

## **Order and Delivery Instructions For Gases, Chemicals, Hazardous Materials, Lab Supplies**

Please read closely the following important information regarding policy and requirements for orders and deliveries of gases, chemicals, hazardous materials and lab supplies.

### **1. CHEMICAL ORDERS**

- a. All chemicals and hazardous materials are to be ordered through your department; items not purchased through the Central Processing Facility may be used, but must be entered into inventory by filling out a New Substance Data Form <http://www.microfab.ufl.edu/gaschem.htm> before being brought into the facility. **All items not on inventory will be removed.**
- b. When the delivery has been scheduled, you should make arrangements to be here to receive and store the delivery properly. You are responsible for receiving the delivery OR making arrangements for someone else to receive it for you. [Ludie Harmon](#) will provide an inventory tag for the item before storing.
- c. When receiving hazardous substances and/or chemicals an MSDS sheet should be obtained from the vendor and turned in to [Ludie Harmon](#) at MICROFABRITECH accounting office.

### **2. CYLINDER ORDERS**

- a. All gas cylinders are ordered through MICROFABRITECH. You must also fill out a cylinder order form found at <http://www.microfab.ufl.edu/gaschem.htm>. Charges will be sent to your department.
- b. All cylinders brought into the facility are tagged identifying the vendor, advisor, and location. **All items not on inventory will be removed.** Any questions please contact [Ludie Harmon](#) (352) 392-7976. Please notify Ludie Harmon of any changes. Always return the cylinder cart to the receiving area if you use it.

### **3. DELIVERIES**

- a. Deliveries must have a pre-scheduled delivery time so the owner is available to receive them.
- b. Delivery of chemicals, cylinders and lab supplies: ***IF YOU SIGN FOR A DELIVERY, PLEASE NOTIFY THE ADRESSEE OR MFT PERSONNEL.*** Boxes and cylinders must NOT be stored in hallways or block access to doors. All packages are to be placed in receiving area until owner has claimed. ***PLEASE*** take empty cardboard boxes outside and place into the dumpster located behind the building.

### **4. PACKING SLIPS**

- a. Packing slips are very important. When properly signed, they provide all the information needed to pay an invoice. Sign your full name and date package was received; please write legibly. Include comments to describe damaged or missing items. Packing slips must be turned into the accounting area that will be responsible for payment.
- b. If order is damaged or missing items that are not backordered, please notify [Ludie Harmon](#) at MICROFABRITECH.

### **5. RETURNS – Cylinders or Bubblers**

- a. Empty cylinders that need to be returned must be secured in the receiving area. You must fill out a return form found at <http://www.microfab.ufl.edu/gaschem.htm>. You will need to provide the CID number from the orange label found on the cylinder. **Please remove the orange label and turn into Ludie Harmon.**
- b. Empty toxic gas cylinders are to be kept in one of the gas storage cabinets (GSC) until the truck arrives for pick-up. **Do not store toxic gas cylinders in the receiving area.** Any questions please contact [Ludie Harmon](#) (352) 392-7976.

### **6. HAZARDOUS WASTE DISPOSAL**

- a. **Please remove the white label from the item and turn into Ludie Harmon so we may take it off inventory.**
- b. Follow the appropriate [Hazardous Waste Disposal Procedure](#). **ALWAYS USE APPROPRIATE SAFETY ATTIRE WHEN HANDLING HAZARDOUS CHEMICALS.**