

To: Faculty and Staff,
From: Kris Rossmiller, Environmental, Health & Safety Specialist
Date: September 12, 2008

Re: Chemical receiving

Beginning September 15, 2008, all chemicals ordered including: solvents, reagents, acids, adhesives, paints, degreasers, detergents, cleaning products, bleach, biologicals, non-scheduled pharmaceuticals, oils, greases, RNA, DNA, pesticides, gases etc. are to be sent to Chemical Receiving, attn:Kris Rossmiller. Chemical Receiving is located in Harvey Ingham, Room 3, 2804 Forest Avenue, Des Moines, Iowa 50311. Deliveries are to be made at the Forest Avenue loading dock located on the north side of Harvey Ingham and accessible from Forest Avenue only. Denote person receiving the chemical on the order.

The following are bar-coding procedures for certain departments:

- **Pharmacy**-scheduled drugs, those that require a signature by a registered pharmacist, are to be delivered to the appropriate area. The pharmacist shall e-mail a list of the drugs received to Kristine.rossmiller@drake.edu. The EHS department will make arrangements to come and bar-code the drugs.
- **Offices in buildings**- We have divided the campus into 4 quadrants and will go to buildings in each quadrant the first and third weeks of the month to bar-code materials that have been received such as 409, Ajax, gorilla glue etc. When you receive chemicals please e-mail Kristine.rossmiller@drake.edu so we can put you on the schedule. If we do not receive an e-mail we will not come by your office.
- **Student Organizations**-need to notify Kristine.rossmiller@drake.edu when they purchase any chemical such as paint etc. and the EHS will make arrangements to bar-code the chemical.
- **Athletics**-need to notify Kristine.rossmiller@drake.edu when they receive chemicals and they will be bar-coded the first and third week of every month.
- **Head Start**-need to notify Kristine.rossmiller@drake.edu when they receive chemicals at any of their sites and appropriate labels and MSDSs will be sent to the location. Head Start is responsible for seeing that labels are placed on appropriate containers.

When sending information about the chemical you received include:

- Chemical name
- Manufacturer
- Amount
- Number of containers
- Location of chemical
- Name of person responsible for chemical

When chemicals are received in chemical receiving they will be barcoded, labeled with receive date and the date to be removed if they are a peroxide former, labeled with a Hazardous Materials Identification System label, entered into the master inventory and the departmental or room inventory. A hard copy of the MSDS will be delivered with all chemicals delivered by the EHS department and a MSDS for all chemicals will be placed in the MSDS Online binder. The MSDS Online program is found on the EHS webpage (www.drake.edu/ehs).

The following departments shall have chemicals delivered to chemical receiving:

Chemistry
Pharmacy (non-scheduled drugs)
Biology
Psychology
Art
Theater

All chemicals will be delivered the day received unless the department makes alternative arrangements with EHS.

Accounting paper work will be sent to the appropriate Budget Manager or researcher.

The schedule for visiting the buildings in the quadrants is:

Quadrant 1- Monday
Quadrant 2-Tuesday
Quadrant 3-Wednesday
Quadrant 4-Friday
(This schedule is subject to change)

Quadrant Table

Quadrant 1	Quadrant 2	Quadrant 3	Quadrant 4
Fine Arts Center	The Point	Aliber Hall	Knapp Center
Old Main	Opperman Law Library	School of Education	Bell Center
Howard Hall	Cartwright Law School	Goodwin Kirk Residence Hall	Tennis Center
Dial Center	Carnegie Hall	Ross Residence Hall	Fieldhouse
Security	Cole Hall	Olmstead Center	Mainstay
Legal Clinic	Cowles Library	Hubble Dining Hall	
ROTC	Medbury Hall	Stalnaker Residence Hall	
Kinne Center	Meredith Hall	Carpenter Residence Hall	
	Jewette Residence Hall	Crawford Residence Hall	
	Morehouse Residence Hall	Herriott Residence Hall	