

Background Information:

Per South Dakota Mines Policy VII-03: *All laboratory chemicals, laboratory instruments containing chemicals, biological materials, and radioactive materials will be obtained/purchased through the campus chemical storeroom unless prior approval is obtained from the storeroom.*

The Campus Chemical Storeroom sets forth the following guidelines to assist with the process pertaining to purchasing chemicals and other like materials. Refer to Policy VII-03 and this document for questions, and clarify with the storeroom coordinator at aaron.grimm@sdsmt.edu

The Chemical Storeroom is working to go Green in its processing of chemical material orders. As much as possible electronic order requests are preferred.

Ordering Chemicals from an Off-Campus Vendor:

To streamline the process, complete the following steps:

1. Determine needs and start the requisition process

It is the end-user's responsibility to determine the appropriate product(s) needed for the experiments and other elements of their work. Be sure to read all descriptions and supplemental information to know what does and does not come with a product, and parameters for use. It is also important to know the appropriate quality of a product for your application. If a product does not meet your needs it is often difficult (sometimes impossible) to return, so be sure and work with your Primary Investigator (PI) to be safe.

Once you have identified the appropriate product(s) for your work visit the chemical storerooms webpage [here](#) to download the form required to place an order. Here are some requirements for this form:

- Only this form will be accepted for orders to be placed via the chemical storeroom.
- Only one vendor's worth of materials per form, (i.e. separate forms for Fisher Scientific, Sigma Aldrich/Millipore Sigma and VWR)
- Be sure to provide shipping (if you don't know, assume it will ship overnight on dry ice, and guess \$100)
- If the order totals more than \$1,000.00 secure a quote from the vendor (contact the storeroom coordinator if you need help at aaron.grimm@sdsmt.edu)
- Be sure to fill the form out in its entirety, with quantity, catalog numbers, item details, etc.

If the form received by the storeroom is not completed including the above information, it may be returned to the end user for clarification. This could cause delays in order processing.

2. Secure authorization from your PI

Submit the form completed from above to your PI for approval via email. Some departments require that all orders go through a department secretary, project coordinator or program administrator include them in this process as well if this is the case. To reduce confusion on your order, please consider not emailing the storeroom until this step has been completed.

In this step you must get authorization from your PI to place the order. This authorization must be in writing from the PI either on the form, or via an email chain. This process gets complex based on your PI or even your department. Sometimes your PI will ask you to send it to the storeroom on their behalf, other times they will send it themselves, some have the department secretary, project coordinator or program administrator send it. Be sure to work with your PI to determine this procedure for your

situation. Either way, the completed form, or email chain indicating authorization with the form attached needs to be sent to EHS.Storeroom@sdsmt.edu to place the order.

Authorization includes an index code and a statement from the PI to use that index code to pay for the requisition. (This is a requirement from the State Auditor and non-negotiable.) Orders will not be considered complete until this authorization is provided resulting in delays to your order.

3. Storeroom Processing of your order:

Once the order has been successfully submitted to EHS.Storeroom@sdsmt.edu, it will be reviewed by the storeroom coordinator or their designee to be sure that all paperwork is in order. They are looking for:

- Is the correct form used?
- Is the form complete?
- Is there only one vendor per form?
- If the order totals more than \$1,000 is a quote provided?
- Is there appropriate documentation to use the index code provided for payment?

If any of the questions above are answered no, the requisition is returned for correction. If all answers are yes, the order is accepted and assigned an internal storeroom order number.

Once an order is accepted by the storeroom, and an email providing the internal storeroom order number has been sent to the appropriate individuals, the storeroom may take up to three (3) business days to create a purchase order, utilize a state procurement card, or other means as appropriate to get your materials ordered. Reasons for a delay may include but are not limited to, index code authority issues, updating vendor information, issues contacting a vendor for order placement and/or negotiating terms of the order by the State of South Dakota.

If an order is going to take longer than the above mentioned three business days, an order update will be sent to the affected parties, to investigate other options as appropriate.

4. Order Delivery and Final Payment

After the order has been placed, and the items have arrived, the storeroom will inventory the materials, and store appropriately until delivery can be made.

Currently to minimize the number of people coming to the storeroom, the storeroom is delivering all orders to the location indicated on the provided forms. If materials are temperature sensitive, an appointment will be made to acquire those materials and get them to the appropriate storage in your laboratory.

Deliveries are scheduled daily in the afternoons, and are based on a rotating schedule, adaptable to the amount of materials needing delivery to a location or building. Special deliveries may be scheduled by appointment only and are subject to availability.

If after 1 week from the date you received an internal storeroom order number you have not received your materials, please contact the storeroom coordinator at aaron.grimm@sdsmt.edu to request an order update. Be sure to reference your order number. These delays are uncommon, but usually are the result of a backorder.

Ordering Chemicals available in the Storeroom:

In several cases chemicals are in stock via the storeroom already. Most alcohols, concentrated acids and bases and otherwise common solvents have been purchased in bulk by the storeroom and are available for resale. To reduce waste, we encourage users to refill their bottles wherever possible. However, the storeroom can provide you a new bottle at an additional charge. More details will be outlined later. For now, here is how to order a chemical available in the Chemical Storeroom.

1. Determine needs and start the requisition process

It is the end-user's responsibility to determine the appropriate product(s) needed for the experiments and other elements of their work. It is also important to know the appropriate quality of a product for your application. All sales on materials from the storeroom are final, no refunds will be made.

Once you have identified the appropriate product(s) for your work visit the chemical storerooms webpage [here](#) to download the form required to place an order. Please select the "Chemical Storeroom Requisition Form." Here are some requirements for this form:

- Only this form will be accepted for orders to be supplied from the chemical storeroom.
- Reference the Price List also available on this page, for a list of the common items and the costs therein. Just because a chemical isn't listed does not mean it isn't available, its just not as commonly requested. Email the storeroom coordinator at aaron.grimm@sdsmt.edu for availability and pricing.
- Provide pricing from the pricelist or from the email reply from the storeroom coordinator.
- If an item is a refill denote that on the form in the description [i.e. Absolute Ethanol (refill)]
- If an item requires a new bottle, please select the size of bottle and your preference of glass or plastic and add the bottle to the form as well. If your chemical is determined to be incompatible for the material requested, it will be changed for you, and you will be notified prior to order processing.
- Be sure to fill the form out in its entirety.

If the form received by the storeroom is not in completed including the above information, it may be returned to the end user for clarification. This could cause delays in order processing.

2. Secure authorization from your Primary Investigator (PI)

Submit the form completed from above to your PI for approval via email. Some departments require that all orders go through a department secretary, project coordinator or program administrator include them in this process as well if this is the case. To reduce confusion on your order, please consider not emailing the storeroom until this step has been completed.

In this step you must get authorization from your PI to place the order. This authorization must be in writing from the PI either on the form, or via an email chain. This process gets complex based on your PI or even your department. Sometimes your PI will ask you to send it to the storeroom on their behalf, other times they will send it themselves, some have the department secretary, project coordinator or program administrator send it. Be sure to work with your PI to determine this procedure for your situation. Either way, the completed form, or email chain indicating authorization with the form attached needs to be sent to EHS.Storeroom@sdsmt.edu to place the order.

Authorization includes an index code and a statement from the PI to use that index code to pay for the requisition. (This is a requirement from the State Auditor and non-negotiable.) Orders will not be considered complete until this authorization is provided resulting in delays to your order.

3. Storeroom Processing of your order:

Once the order has been successfully submitted to EHS.Storeroom@sdsmt.edu, it will be reviewed by the storeroom coordinator or their designee to be sure that all paperwork is in order. They are looking for:

- Is the correct form used?
- Is the form complete?
- Have the bottles been listed as to be acquired or the materials noted as a refill?
- Is there appropriate documentation to use the index code provided for payment?
- Are the quantities in compliance with any item allocation limits for the user or lab space?

If any of the questions above are answered no, the requisition is returned for correction. If all answers are yes, the order is accepted and assigned an internal storeroom order number. This number will be different from an order number from an off-campus vendor.

Once an order is accepted by the storeroom, and an email providing the internal storeroom order number has been sent to the appropriate individuals, the storeroom may take up to three (3) business days to fill the order. These (3) business days typically are in case a material is temporarily out of stock, and waiting on a new supply to be delivered, but may vary from material to material

If an order is going to take longer than the above mentioned three business days, an order update will be sent to the affected parties, to investigate other options as appropriate.

4. Order Delivery and Final Payment

After the items have arrived, the storeroom will inventory the materials, and store appropriately until delivery can be made.

Currently to minimize the number of people coming to the storeroom, the storeroom is delivering all orders to the location indicated on the provided forms. If materials ordered are temperature sensitive an appointment will be made to acquire those materials and get them to the appropriate storage in your laboratory.

Deliveries are scheduled daily in the afternoons, and are based on a rotating schedule, adaptable to the amount of materials needing delivery to a location or building. Special deliveries may be scheduled by appointment only and are subject to availability.

If after 1 week from the date you received an internal storeroom order number you have not received your materials, please contact the storeroom coordinator at aaron.grimm@sdsmt.edu to request an order update. Be sure to reference your order number. These delays are uncommon, but usually are the result of an issue related to the storerooms suppliers.

Liquid Nitrogen Dispensing

Liquid Nitrogen is a commonly used material for demonstrations and maintaining equipment and instrumentation. If you are needing liquid nitrogen for neither of these categories, but for a research or teaching lab experiment, please follow the procedure below for a Demonstration. All fills will be made into an appropriate dewar to be provided by the end-user.

1.a For Demonstrations ONLY:

Considering recent events surrounding COVID-19, consideration needs to be made regarding the events, and demonstrations involving Liquid Nitrogen as a component. As a result, in addition to the procedures outlined later, all demonstrations must be reviewed by Environmental Health and Safety

and approved before Liquid Nitrogen will be dispensed. To review your plans for a demonstration please email the Environmental Health and Safety Manager. This review must be completed for each event, including Liquid Nitrogen Ice Cream.

1.b For Equipment and Instrumentation Maintenance ONLY:

Equipment and Instrumentation are often critical elements of our campus operations. Some instruments require regular fills of Liquid Nitrogen to keep them running, while others need filled every time it needs to be utilized. It is essential that the Storeroom knows in advance when you will need to acquire liquid nitrogen for these purposes. Please notify the storeroom if you have an instrument that requires regular fills, and the frequency of those fills for planning purposes. A recurring appointment will be scheduled based off this schedule, with appropriate documentation. For scheduled maintenance of instrumentation, a bill will be sent once a month to the signature authority for payment, all other services will be prepaid only.

2. Requesting a Liquid Nitrogen Fill:

Users need to schedule a Liquid Nitrogen Fill in advance with the storeroom coordinator. These requests must be submitted to the storeroom coordinator directly. To schedule an appointment, the following information must be provided in the email:

- Written documentation from the signature authority on the account for payment.
- How many liters will be filled?
- What the Liquid Nitrogen will be used for (authorization from the EHS Manager where applicable)

In addition to the above, the user will need to provide their own dewar. The storeroom does not have access to a dewar that can be leant out for any reason, it is the end user's responsibility to secure the dewar in advance. **Plastic Coolers are not a dewar and will not be filled for any reason.**

3. Your Appointment:

Your appointment is the time for dropping off the dewar, please allow at least 2 hours before your event or scheduled maintenance. The storeroom will take possession of your dewar and notify you of the time to check back for the full dewar. This window of time will allow for the filling of the dewar, as well as for the handles to warm up to a safe handling temperature on the exterior of the dewar.