DATE: May 19, 2020

POLICY NUMBER: PHM/TOX-001

Revision #2.0 (05.19.2020)

SOP TITLE: Receiving/Shipping During COVID-19

AUTHOR(S): PHM/TOX Reactivation Committee

APPROVED BY: Dr. Richard Neubig, Chairperson

STANDARD OPERATING PROCEDURE

Research Group: Pharmacology & Toxicology

Author: 

Last revision date: 05.19.2020

Room and Building: B440 Life Science Building

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Section 1: This standard operating procedure is for

☐ Shipping and receiving for Life Science building during Reactivation of Research.

☐ A departmental procedure to reduce contact for shipping vendors University Stores / FedEx/UPS/DHL/other carriers.

Section 2: Engineering Controls

Packages will be handled wearing gloves.

Wash hands thoroughly after handling package.
Section 3: Procedure for Receiving packages

For all Spartan Marketplace orders, please change room number on your profile to B440. The rest remains the same, attention to your lab PI.

All NON-SPARTAN MARKETPLACE packages ordered for delivery to the Pharmacology & Toxicology Department are be addressed to:

Michigan State University  
Angell Building  
166 Service Rd  
*PI Name/ Life Science Bldg. Room #B440*  
East Lansing, Michigan 48824

The departmental office will scan and email the arrival of your package and where product was placed until you can retrieve the package. Your perishable item will be properly stored upon arrival.

If your package is perishable and needs special handling, provide a contact number for timely notification.

If you choose to have packages delivered directly to Life Science, provide delivery date and contact phone number for lab receiving order.

Special circumstances should be arranged with the departmental office staff.

Section 4: Procedure for Shipping packages

Please be sure appropriate labels and documentation accompany your package before bringing to departmental office.

It is best to let the department office know you are planning to ship prior to the day of shipping.

At this time, packages should be ready for drop off by noon. East Lansing FedEx does not process DRY ICE shipments.

Those packages must be taken to 5930 Enterprise Dr, Lansing, MI 48911

If you are unsure of appropriate documentation, please refer to the EHS website for shipping.

[https://ehs.msu.edu/lab-clinic/shipping/index.html](https://ehs.msu.edu/lab-clinic/shipping/index.html)

Section 13: SOP Review and Prior Approval

I have reviewed and understood this Standard Operating Procedure, and agree to abide by the protocols described herein: