employees on proper use and storage prior to delivery• Ensure that a designated person is present to collect material at time of delivery
CEMS Lab Manager	<ul style="list-style-type: none">• Review and approve chemical orders
Chemistry Stockroom Staff	<ul style="list-style-type: none">• Place order and coordinate payment• Update order status in system when order is placed• Notify recipient when package is delivered
UVM Safety Staff	<ul style="list-style-type: none">• Provide consultation on SDS, CUPF, safe handling & storage, SOPs

*Hazardous material orders may not be initiated by undergraduate students. If a chemical, biological, or hazardous material is needed for a student project, the order must be initiated by the PI, supervisor, or approved lab personnel.

** UPS may not be used for hazardous materials shipments

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SHIPPING PROCEDURE

Only trained DOT and/or IATA-certified personnel are permitted to package and ship regulated materials covered by the federal mandates. If you have materials to ship that meet these mandates, Risk Management & Safety must coordinate your packaging and shipping needs.

Please provide at least one week's notice to safety@uvm.edu so that there is sufficient time to prepare packages and the appropriate shipping papers. International shipping requests can be more complicated and may require more notice.

Failure to comply with this regulation can result in civil penalties of \$75,000- \$105,000 per violation. Examples of hazardous materials shipping could include any of the following:

- Sending laboratory or research samples in a hazardous preservative to another University or collaborator
- Returning a mistakenly shipped chemical back to a chemical distributor
- Shipping lithium batteries

UVM Risk Management & Safety has trained personnel to assist with hazardous materials shipments from UVM labs. Please email safety@uvm.edu if you have a hazardous materials shipping need.

<i>Role</i>	<i>Responsibility</i>
Principal Investigator or full time laboratory staff*	Initiate hazardous material shipment by emailing safety@uvm.edu . Provide the following information: <ul style="list-style-type: none">• Principal Investigator or employee name, location of material, contact #• Description of material: Composition, phase, volume, concentration, primary container material and size, number of samples, SDS• Ship To address, recipient contact name and number• Ship From address, shipper contact name and number• FedEx** shipping account number (if applicable)• Risk Management & Safety will contact you to set up the shipment. You may need to pay for shipping materials.
UVM Safety Staff	<ul style="list-style-type: none">• Facilitate shipment of hazardous materials• Communicate shipment status to PI• Report issues with shipment to PI and CEMS Lab Manager

SHIPPING PRECAUTIONS

- A shipment of a hazardous material can only be returned by an untrained employee if it is refused at the time of the delivery
- Once a hazardous material is received and accepted at CEMS, it cannot be returned to the manufacturer or sender without the assistance of UVM Safety staff
- Consult UVM Safety staff if you are uncertain as to whether a material is designated as hazardous.
- If an outbound package containing a hazardous material is discovered, do not allow UPS, USPS, FedEx, or other courier to collect the package. Contact the sender and email safety@uvm.edu immediately.

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