I. PURPOSE

In accordance with the requirements of the University’s Chemical Hygiene Plan, the purpose of this program is to create and maintain an accurate and ongoing inventory of hazardous materials present in laboratories at the UConn Storrs and Depot Campuses. The Vertère Chemical Inventory system, an online database and inventory management system, will be used for this purpose.

II. APPLICABILITY

This program is applicable to the UConn Storrs and Depot campuses’ research and teaching laboratories, and Technology Incubation Program (TIP) labs.

Exclusions: This program excludes the Chemistry Department which maintains its own chemical inventory system via Vertère. In addition, the following materials are excluded from this program: compressed gases, microbiology media (such as agars, broths, and serums), buffers, test kits, radioisotopes, drugs, and cleaning products.

III. PROGRAM GOALS

The implementation of this program has a primary goal and a secondary long term goal:

Primary Goal: to initiate a system that from this date forth identifies and tracks hazardous chemicals from point of delivery to end of use, with all pertinent data stored in a computer database.

Secondary Goal: to obtain an on-hand inventory of existing hazardous chemicals resident at the UConn Storrs and Depot campuses. This will be a multi-year process, requiring assistance from the research community.

IV. PROGRAM SUMMARY

Laboratory chemicals will be ordered and processed either through Husky Buy or on regular requisitions. Requisitioners will follow a specific procedure outlined in the program when ordering
laboratory chemicals that identifies Central Stores as the receiving address. It will also identify the PI/Lab Manager and the building and room number as the point of final delivery that will ultimately be entered into the Vertére system.

Incoming laboratory chemicals will be identified by UConn Chemical Receiving staff when they are delivered to the Central Stores Chemical Receiving Area. Chemical Receiving staff will review package labelling including DoT, and hazards warnings for special handling requirements, such as if contents must be kept cold. Packages identified as containing hazardous chemicals will be opened by Chemical Receiving staff and a bar code will be generated for each individual container. The name of the chemical, the volume of the container, the PI/Lab Manager recipient, and lab location for delivery will be entered into the Vertére system.

Once a package has been processed by chemical receiving staff, it will be delivered to the address indicated on the paperwork associated with the package. Individuals receiving the package will sign for the chemicals received.

Central Stores will deliver packages the same day they are received. Therefore, there will be no planned overnight or long term storage of packages within the receiving areas unless there are infrequent extenuating circumstances that would prevent a same day delivery.

A notice completed by chemical receiving staff will accompany each package informing the recipient of the intended lab location for delivery. This notice will instruct the PI/Lab Manager to notify Central Stores if the location or noted recipient is not correct. It will also instruct the PI/Lab Manager to notify EHS if the container is moved to another location and when the container is empty.

Once the container is empty, the PI/Lab Manager or designee must contact EHS and provide the bar code number. Barcode stickers may be removed from empty containers and affixed to a sheet of paper and forwarded to EHS by mail (Unit 4097), FAX (6-1106) or scanned for email (ehs@uconn.edu). Alternatively, the PI/Lab Manager may keep a log of bar code numbers and send the list to EHS on a regular basis.

During the initial startup phase of this program, Central Stores will enter all data into the Vertére system until it has been determined the delivery process is running smoothly. After this determination is made, EHS will offer training for those PIs/Lab Managers wishing to manage their inventory on their own. UConn Fire Department staff will be given access to the Vertére system for inquiries they may need to perform.

V. RESPONSIBILITIES

A. Environmental Health and Safety (EHS)

The Vertére database will be maintained by EHS. EHS will train or coordinate the training of all involved Chemical Receiving Area staff on DOT and OSHA requirements.

B. Central Stores Chemical Receiving

Central Stores Chemical Receiving is responsible for identifying, segregating and bar coding containers in incoming packages that have a DOT label or marking on the outer package and delivering all such packages to their final destination. Central Stores Chemical Receiving may at any time, develop supplemental procedures for identifying incoming packages containing chemicals.
C. Principal Investigators/Lab Managers

Principal Investigators/Lab Managers are responsible for verifying that a package is delivered to the correct location as indicated on the package instruction notice accompanying each package. If there are any corrections, Central Stores must be notified. If a bar coded container is moved to another location and/or the container is empty, EHS must be contacted.

D. Requisitioners

Requisitioners will follow the procedures outlined in the program when ordering laboratory chemicals.

E. Fiscal Officers

Fiscal Officers will ensure that laboratory chemical orders are processed following the procedures in this program.

VI. PROCEDURES

A. Requisitioners

The following steps will be followed to process orders for laboratory chemicals:
At this time, the inventory process will apply to chemicals for lab/research use only. (This will not include compressed gases, microbiology media (such as agars, broths, and serums), buffers, test kits, radioisotopes, drugs, and cleaning products.)

Orders may be processed either through Husky Buy or on regular requisitions.

Orders must be for chemicals only. Please order supplies separately.

**Step 1 – Delivery tab**
Enter both the building abbreviation* and the room # in the Room field under Final Delivery

**NOTE:** This is the room where the chemical will reside

Always include the P.I.’s name in the Deliver To field

**NOTE:** Labs with a central delivery area will also have to include that delivery location - Building Code/Room number - in the Deliver To field following the P.I.’s name.

*use the building abbreviations as assigned on page 2 of the Campus Map located at: [https://www.uconn.edu/pdf/wholemap.pdf](https://www.uconn.edu/pdf/wholemap.pdf)

**Step 2 – Delivery tab**

Click on the magnifying glass next to your Receiving Address:
Change the Organization Code to **1568** and hit **Search**

Select the Central Stores *Chemical Receiving* address (CS Chem):

The Receiving Address will be populated with the correct delivery address.
Step 3 – Items tab

Use commodity code 85 on the line items:

![Image of a spreadsheet with the line item for a chemical order]

Chemical Orders Placed with Pro-Card

To maintain the integrity of the Laboratory Chemical Inventory Program, all laboratory chemicals should be purchased through KFS. In the event that orders cannot be placed through KFS, and warrant purchase with an authorized Pro-card, Laboratory Chemical Inventory Program guidelines must be adhered to.

When placing orders via Pro-card, the same information must be provided as with regular orders:

CS Chem
Attn: (P.I.’s name)
BLDG Room #
3 Discovery Dr. Unit 6114
Storr's, CT 06269-6114
B. Central Stores Chemical Receiving

The following steps will be followed:

1. All incoming packages must be critically inspected to verify no signs of damage or leakage. No packages shall be accepted that shows signs of damage or leakage.

2. Chemical Receiving staff shall examine the package for the presence of a “diamond” label indicating the physical property of the chemical inside. Examples of these labels are shown below.
3. Received packages with labels as shown above must be segregated and handled by Chemical Receiving Staff. Packages should be accumulated and delivered twice daily.

4. Packages containing dry ice or ice will be delivered by Chemical Receiving staff directly to the end user regardless of the labeling on the package. A package containing dry ice (solid carbon dioxide) will have the following label affixed to the outside of the package:

5. A package will be identified as containing a hazardous chemical by inspecting the outer package labeling. Only packages with such markings will be bar coded and delivered.

6. Once this is verified, staff shall first don the appropriate PPE (as determined by completing a Workplace Hazard Assessment) then proceed to open the package. Once open, staff shall examine the condition of the containers to ensure that there are no signs of leakage or damage. If a package or container shows signs of leakage or damage, after having been accepted, Central Stores staff must determine whether the event is major, requiring a 9-1-1 call, or minor, in which they can manage the event with their properly trained and equipped staff and follow up with EHS to request a hazardous waste pick up.

7. Using the Vertère system, a bar code will be printed and affixed to the inner container. The PI/Lab Manager, the lab location, the name of the chemical and the quantity will be entered into the database. [Note: Bar codes will not be affixed to inner containers that are contained within specially sealed packaging that would otherwise compromise its contents. For these occasions, the printed bar code labels will accompany the package, but the PI/Lab Manager will be responsible for affixing them to the inner containers once the packaging is unsealed].
8. The container will be resealed and the following notice will accompany the package:

![Notice Image]

C. Principal Investigators/Lab Managers

1. Principal Investigators/Lab Managers will verify that all packages of laboratory chemicals received are delivered to the correct location as indicated on the instruction notice accompanying each package.

2. If any of the information on the package instruction notice is incorrect contact Central Stores at 6-6297 or cs_dock@uconn.edu to report the discrepancy and provide the correct information.

3. Once a bar-coded container is empty, the PI/Lab Manager or designee must contact EHS and provide the barcode number. Barcode stickers may be removed from empty containers and affixed to a sheet of paper and forwarded to EHS by mail (Unit 4097), FAX (6-1106) or scanned for email (ehs@uconn.edu). Alternatively, the PI/Lab Manager may keep a log of bar code numbers and send the list to EHS on a regular basis.