

# **Stockroom Policy**

## **Science & Engineering Building**

### **I. INTRODUCTION:**

Many of the faculty principal investigators (PIs) use chemicals, biological materials, compressed gases and refrigerants, as well as general boxed deliveries. Deliveries of these items will occur on a daily basis. The Science & Engineering Building (SEB) has a stockroom with storage for chemicals, waste and compressed gases.

This policy document addresses:

- A) Facilities in the stockroom
- B) Deliveries and disposal of waste
- C) Policy

### **II. DEFINITIONS:**

**Chemicals:** Corrosives, Oxidizers, Flammables, Acids, Bases, reagents, etc.

**Compressed gases:** Cylinders typically of Nitrogen, Argon, Oxygen, Carbon Monoxide, Carbon Dioxide, Helium, etc.

**Cryogenics:** Liquid Helium and Liquid Nitrogen

### **III. FACILITIES IN THE STOCKROOM**

- The stockroom is 600 sq ft. and has 12 steel shelving units, 3 flammable storage cabinets, a hazardous storage vault, general chemistry hood, and service window off the loading dock controlled corridor.
- Three compressed cylinder lockers are available for tank storage, typically for Chemistry, Life sciences, Geo-sciences, and Engineering.
- A small +4C refrigerator and -20C freezer for perishable deliveries.

### **IV. DELIVERIES AND DISPOSAL**

- Types of Deliveries:
  - 1) Overnight urgent deliveries coming through UNLV receiving
  - 2) Non-urgent deliveries
  - 3) Praxair compressed gas cylinder and cryogen deliveries
  - 4) Disposal of chemical and biological waste

## **V. POLICY**

SEB Stockroom is not to be used as long-term storage. Received items, which are non-perishable and do not have to be refrigerated, should be picked up within 4 days. Perishable items should be picked up the same day.

- The stockroom will be open every UNLV business day from 8:00 AM to 5:00 PM.
- All deliveries, collection, disposal of waste will happen between 8:00 AM and 4:00 PM.
- Compressed Gas Cylinder Deliveries
  - SEB infrastructure allows for easy delivery of compressed gas cylinders to the service halls. All tank racks in the service hall adjacent to lab locations are addressed with the lab # and alphabetical letters from U to Z (Example: 1155-U). When ordering a tank or requesting retrieval by Praxair, specify the desired location with the lab rack #. The Praxair delivery driver will then be able to make direct delivery from the loading dock. All tank deliveries missing a rack address will be directed to the stockroom cylinder lockers for pickup by the lab staff. It will be the responsibility of the labs without a service hall to bring any empty cylinders to the stockroom for vendor pick-up.
- Cryogen Deliveries:
  - SEB infrastructure allows for easy delivery of large cryogen dewars to the service halls. Locations are designated and addressed similar to tank rack locations with floor markings. Dewar locations are addressed with the lab # and alphabetical letter from U to Z. Example: “1155-X” When ordering a cryogen dewar or requesting retrieval by Praxair please specify the desired location with the dewar address. The Praxair delivery driver will then be able to make direct delivery from the loading dock. All cryogen dewars missing an address, or associated with a lab without a service corridor, will be directed to the stockroom for pickup by the lab staff. It will be the responsibility of the labs without a service hall to bring any empty dewars to the stockroom for vendor pick-up
- Outgoing Packages
  - SEB Stockroom attendants will accept outgoing packages for UNLV Delivery Services. It shall be the responsibility of the sender to drop off the outgoing package to the stockroom fully packed for shipment and with a signed Shipping Authorization Form. The stockroom attendant will then contact UNLV delivery services for pickup. For the package to go out the same day it must be delivered prior to 1 PM.
- After all Compressed Gas Cylinders or Cryogen deliveries by Praxair (UNLV’s Contracted Gas Supplier) a Picking Ticket will be handed over to the stockroom

attendant. This Ticket will be mailed to the ordering individual/ordering department for their record keeping.

- The SEB Stockroom attendant will be proactive in contacting the addressee. Once the delivery is received, the item will be logged in and the PI or his/her designee will be contacted by the stockroom attendant.
- When the PI or his/her designee collects the items from the stockroom, they will acknowledge the receipt of the item.
- All items delivered to the stockroom should be picked up within 4 days of delivery. The SEB Stockroom should not be used for long term storage.
- If parcels are not picked up in 4 days, security and shipping conditions of the parcels cannot be guaranteed. Packages are not guaranteed by the SEB stockroom to be there for pickup past the 4 days.
- Chemicals and biological wastes have to be carefully separated, labeled and brought to the stockroom during its hours of operation by the PI or his/her designee.
- Placing orders and maintaining inventories of chemicals, gases and other items will be done by the individual faculty PI using procedures they have always followed through their units.

For detailed information on mail and deliveries, see “Policy-SEB Deliveries”

Approval Date: 08/13/09

Last Amended: 01-25-2012

Authority: SEB Stockroom Committee