DATE: October 14, 2020

SOP TITLE: Receiving/Shipping During COVID-19

STANDARD OPERATING PROCEDURE

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

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 email the arrival of your package and where product was placed. Your *perishable* item will be properly stored upon arrival. You will receive an email stating the package arrived and was properly stored.

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

**Proper documentation (Hazard identification/MTA) must accompany package with detailed description of contents (size/quantity/packaging).**
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:

Signature: ___________________________________________________________ Date: __________________

Signature: ___________________________________________________________ Date: __________________

Signature: ___________________________________________________________ Date: __________________

A completed copy of this Standard Operating Procedure has been reviewed and approved by MSU Office of Environmental Health & Safety:

MSU EHS Staff: _______________________________________________________ Date: ______________

Supplemental info:

https://technologies.msu.edu/researchers/forms/mta-cda-dua
https://ehs.msu.edu/lab-clinic/shipping/bio-shipping-procedures.html