

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

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

- x The roles and responsibilities of CEMS employees are clearly defined for ordering, receiving and shipping hazardous materials
- x 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>

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

ORDERING PROCEDURE

- < All chemical deliveries will now be received at the Innovation loading dock
  - o 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 Requisition Form](#)

\*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

