



**HUSKYBUY**

UNIVERSITY OF CONNECTICUT

*evolution*

EHS Restricted Materials and  
Equipment Purchases

**UConn**

# EHS Restricted Equipment/Materials Orders

Shop

Go to: [advanced search](#) | [favorites](#) | [forms](#) | [quick order](#) | [Browse: suppliers](#) | [categories](#) | [contracts](#)

**Welcome Pilot Users!**

**Supplier Requests**  
[New Supplier Request](#)

**Helpful Information**  
HuskyBuy Help Desk:  
(860) 486-2BUY (2289)  
[huskybuysupport@uconn.edu](mailto:huskybuysupport@uconn.edu)  
[More Information and Instructions](#)  
[Procurement Services List/Serv](#)

**Non-Catalog Requisition Forms**

- [Goods & Services](#)
- [Blanket Order](#)
- [External Catering](#)
- [Equipment Voucher](#)
- [Equipment Request](#)
- [Software & IT Service](#)

**Internal Request Forms**

- [P-Card Get Card Personal](#)
- [Shipping Address](#)

**Research Suppliers**

- [Fisher Scientific](#)  
PILOT SUPPLIER CONFIGURED
- [VWR](#)  
PILOT SUPPLIER CONFIGURED

**Biological Agent  
Clean Air Device  
Radioactive**  
**EHS Purchase Approval**

**My Resources**  
[huskybuy@uconn.edu](mailto:huskybuy@uconn.edu) | Phone: +1 860-468-2289  
[Site Map](#)

# EHS Restricted Equipment/Materials Instructions

Use the “EHS Purchase Approval” button on the home page for the following:

1. Clean Air Devices (CAD) or Biological Safety Cabinets
2. Biological Agents
  - Contact the Biological Safety Manager, David Cavallaro, with questions
3. Radioactive Materials
  - Requisitioners must have prior permission from their PI and authorization from the Radiation Safety Officer (RSO) or order will not be approved.
  - Contact the RSO, Amy Courchesne, with questions

# EHS Restricted Equipment/Materials Codes

Use the appropriate Commodity Code as specified below for EHS Restricted items.

- **900** Radioactive Materials for: Radioactive material (RAM), radionuclides, radioisotopes, RIA kits, sealed sources, source material.
- **910** Restricted Biological Agents for: Biological select agents/biological toxins.
- **920** Restricted Chemicals for: Controlled substances, DEA list, chemotherapeutics.
  - Contact Chemical Safety Manager, Brent Lewchik with questions
- **930** for Biological Safety Cabinets or other Clean Air Devices

See EHS.uconn.edu [Equipment/Materials Purchases and Acquisitions](#) for details.

# University Equipment Orders

Shop

Go to: [advanced search](#) | [favorites](#) | [forms](#) | [quick order](#) Browse: [suppliers](#) | [categories](#) | [contracts](#)

**Welcome Pilot Users!**

**Supplier Requests**  
[New Supplier Request](#)

**Helpful Information**  
HuskyBuy Help Desk  
(860) 486-2BUY (2289)  
[huskybuysupport@uconn.edu](mailto:huskybuysupport@uconn.edu)  
[More Information and Instructions](#)  
[Procurement Services ListServ](#)

**Non-Catalog Requisition Forms**

<a href="#">Goods &amp; Services</a>	<a href="#">Blanket Order</a>	<a href="#">External Catering</a>	<a href="#">Disbursement Voucher</a>	<a href="#">Equipment Request</a>	<a href="#">Software &amp; IT Service</a>
<a href="#">Biological Agent Clean Air Device Radioactive EHS Purchase Approval</a>					

**Internal Request Forms**

<a href="#">PCard Gift Card Preapproval</a>	<a href="#">Shipping Address</a>
---	----------------------------------

**Research Suppliers**

<a href="#">Fisher Scientific PILOT SUPPLIER CONFIGURED</a>	<a href="#">SIGMA-ALDRICH PILOT SUPPLIER CONFIGURED</a>
---	---

**My Resources**  
[huskybuy@uconn.edu](mailto:huskybuy@uconn.edu) | Phone: +1 860-468-2289  
[Site Map](#)

[Equipment Request](#)

# University Equipment Purchases Instructions

The Requisitioner must use the “Equipment Request” button on the home page.

- Typical office equipment such as copiers, fax/printers, computers, kitchenette microwaves and refrigerators, etc. are excluded.
- Examples include: Radiation Producing Equipment, Equipment containing Sealed Radioactive Sources, Lasers, X-Ray producing equipment, Particle Accelerators, Nuclear gauges, non-ventilated fume hoods and Nanoparticle producing equipment, 3-D printers, Emergency shower/eyewash stations, ventilation units, cranes/hoists, dining services equipment, compressed gas system, etc.

*Note:* If an EHS restricted equipment item is purchased through project funds or acquired without utilizing HuskyBuy, Fiscal Officers must inform EHS directly prior.

# University Equipment Codes

Use the appropriate Commodity Code for Equipment:

- EHS Restricted Commodity Code must be used as this triggers the notification to EHS.
- **Do not use generic Supply Commodity Codes for these EHS restricted items.**
- Commodity Code 940 must be utilized for all EHS restricted equipment (exception: use 930 for Biological Safety Cabinets or other Clean Air Devices and use other order button).

Contact EHS 860-486-3613 with questions.



**HUSKYBUY**

UNIVERSITY OF CONNECTICUT

*evolution*

**UConn**