

# Hazardous Chemicals Barcoding Procedures for Lab Personnel

## 1) Lab Personnel

### i) General requirements

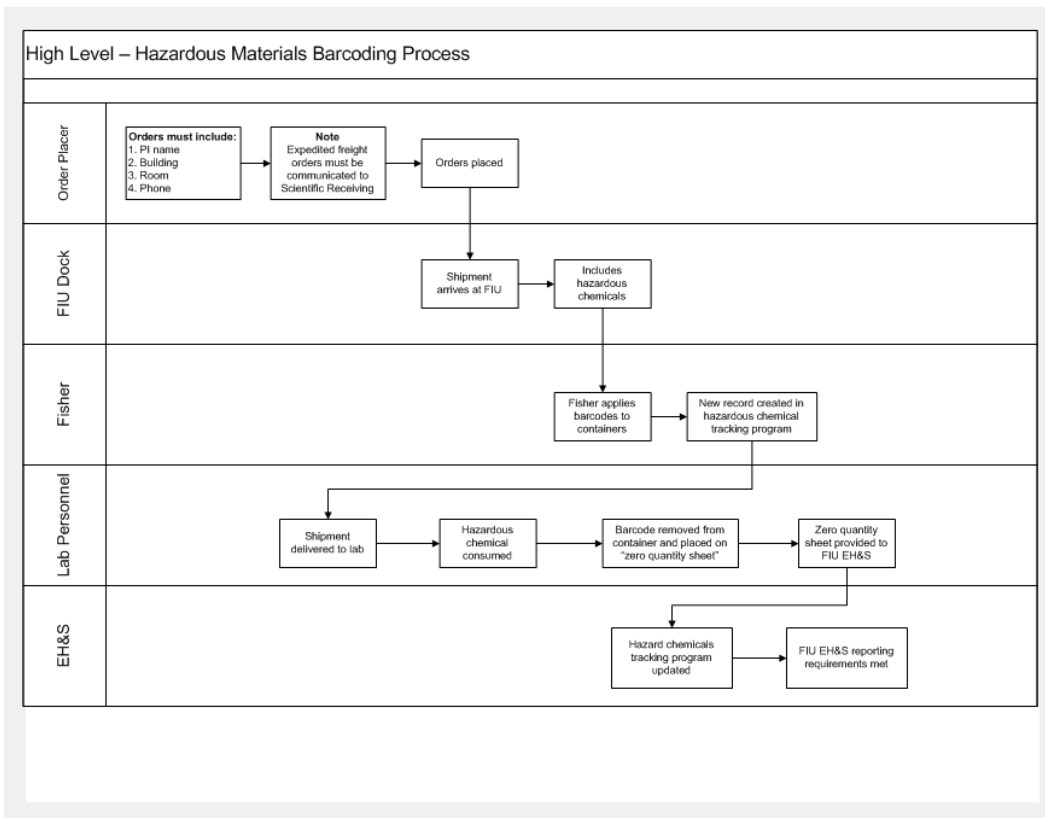
- ✓ When placing product orders with hazardous chemicals, order information must include PI name, building, room, and contact information
- ✓ When expedited orders are placed (premium freight or refrigerated), contact Receiving so they can expect the shipment
- ✓ Hazardous chemicals can only be shipped/delivered to the assigned barcoding areas, to include:

MMC	CP Receiving Dock
EC Bio Medical	EC2600
EC Civil & Environmental Engineering	EC3678
EC Applied Research Center	EC2180
BBC	Central Receiving Dock
- ✓ In rare instances when hazardous chemicals are delivered directly to lab by vendor (bypassing Receiving), EH&S must be contacted to make arrangements for product barcoding
- ✓ When hazardous chemicals are delivered to lab without barcodes attached to containers, a clear packing slip envelope with instructions should be included with the shipment (if not contact Fisher Associate), barcodes must be attached to the container by lab personnel (see section III for detailed instructions) and the required paperwork returned to FIU Receiving personnel to document receipt. FIU Receiving will forward a copy to Fisher Associate for chemical data entry in EHS Assist (see section III for detailed instructions)
- ✓ When MMC lab personnel pick up chemicals from the Fisher Store a secondary containment method for transporting chemicals to their lab area is required
- ✓ When barcoded hazardous chemicals are moved from one lab to another, complete the Hazardous Materials Transfer form available on the EH&S website
- ✓ When a hazardous chemical container contents are consumed, the assigned lab personnel will remove the barcode and apply to the Zero Quantity Sheet. Zero Quantity Sheets will be provided to FIU EH&S for updating the EHS Assist program
- ✓ Only lab personnel from MMC can pick up chemicals from onsite Research Lab Supply Store and must have a secondary containment method for transporting chemicals to their MMC lab

Required steps for making a product pick-ups

1. After placing an online order, end-user must capture order confirmation number
2. End-user should email confirmation number to Store Associate at [frankee.inoa@thermofisher.com](mailto:frankee.inoa@thermofisher.com)
3. End-user will be provided a time when items will be available for pick-up
4. When picking up, lab personnel must provide confirmation number to Store associate; acts as authorization
5. Lab personnel must legibly sign Store copy of order for documentation of receipt of available items

ii) High level - hazardous chemicals barcoding process



iii) Chemical barcoding emergency/back up procedures

The following instructions accompany barcodes contained in a packing slip envelope that must be attached to hazardous chemical containers by lab personnel.



- a. When Fisher associate is not available to barcode a hazardous chemical prior to delivery, assigned barcodes will be placed in a packing slip envelope and attached to the shipment by FIU Receiving personnel prior to delivery to the lab. A sticker will be placed on shipment that reads “[Lab personnel required to attach barcodes to hazardous chemical containers](#)”
- b. When a shipment arrives at lab that includes hazardous chemicals, barcodes in a packing slip envelope, and instructions, unpack the shipment in safe manner
- c. Locate and verify against the packing slip that products and quantities are correct
- d. Utilizing the packing slip with barcodes numbers listed, match the loose barcodes with the correct hazardous chemical containers
- e. Apply the barcodes to the hazardous chemical containers
- f. Note, barcodes should be placed on the chemical container in a uniform and vertical fashion in the space between the label ends. Do not cover any label information



- g. Note, if the container is too small for barcode, apply to the provided tag. Attach the tag to the small container and pull tight the tag end. Trim excess tail off tag



- h. On the copy of packing slip, document the following:
  1. PI name
  2. Building
  3. Room
  4. Contact information
  5. Sign the packing slip
- i. Return the copy of packing slip to Receiving personnel
- j. Retain original packing slip for receipt of order
- k. For additional information on hazardous chemical barcoding, you can contact the Fisher onsite associate at 305-432-7327

**2) Design ated Receiving Area**

- i) Local FIU barcoding back-up  
Each FIU site to include MMC, EC, and BBC will appoint a FIU Receiving personnel to perform barcoding in the event Fisher Scientific personnel are not available. The identified FIU associate(s) are:

Location/Area	Name	Role	Email	Phone
MMC Scientific Receiving	Amando Perez	Manager Scientific Receiving	pereza@fiu.edu	305-331-4056
BBC	Van Robinson	Receiving Clerk	Van.robinson@fiu.edu	305-919-5526
BBC	Eugene Ward	Receiving Clerk	Eward.ward@fiu.edu	305-919-5526

Engineering Campus				
Name	Role	Email	Office/Cell Phone	Responsibility Area
Claudia Estrada	BME Coordinator	claudia.estrada1@fiu.edu	305-348-6717	Bio-Med, Barcode Primary
Yun Qian	Instructional Lab Coordinator	yun.qian@fiu.edu	305-348-6954	Bio Med, Back Up
Andrew Green	Coordinator	agreen@fiu.edu	305-348-6568	Bio Med, Back Up
Aileen Sanchez	Civil & Envir.Eng. Coordinator	aileen.sanchez1@fiu.edu	305-348-6875	Barcode Primary
Jessica Teran	Asst. Coord.Admi.Services	jteran@fiu.edu	305-348-2824	Barcode Back Up
Patty Cepero	Admin.Assistant, ARK	patricia.cepero@fiu.edu	305-348-1817	Barcode Primary
Amer Awwad	Sr. Mech. Eng., ARK	awwada@fiu.edu	305-348-1676	Barcode Back Up

ii) General barcoding information

Unassigned barcodes, PI written instructions, and packing slip envelopes will be left with local FIU Receiving personnel for emergency and back-up Barcoding processes.

**Emergency shipment** = air shipment, perishable, or special freight.

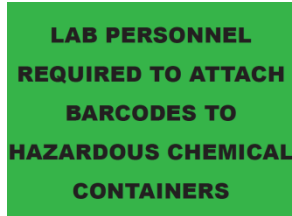
**Back-up process** = Fisher is not able to perform barcoding process. The local FIU Receiving assigns barcodes to shipment and the lab personal attach the barcodes to the hazardous chemical containers.

Copy of signed packing slip should be retained in dept files to document delivery

iii) Emergency and back-up barcoding process steps

- a. For all shipments, identify the hazardous chemicals by the DOT standard
- b. All shipments with hazardous chemicals will be barcoded by Fisher associate unless shipment falls into the emergency or back-up barcoding processes
- c. Verify the shipment against the packing slip for correct products, quantity, etc.
- d. Ensure the packing slip includes PI name, building, room, contact name, contact number. Complete any missing information prior to pickup/delivery
- e. Make a copy of the packing slip with all documentation (PI name, building, room, etc.)
- f. Assign unused barcodes to the hazardous chemicals in shipment and write barcode numbers on copy of packing slip next to their product numbers
- g. Note, FIU Receiving personnel do not apply barcodes to chemical containers
- h. In a clear packing slip envelop (provided), place the original packing slip noting the newly assigned barcodes, the barcodes, and a copy of the "lab personnel instructions" in the envelope and attach to the outside of shipment

- i. Over the packing slip envelope, place the required sticker that reads “Lab personnel required to attach barcodes to hazardous chemical containers”



- j. Deliver shipment to lab. For EC, FIU Receiving personnel will contact lab personnel for pick up
- k. When delivering shipment to lab, remind lab personnel of their requirements to include:
  - 1. Verify shipment information against packing slip for accuracy
  - 2. Apply barcodes to hazardous chemical containers
  - 3. Sign and return copy of packing slip with PI name, building, room and assigned barcode numbers to FIU Receiving personnel.
- l. When the copy of packing slip with required information, is secured by FIU Receiving personnel, submit to the Fisher Associate for EHS Assist data entry

### **3) Lab Supply Ordering Procedures**

Fisher Scientific is honored to have been named the primary supplier for all of FIU’s laboratory supplies, chemicals, equipment and safety products. FIU utilizes the University of Florida contract which gives you exceptional discounts for Academic/Medical Research and completely free shipping, unless you request rush delivery.

#### **FIU Research Lab Supply Store**

FIU has partnered with Fisher Scientific to provide site support service for a FIU Research Lab Supply Store and Hazardous Chemical Tracking Management. Faculty and staff at FIU will have immediate access to the top 100 most commonly used lab supply items based on input obtained from faculty at FIU. After your order has been placed online, you can either pick up items at the store or Scientific Receiving will deliver the items from the store to your defined location.

In order to pick up available items at the store after placing an online order, an email with the order confirmation number should be sent to [frankee.inoa@thermofisher.com](mailto:frankee.inoa@thermofisher.com). A response email will be sent which will include a time when the items will be available for pick up. The order confirmation number should be provided at pick up and personnel picking up items will be required to legibly sign Store copy of the order to confirm authorization/receipt.

The store is located in AHC-4, Room 126 at MMC.

Hours: Mon, Wed, Fri: 8:30 am -12:30 pm and 3-5 pm

Tues, Thurs: 8:30 – 10 am and 3-5 pm

If items need to be picked up at the store between 1-3 pm, contact the on-site Fisher Associate, Frankie Iona at 305-432-7327.

### Ordering Instructions

- To order any chemicals from FIU Research Lab Supply Store you must have a lab at the MMC campus and logged in at <https://www.fishersci.com/us/en/education-products.html> under the 270345-003 account. Deliveries are only made at MMC, all other non-chemical orders will have to be pickup at the store.
- All FIU campuses can log in with an FIU account number and place orders on line at <https://www.fishersci.com/us/en/home.html>. The discounted prices displayed are the current negotiated University of Florida contract prices and there are no shipping fees unless you request an expedited delivery.
- All FIU campuses can also log into PantherSoft at <https://myfs.fiu.edu/psp/fscm/?cmd=login&languageCd=ENG&> and shop at **myFIUmarket**. The only method of payment with **myFIUmarket** is with an approved Requisition/Purchase Order. PCards and Blanket Purchase Orders are not payment options. When you are ordering from Fisher's complete catalog at **myFIUmarket** an icon will identify the items in the store. All orders will be shipped to your defined location when shopping at **myFIUmarket**.
- **myFIUmarket** went live on Monday, August 10, 2015. Please be sure to obtain the available resources and register for one of the training sessions at <http://finance.fiu.edu/controller/TrainingRegistration.html>. You may access the PantherPost at <http://finance.fiu.edu/controller/News.html> for additional information and ongoing updates.
- Emergency/Expedited orders can be placed by calling Fisher's Customer Service at 800-766-7000 utilizing your PCard.
- PCards can only be used for Hazardous Chemicals when purchasing from Fisher Scientific.

### Hazardous Chemicals-EH&S Assistant

To allow PIs to focus on your research, Fisher Scientific will now enter all the hazardous chemicals into the EH&S Assistant program at all 3 FIU university campuses. When the Fisher Associate is not at the store, he will be at Scientific Receiving, EC or BBC barcoding and entering hazardous chemicals into the EH&S Assistant program. To ensure all hazardous chemicals are entered and barcoded, **ALL** orders for hazardous chemicals must be shipped/delivered to the appropriate defined locations below:

- MMC CP Receiving Dock -193

- EC Bio Medical EC2600
- EC Civil & Environmental Engineering EC3678
- EC Applied Research Center EC2180
- BBC Central Receiving Dock

### **Chemical Removal from Inventory**

EH&S will be responsible for picking up the Zero Quantity form from the labs on a weekly basis and Frankee Inoa of Fisher Scientific will be removing the hazardous chemicals out of the EH&S Assistant inventory.

Lab Personnel will have 2 options for the removal of chemicals from their EH&S Assistant Inventory:

- 1.) Complete the Zero Quantity form and have it collected by EH&S on a weekly basis.
- 2.) Manually remove chemicals by deleting them in their respective PI's EH&S Assistant portal.

More information on the Hazardous Chemicals Procedures and the store can be found at <http://ehs.fiu.edu/Programs/Pages/EHS-Assistant.aspx> under Programs, EH&S Assistant link.

### **Contacts**

#### **On-site:**

Frankee Inoa  
Email: [Frankee.inoa@thermofisher.com](mailto:Frankee.inoa@thermofisher.com)  
Phone: 305-432-7327

#### **Sales Representative:**

Jillian Vicale  
Email: [Jillian.Vicale@thermofisher.com](mailto:Jillian.Vicale@thermofisher.com)  
Phone: 954-559-2257

#### **For Immediate Assistance for Fisher Scientific Orders call:**

Customer Service 800-766-7000  
Web Support 877-885-208