

DATE: May 19, 2020

POLICY NUMBER: PHM/TOX-002

Revision #1.0(05.19.2020)

SOP TITLE: Non-Stock Essential Supply Delivery and Vendor Service

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

- Receiving Non-Stock essential supplies or services to Life Science building during Reactivation of Research.
- A departmental procedure to reduce contact with vendors for AirGas/Hav-A-Bar/QualityAir Services/Vendors required for PMI of instrumentation

Section 2: Engineering Controls

For Dry ice, packages will be handled wearing gloves.

Wash hands thoroughly after handling package.

Section 3: Procedure Non-Stock Essential Supplies and Services

Deliveries will be received at the loading dock for dry ice coming into the building, then Core Manager will transport to appropriate storage.

AirGas has access to the building, uses the service elevator and delivers directly to the core, MedChem or B423. Paperwork is left with tank and there is little to no interaction with delivery person.

QualityAir schedules ahead of time and are met at door then brought directly to rooms scheduled for certification.

Vendors performing service or PMI of departmental or laboratory equipment will need to schedule service ahead of time to facilitate access to equipment.

New equipment installation should be arranged with departmental office to minimize numbers in area of installation.

Emergency repairs of equipment should be reported to departmental office.

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: _____

REVISION DATE:

REVISION SUMMARY:

REVISION COMPLETED BY: