How to Process Requisitions for Chemicals

The following guidelines are intended to provide assistance for individuals entering requisitions for Chemicals in TechBuy. The Environmental Health and Safety (EH&S) and Purchasing Departments have made every effort to ensure that the guidelines are in compliance with any relevant regulations. However, in the event of conflict between these guidelines and any operating policies, statutes or regulations, the policies, statutes and regulations shall prevail.

Purchasing has worked with Environmental Health and Safety (EH&S) to develop workflows in TechBuy to route any toxin; hazardous, radioactive, rad minor, or controlled substance; or select agent to EH&S for prior approval. In addition, we will be routing anything on the Department of Homeland Security's Chemical Facility Anti-Terrorism Standards (CFATS) list to EH&S for prior approval. Departments are required to enter chemicals on a Punch-out, a Showcased Supplier (hosted catalog vendor), or the non-catalog form. In addition, departments are now required to list on the requisition the principal investigator's name and the building and room number where the chemicals will be stored.

Please note, chemicals must be clearly identified and shipped to TTU Central Receiving. If your Ship To Address has not been set up with the Flint and Main address, please set this up by editing the Shipping field on your requisition. (Instructions are provided at the end of this How To Guide.)

- For departments not located on the main campus, those departments will still have their chemicals delivered to their off-campus locations.
- Chemical purchases in containers larger than 15 gallons will require a separate requisition with the ship to address to the respective department. The department must notify EH&S, so that a barcode can be generated and attached to the container on site.

Hosted Catalogs

Many chemical orders can be processed using one of the vendors listed as a Punch-out or Showcased Supplier on the TechBuy home page. Purchasing encourages purchasing via these two methods as we have established contract pricing (discounts and negotiated shipping costs) with many of these vendors.

- VWR
- Qiagen
- Fisher
- Perkin Elmer
- Sigma Aldrich
- Agilent
- Bio-Rad

Non-Catalog Vendors

If you are purchasing chemicals from a vendor that is not listed as a Punch-out or Showcased Supplier or if you have a special quote from a Punch-out or Showcased Supplier, enter the order on the Non-Catalog Form Master. (Note, be sure your quote includes special handling or hazmat fees, if applicable. These should be listed as separate line items on your requisition.)

1. Select your supplier and check the appropriate shipping information selection. (See note above about shipping to Central Receiving.)

2. For Purchase Category, select “Chemicals and Gases.”

3. Each chemical must be listed separately; do not lump the purchases together as “1 lot” on the form. In Product Description, include a complete, detailed description of the chemical that is being purchased. Also list the catalog number.
4. Be sure to mark the item as a Controlled Substance, Radioactive, Rad Minor, Hazardous Material, Select Agent, or Toxin as applicable. **It is the responsibility of the submitter to identify these classifications on non-catalog items.**

5. After completing each item, add it to your cart and return.

6. After you have entered the last item, click on Add and go to Cart.

**Completing the Requisition:**

1. Requisitions for chemicals must include the name of the PI responsible for the chemicals. Enter this in the **General** section of the requisition.
2. In *Internal Notes and Attachments*, include the department name and room number for delivery of the chemicals from Central Receiving.

3. Be sure to attach any required documentation to *External Attachments* as appropriate. This is especially important if you have a special quote, which should be attached to the *External Attachments* section so that the vendor will honor the quoted prices.

**Receiving in Gateway:**

1. Chemicals will arrive at the Central Receiving location and will be received by Central Receiving personnel.
2. Central Receiving will transfer chemicals to EH&S personnel at the Chemical Gateway.
3. Chemical shipping containers will be opened and inspected, and the chemical containers will be barcoded. (Note, special chemicals that cannot be opened due to sensitivities will have barcodes accompanying the shipping container that must be affixed to the chemical container once opened by the PI/department.)
4. Chemicals will be returned to the original shipping containers for deliver to the respective departments. Each department will be responsible for having a designated area and person (designee) to receive chemicals. An alternate will be required for receiving in the absence of the designee.

5. Chemicals will be delivered the same day received unless they are received at Central Receiving after 4:00 pm Central Time. Chemicals received after 4:00 pm will be delivered the following work day morning.

**Items Exempt From Barcoding:** (This list is not all inclusive)
- Biologials
- Standards
- Testing Kits
- Pesticides/Insecticides
- Herbicides
- Compressed Gas
- Liquid Nitrogen
- Household Cleaning Items
- Paints/Glazes
- Gasoline/Diesel/Propane/Butane
- Secondary Containers
- Laboratory Derived Agents
- Radioactive Materials

**Notes:**
- All transactions for gases that fall into a hazardous or radioactive category or have a CAS number identified by the Chemical Facility Anti-Terrorism Standards (CFATS) as a risk, will route to EH&S for pre-approval.

- If you need overnight delivery, be sure to add that to the **Internal Notes** section, mark the requisition as “Urgent”, and send an email to techbuy.purchasing@ttu.edu. We urge you to plan ahead to avoid this if possible because we cannot guarantee overnight processing. Some vendors only deliver on certain days of the week. Special arrangements may need to be made for deliveries.

- If you have a special quote from VWR International LLC/Summus, go to the punch-out in TechBuy and under “my quote”, enter the quote number. The order will pull up from that information. When you are searching for the vendor, select the Purchase Order 1 address (1050 Satellite Blvd NW, Suwanee, GA).

- If you are preparing a requisition to Delta Water Labs, enter the transaction on the Non-Catalog Form Master as described above. Select the state contract number (TCPA Contract 885-N1) as described in #3 above. Please be advised that these requisitions take an extra 1-2 working days to process since a special form must be completed and sent to the Texas Comptroller’s Office.

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The account codes for chemicals are 7C0061 or, if you are purchasing chemicals for a lab, 7C0905. DNA, serums, antibodies, cultures and items of that nature are not considered chemicals and do not have to be purchased through the Gateway process. These items should be coded 7C0062 or 7C0930.

**Changing Your Ship To Address:**

Click on the *Edit* button in the Shipping field.

At the bottom of the screen, search for “TLU016”:

On the next screen, click on the *Use* button.

Then enter “Receiving” in the Room # field and click on the *Save* button.
You will then be prompted to name the Ship To address, so enter a name and click on the **Use** button.