

DATE: April 9, 2021

POLICY NUMBER: PHM/TOX-001

Revision #4.0(04.09.2021)

SOP TITLE: Receiving/Shipping **During COVID-19**

AUTHOR(S): PHM/TOX Reactivation Committee

APPROVED BY: Dr. Anne Dorrance, Interim Chairperson

Shipping Address Format:

Michigan State University

PI Name / Life Science Rm #B440 (or lab room #)

166 Service Road

East Lansing MI 48824

STANDARD OPERATING PROCEDURE

Research Group: Pharmacology & Toxicology

Author: _____

Last revision date: 04.09.2021

Room and Building: B440 Life Science Building

Contact Information: Heather L. deFeijter-Rupp room B442 phone-517-884-8023

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

Spartan Marketplace orders: please continue to address packages to Life Science Room # _____ (your lab #) attention to your lab PI.

Non-Spartan Marketplace orders: packages ordered for delivery to the PharmTox Department are be addressed to:

Michigan State University

Attn: PI Name, Life Science, Rm # _____

166 Service Rd

East Lansing, Michigan 48824

Please, do NOT use the Bogue Street address. It is the responsibility of the person placing ANY order to be sure the address is correct and not auto filled with the wrong address.

The main office (B440) will email you when your package arrives and tell you where the package was placed. Perishable items will be stored properly upon arrival. **PLEASE reply to the office email to confirm receipt as soon as possible.**

Special circumstances should be arranged with the department office staff.

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

Section 4: Procedure for Shipping packages

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

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

Packages should be brought to the main office by 10:30 am.

East Lansing FedEx does not process DRY ICE shipments.

You must take dry ice packages 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>

MTA, CDA & DUA

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Confidentiality/Nondisclosure Agreements

Submit requests for a CDA/MTA/DUA using the Agreement Portal

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A Confidential Disclosure Agreement (CDA) (sometimes referred to as a Non-Disclosure Agreement (NDA) or a Confidentiality Agreement) is a legal contract that governs the exchange of proprietary or confidential information. The agreement is used when there is a need to share confidential or proprietary information with an external party for a limited purpose while protecting it from being disclosed to others or the public. A CDA is also used when there is a need to avoid forfeiture of patent rights due to premature public disclosure.

The review, approval process and execution of CDAs typically takes at least two to three weeks so please plan to submit your request early. Before signing each CDA, MSU alerts ECTE. Once the CDA has been properly executed,