DATE: April 9, 2021

Shipping Address Format:

Michigan State University
PI Name / Life Science Rm #B440 (or lab room #)
166 Service Road
East Lansing MI 48824

SOP TITLE: Receiving/Shipping During COVID-19

AUTHOR(S): PHM/TOX Reactivation Committee

APPROVED BY: Dr. Anne Dorrance, Interim Chairperson

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