

## Ordering Protocol for Hazardous Materials

Use a UT Market vendor via eCommerce when placing orders whenever possible. This will allow you to create and then assign a cart directly to an admin on the 7<sup>th</sup> floor. This will eliminate potential errors with wrong items getting ordered and will also stream-line the ordering process. Chemicals that fall under the 9 classes identified by EHS (see below) are classified as **Hazardous Materials** and require regulated transportation so they need to be ordered separately and they need to be shipped directly to your research lab. You will have to create a separate cart if you need to purchase these items along with other supplies.

These are the 9 classes of hazardous materials that need to be ordered separately and shipped directly to a research lab. If you are not sure whether your chemical falls into one of these classes, then you can check its Safety Data Sheet (SDS) before ordering. There is usually an SDS sheet under the product specifications/detail tab on any website. If you scroll down the SDS sheet to section *14. Transport Information*, you will see what the class is. If 'Not Regulated' is listed, then you don't have to worry about transportation concerns and the item can ship through Central Receiving the usual way. If any of the other classes are listed then it does need to be ordered separately.

Class 1: Explosives

Class 2: Gases

Class 3: Flammable Liquid

Class 4: Flammable Solids

Class 5: Oxidizing Substances, Organic Peroxides

Class 6: Poisonous (Toxic) and Infectious Substances

Class 7: Radioactive Material – no changes to shipping address for radioactive material

Class 8: Corrosives

Class 9: Miscellaneous Dangerous Goods (excludes products shipped on dry ice)

- 1) Got to <https://utdirect.utexas.edu/apps/frms/utmarket/ecommerce/> and click on '**UT Market.**' This will allow you to see all the vendors that can be accessed via UT Market.
- 2) Click on the vendor of interest; for hazardous materials it will usually be Fisher Scientific or Sigma-Aldrich. You will then be able to search for the items you need and add them to your cart.
- 3) Once you have finished shopping select '**View Cart.**' Verify that everything is correct and then select '**Return Cart to Purchasing Application**' in the bottom right hand side of the page. Hit '**Submit**' on the next page.
- 4) If you are ordering a regulated hazardous material, then fill out as follows:
  - UT Market Cart Description: Enter description of items in cart (optional)
  - Pay from: Enter account number
  - Deliver-to comments: BEL [your research lab number]
  - Instructions for buyer: Hazardous material, requires special handling

- 5) You will need to get approval from the PI before the order can be placed by the admin staff. Send an email to your PI requesting authorization for the purchase, include the account number, and 'cc' the admin staff in charge of ordering for your lab.
- 6) Make sure you know who on the 7<sup>th</sup> floor does the purchasing for your lab. Select '**Assign Cart.**' If it is your first time purchasing via UT Market you will have to 'Search for an assignee' and you can do that with a name, UT EID, or email address. If you have already purchased this way, then you should be able to choose your admin from the drop-down menu if the 'Select from profile values' option is checked. Since it is a hazardous material, add a 'Note to Assignee' here that tells them delivery is BEL [your research lab number], then select '**Assign.**'
- 7) You will receive an email reflecting that your cart has been assigned as will the admin you submitted to.
- 8) Once the admin received approval from the PI (the PI just must reply to the email to grant authorization) the order will be placed.
- 9) When the order gets placed you will receive a vendor order confirmation from the admin staff. This will contain the order number that can be used to track the package. **YOU WILL BE RESPONSIBLE** for tracking the package to ensure someone is present in research lab to receive the package upon delivery.
- 10) For hazardous packages delivered to your lab, you **MUST** give the admin a copy of the packing slip so they can mark the item as received and process payment. This step is critical.

#### Tips on purchasing chemicals:

- Double-check when ordering so you know class of the hazardous material.
- Know what you're ordering and how it should be handled/stored.
- Don't order more than what you're going to use even if it is cheaper. This just increases the danger of working with the chemical and it costs money to dispose of it later.
- Separate hazardous materials (classes 1 – 9 above) from other supplies when ordering.
- If a package is damaged upon delivery **DO NOT** accept it.
- Be sure to bring the packing slip down to 718. The order needs to be marked as received so the bill can be paid.