

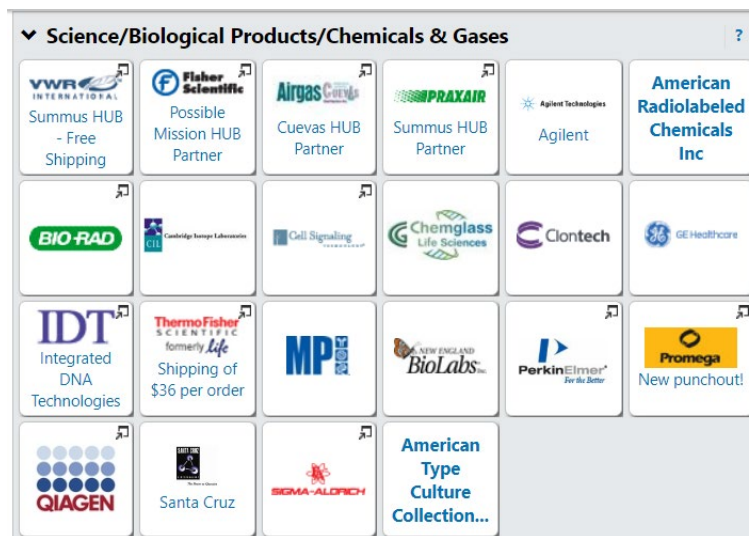
## How to Process Requisitions for Chemicals, Biologicals and Gases

The following guidelines provide guidance to individuals entering requisitions for Chemicals, Biologicals and Gases in TechBuy. The departments of Environmental Health and Safety (EHS) and Procurement Services have made every effort to ensure that the guidelines comply 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 (EHS) to develop workflows in TechBuy to route any hazardous material - chemicals (i.e., health hazard, toxin, radioactive material, controlled substance, select agent, etc.), biologicals (i.e., DNA, blended media, organism, etc.) and gases to EHS for prior approval. In addition, anything on the Department of Homeland Security's Chemical Facility Anti-Terrorism Standards (CFATS) list will be routed to EHS for prior approval.

### Hosted Catalogs

Many hazardous material orders can be processed using one of the vendors listed as a Punch-out or Showcased Supplier on the TechBuy home page (see image to the right). Purchasing encourages purchasing via these two methods as we have established contract pricing (discounts and negotiated shipping costs) with many of these vendors. Punchouts such as VWR, Fisher and Bio-Rad have the availability of pulling special quotes through the punchout, if you have them. (Submitting requisitions using these vendors also eases your workload as a submitter).



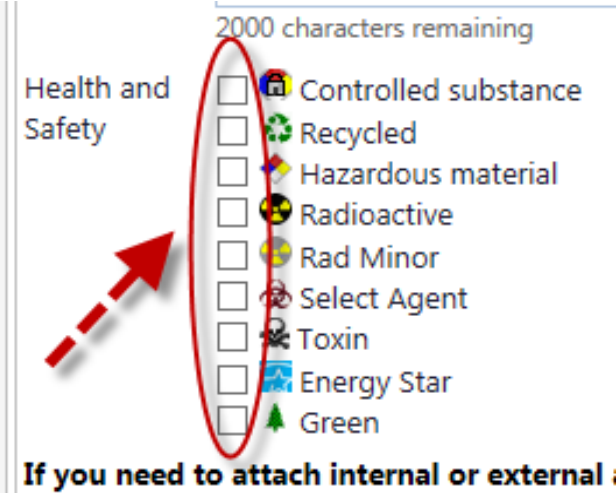
### Non-Catalog Vendors

If hazardous materials are purchased from a vendor that is not listed as a Punch-out or Showcased Supplier, enter the order on the **Non-Catalog Form Master**.

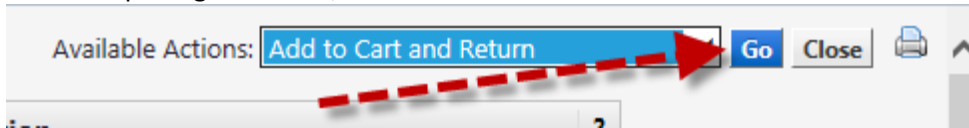
1. Select the supplier and check the appropriate **Shipping Information** selection.
2. Be sure the quote includes special handling or hazmat shipping fees, if applicable. These should be listed as separate line items on the requisition.
3. For **Purchase Category**, select "Chemicals, Gases & Biologicals."
4. Each item **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 item being purchased. Include the Chemical Abstracts Service (CAS) number if ordering a chemical. List the catalog number.

Packaging (UOM)	1	EA - Each
Quantity	1	
Unit Price	140.941	
Catalog No.	7061-560	
Previous Fiscal Year Purchase		
Order Number		
Product Description (the first 250 characters will appear)	#6Q8002491935-002810#POTASSIUM CHLORIDE ACS GRADE 12KG CAS 7447-40-7	

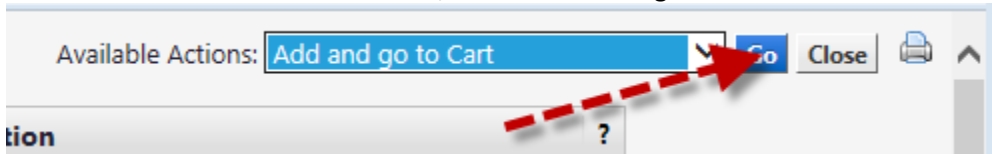
5. Mark the item as a Controlled Substance, Radioactive, Rad Minor, Hazardous Material, Select Agent, or Toxin as applicable. This ensures the package is appropriately placarded for shipment. **It is the responsibility of the requisitioner to identify these classifications on non-catalog items. Contact EHS at 742-3876 or [ehs.lab.safety@ttu.edu](mailto:ehs.lab.safety@ttu.edu) for assistance with classification.**



6. After completing each item, add it to the cart and return.

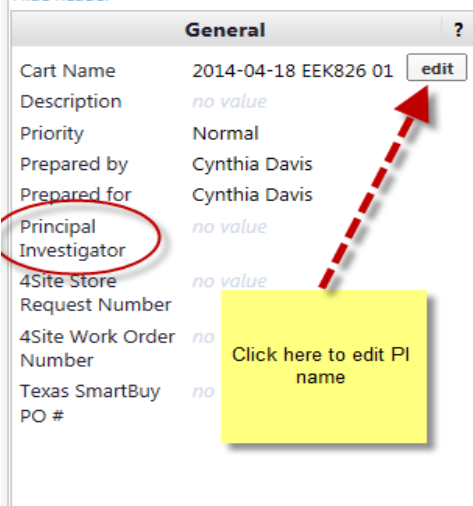


7. After the last item has been entered, click on Add and go to Cart.



### Chemical Purchases – Completing the Requisition

1. Requisitions for chemicals must include the name of the Principal Investigator (PI) (i.e. faculty member) responsible for the chemicals. Enter this in the **General** section of the requisition.



- In **Internal Notes and Attachments**, include the department name and room number for storage of the chemicals. EHS personnel deliver chemical packages to the designated area/person for all departments.

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

- All chemicals **must** be shipped to Central Receiving to ensure proper inspection and processing by EHS personnel. Follow the steps below to change your **Ship To** address.
  - Click on the **Edit** button in the **Shipping** field.

- At the bottom of the screen search for "TT060" if you do not have the Central Receiving address saved.

**Or select a new address...**

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

**Use** **TT060 TTU Receiving**  
Heather Coats  
+1 806-834-7716  
heather.coats@ttu.edu  
TTU-ENVIR HEALTH & SAFETY  
TTU Receiving  
3122 Main St  
[Room #]  
Lubbock, TX 79409  
United States

d. Then enter "EHS" in the **Room #** field and check the *Save this address for future use* box.

**Selected Address Details** ? X

Fields in **bold** are required for checkout.

**TT060 TTU Receiving**

**Contact Name** Heather Coats

**Phone** +1 806-834-7716

**Email** heather.coats@ttu.edu

**Department** TTU-ENVIR HEALTH & SAFETY

**Address Line 1** TTU Receiving

**Address Line 2** 3122 Main St

**Room #** EHS

**City** Lubbock

**State** TX

**Zip Code** 79409

**Country** United States

Save this address for future use

**Use** Cancel

e. The system will then prompt you to name the *Ship To* address. Enter a name and click the *Use* button.

**Selected Address Details** ? X

Fields in **bold** are required for checkout.

**TT060 TTU Receiving**

**Contact Name** Heather Coats

**Phone** +1 806-834-7716

**Email** heather.coats@ttu.edu

**Department** TTU-ENVIR HEALTH & SAFETY

**Address Line 1** TTU Receiving

**Address Line 2** 3122 Main St

**Room #** EHS

**City** Lubbock

**State** TX

**Zip Code** 79409

**Country** United States

Save this address for future use

**Name this address (e.g. Main St)**

Chemicals

Check this box to make this the default address in the future.

**Use** Cancel

5. The account code for chemicals for **Lab or Research** areas is **7C0905** (MS Chemicals Lab) and the account code for chemicals for **Non-Lab** areas is **7C0061** (MS Chemicals).

- Submit the Requisition. Keep in mind that the Requisition may need approvals from a supervisor, Purchasing and EHS before becoming a Purchase Order.

**Receiving at the Chemical Gateway**

*The Requisition requirements for chemicals ensure that chemicals are properly inspected and inventoried by EHS personnel. Adding "EHS" as the Room # ensures that "EHS" will be printed on the shipping label to help in the identification of chemical packages should the package lack hazmat placarding.*

- Chemicals will arrive at the Central Receiving warehouse and will be received by Central Receiving personnel.
- Central Receiving will transfer chemicals to EHS personnel at the Chemical Gateway.
- Chemical shipping containers will be opened and inspected, and the chemical containers will be barcoded and entered into an online inventory system. (Note: certain chemicals that cannot be opened due to sensitivities will have barcodes accompany the shipping container that must be affixed to the chemical container once opened by the PI/department.)
- Chemicals will be returned to the original shipping containers for delivery to the respective department(s). Each department is 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.
- 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.

**Items Exempt from Barcoding (not all inclusive):**

Biological purchases	Household Cleaning Items
Testing kits	Paints/Glazes
Pesticides/Insecticides for commercial use	Gasoline/Diesel/Propane/Butane
Herbicides for commercial use	Secondary Containers
Compressed Gas	Laboratory Derived Agents
Liquid Nitrogen	Radioactive Materials

**Biological Purchases – Completing the Requisition**

Biological purchases include the following items:

DNA	Fungi and Molds	Culture media
Primers	Viruses	Restriction enzymes
Extraction kits	Cell lines	Pre-cast gels
Bacteria	Cultures	Antibodies

- Ship to the normal departmental location including the lab number in the **Room #** field if the purchase is for a lab location.
- The account code for Biologicals for **Lab or Research** areas is **7C0930** (Serums, DNA Antibody AND Cultures for Lab) and the account code for Biologicals for **Non-Lab** areas is **7C0062** (Serums DNA Antibody Cultures).
- Submit the Requisition. Keep in mind that the Requisition may need approvals from a supervisor, Purchasing and EHS before becoming a Purchase Order.

**Notes:**

- Some biological materials require the PI to have an approved Institutional Biosafety Committee (IBC) application in place before they can be ordered. Requisitions may be returned or delayed in processing until the application is approved. A comment will always be added to the requisition indicating this and t
- Vertebrate animals have different account codes and must be ordered through the Institutional Animal Care & Use Committee (IACUC) <https://www.depts.ttu.edu/iacuc/>.
- Buffers, stains, proteins, lipids, biological toxins, reagents, etc. should be ordered as chemicals. Items with CAS information available will be barcoded.

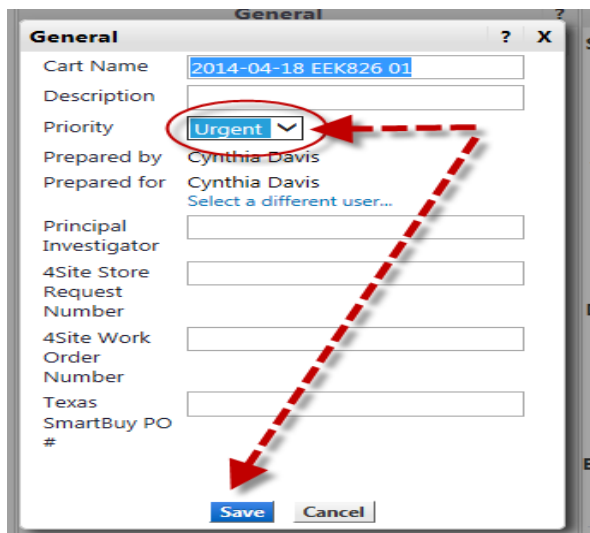
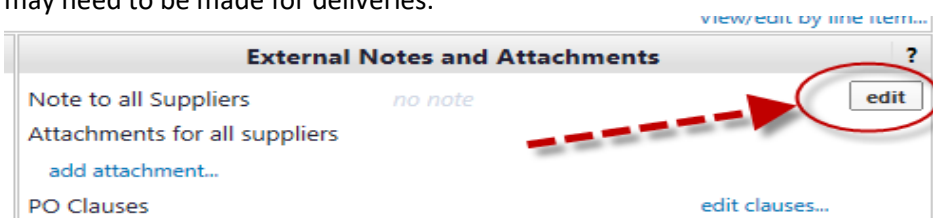
## Gas Purchases – Completing the Requisition

Gas purchases include compressed gas cylinders, refills and liquid gases (i.e., liquid nitrogen).

1. Ship to the normal departmental location including the lab number in the **Room #** field if the purchase is for a lab location. Gas vendors deliver gases directly to the designated location.
2. The account code for Gases for **Lab or Research** areas is **7C0931** (Gases Lab – No Chemicals) and the account code for Gases for **Non-Lab** areas is **7C0063** (Gases Only – No Chemicals).
3. Submit the Requisition. Keep in mind that the Requisition may need approvals from a supervisor, Purchasing and EHS before becoming a Purchase Order.

## Additional Notes

- If overnight delivery is required, be sure to add that to the **Internal Notes** section, mark the requisition as “Urgent”, and send an email to [TechBuy Support](#). Overnight processing cannot be guaranteed, so planning ahead is strongly encouraged. Some vendors only deliver on certain days of the week. Special arrangements may need to be made for deliveries.



- 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.
- EHS workflow typically allows for approval of Requisitions first thing in the morning (~8AM), around lunch (~12PM) and end of day (~4:45PM). EHS personnel are often out of the office performing other job duties. If you have an urgent request requiring EHS approval, please send an email to [ehs.lab.safety@ttu.edu](mailto:ehs.lab.safety@ttu.edu) with the Requisition number.