

How to Requisition Chemicals under the Gateway System

The following guidelines are intended to provide assistance for TTU departments purchasing chemicals. The Environmental Health and Safety Department and the Procurement Services Department 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.

ORDERING

- 1) All chemical orders must be purchased in the TechBuy system.
Techbuy.ttu.edu or through the portal <http://portal.texastech.edu/>
- 2) Chemicals must be clearly identified and shipped to Central Receiving (Ship to code TLU016 or search for "receiving").

Shipping	
<input type="button" value="edit"/> Ship To Contact Name Jennifer Adling Phone +1 (806) 742-3844 Email JENNIFER.ADLING@ttu.edu Department Name TTU-PROCUREMENT SERVICES TX Tech Receiving Flint Ave and Main St Room # Receiving Lubbock, TX 79409 United States	<input type="button" value="edit"/> Bill To TTU Payment payment.serv 806/742-326 Box 41094 Lubbock, TX United States
Delivery Options	<input type="button" value="edit"/> Billing Optio Accounting C

- a) For departments not on main campus they will still have their chemicals delivered to their current locations.
 - b) Chemical purchases in containers larger than 15 gallons will require a separate requisition with the ship to address to the respective department.
 - i) EH&S must be notified by the ordering department so that a barcode can be generated and attached to the container on site.
- 3) The account codes for chemicals are 7C0061 or if you are purchasing for a lab 7C0905. These are for chemicals and gases. If you are purchasing DNA, serums, antibodies, cultures and items of that nature, they do not have to go through this process and should be coded as 7C0062 or if for a lab, 7C0930.
 - 4) Requisitions for the purchase of any chemicals must include the following information:
 - a) The PI responsible for the purchase of the chemicals.

Almost ready to go! The list below needs to be addressed before the request can be submitted.
 • Required field: Account

Requisition | PR Approvals | PO Preview | Comments | Attachments | History

Summary | Shipping | Billing | Line and Header FOAP Summary | Supplier Info

hide header

General	?	Shipping				
Part Name: Chrotyl Chloride for Dr. Smith Description: <i>no value</i> Priority: Normal Prepared by: Jennifer Adling Prepared for: Jennifer Adling Principal Investigator: Dr. Smith Texas SmartBuy PO #: <i>no value</i>	<input type="button" value="edit"/>	Ship To Contact Name Jennifer Adling Phone +1 (806) 742-3844 Email JENNIFER.ADLING@ttu.edu Department Name TTU-PROCUREMENT SERVICES TX Tech Receiving Flint Ave and Main St Room # Receiving Lubbock, TX 79409 United States Delivery Options Expedite: x Ship Via: Best Carrier-Best Way Requested Delivery Date: <i>no value</i> Buyer Information <table border="1"> <thead> <tr> <th>Buyer Name:</th> <th>Buyer</th> </tr> </thead> <tbody> <tr> <td>None</td> <td></td> </tr> </tbody> </table>	Buyer Name:	Buyer	None	
Buyer Name:	Buyer					
None						

Line and Header FOAP Summary

Click here to edit PI name

b) In the "Internal Notes and Attachments section, include the room number for delivery of chemicals from Central Receiving.

Chart:	Fund:	Organization:	Account:
T Texas Tech University	16A050-T Dept Oper and Instructional Admin	C13000-T Procurement Services	<i>no value</i> x Required field Inst

Internal Notes and Attachments

Internal Note:	<i>no note</i>	<input type="button" value="edit"/>	Note to all Suppliers: Attachments for all suppliers: add attachment...
Internal Attachments:			PO Clauses: <i>no clause</i>
HUB Subcontracting Plan Verified:	<i>no value</i>		
Purchase Documentation:	<i>no value</i>		
LBB Report:	<i>no value</i>		
Chemical Purchase -Room Number:	347		
Chemical Purchase -Department Delivered To:	Purchasing		

Supplier / Line Item Details

Hide line details

Summus VWR [more info...](#)

PO Purchase Order 1

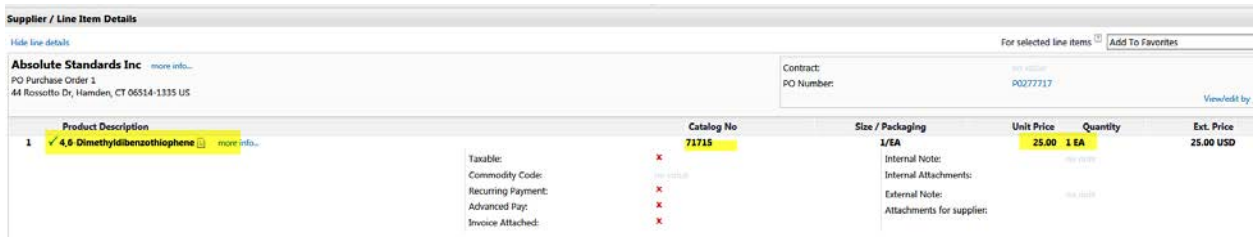
745 Commerce Green Blvd Ste 155 Sugar Land TX 77478-3798 US

Contract: PO Number

Click edit to enter the information for the chemical purchase room and department to be delivered to by EH&S.

c) In the "Internal Notes and Attachments section, include the department name for delivery of chemicals from Central Receiving.

- 5) Non-catalog requisitions will require the following additional information in TechBuy:
- Include a complete description in the description field of the chemicals that are being purchased.



- Include the catalog number for the chemicals that are being purchased.
- If the chemicals are hazardous, radioactive, rad minor, select agent, toxins, then the appropriate flags must be checked in order to initiate the workflow steps.

includes LAN interface, 7693 interface, 20-ramp oven programming, 6 heated zones, 2 analog out, keyboard and display pressure setpoints to 0.001psi (0-99 psi) including the listed configuration as quoted. see attached quote Quote #1473153 - 1260 Infinity Binary Pump. Maximum pressure 600 bar. Includes binary pump, column, connecting capillaries, solvent cabinet and CAN cable including the listed configuration as quoted. see attached quote Quote#1473152 - 7000 Quadrupole MS/MS EI/CI Bundle. Includes MS/MS mainframe, EI/CI source, ion gauge, MassHunter SW, CPU, monitor, printer, I&F, 1 yr SW support, usercourse; 7890 GC including the listed configuration as quoted. see attached quote.

Health and Safety: Radioactive:

Controlled substance:

Recycled:

Hazardous material:

Radioactive:

Rad Minor:

Select Agent:

Toxin:

Energy Star:

Green:

you need to attach internal or external attachment, you should attach those to the requisition itself. Attachments can not be

GATEWAY/RECEIVING

- Chemicals will arrive at the Central Receiving location and will be received by Central Receiving personnel.
- Central Receiving will transfer chemicals to EH&S personnel at the Chemical Gateway
- Chemical shipping containers will be opened, inspected and the chemical containers will be barcoded.
 - 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.
- Chemicals will be returned to the original shipping containers for delivery 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 absence of the designee.
- Chemicals will be delivered same day received unless they are received at Central Receiving after 4:00pm central time. Chemicals received after 4:00pm will be delivered the following workday morning.

BARCODING EXISTING INVENTORIES IN LABORATORIES

- 1) PIs/Responsible Parties will be responsible for having all chemicals accessible that will be retained in order that the chemicals may be barcoded.
 - a) PIs/Responsible Parties will be notified and a time will be arranged for completing the barcoding.
- 2) Chemicals not needed or wanted must be separated and identified.
 - a) Unwanted chemicals will be removed from the laboratory for disposal by EH&S
- 3) Once chemicals are barcoded the PI/Responsible Party will be responsible for proper storage of the chemicals according to the numbered hazard class as described in Appendix A of the [Chemical Hygiene Plan](#).
 - a) Barcodes will have a corresponding number from 1-11 identifying the hazard class. Any like number should be stored together and in compliance with the Chemical Hygiene Plan.

ITEMS EXEMPT FROM BARCODING (This list is not all inclusive)

- Biologicals
- Standards
- Testing Kits
- Pesticides/Insecticides
- Herbicides
- Compressed Gas
- Liquid Nitrogen
- House Hold Cleaning Items
- Paints/Glazes
- Gasoline/Diesel/Propane/Butane
- Secondary Containers
- Laboratory Derived Agents
- Radioactive Materials