

## Purchasing Biological Materials and Laboratory Chemicals

All biological materials and laboratory chemicals must be purchased from [University-wide contracted suppliers](#) through the punch-out or hosted catalog functions in the [PantherExpress System](#) and in accordance with applicable [EH&S safety guidelines](#) (for biological materials) and/or the University's [chemical hygiene plan](#) (for laboratory chemicals).

If a University-wide contracted supplier cannot provide the biological materials and laboratory chemicals then University departments may request to add a supplier to University vendor database in order to purchase through PRISM or through the PantherExpress System using the non-catalog form.

**How to Create a New Supplier of Biological Materials or Laboratory Chemicals** In order to create a new supplier from whom to obtain biological materials and laboratory chemicals, University departments must submit the following items to [Purchase, Pay & Travel Customer Service](#):

1. [Supplier Verification Form](#); and
2. Information on whether the supplier meets the ISO 9001:2008 certification standards;  
\_\_\_\_\_ Yes, supplier does meet the ISO 9001:2008 certification standards (attach evidence of certification) or

\_\_\_\_\_ No, supplier does not meet the ISO 9001:2008 certification standards;

and

a) For Biological Materials

i) For All Suppliers:

(1) Name of material (e.g. genus, species and strain)

\_\_\_\_\_;

(2) Description of material (e.g. virus, purified protein, plasmid, nucleic acid) \_\_\_\_\_

\_\_\_\_\_;

(3) A brief description of the biological material's intended purpose of use

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(4) An explanation of why existing suppliers cannot provide the material \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_;

(5) Information on what form of transport the supplier will use to ship the order and whether that transporter complies with International Air Transport Association (IATA) requirements and applicable U.S. Department of Transportation (DOT) regulations. Applicable transport information (for example, proper shipping name and hazard class) is shown on the item's Material Safety Data Sheet.

Please note: While the supplier may state that it will ship using a well-known carrier, for example - FedEx, UPS or DHL, use of such a carrier does not necessarily ensure compliance with IATA and DOT. If the supplier does not properly identify the contents of the package, the carrier will not be aware of the package's contents. The supplier is ultimately responsible for ensuring compliance and thus all of the responsibility rests with the supplier not with the carrier.

Form of Transport \_\_\_\_\_

Complies with IATA requirements: Yes \_\_\_\_\_ No \_\_\_\_\_

Complies with applicable DOT regulations: Yes \_\_\_\_\_ No \_\_\_\_\_

(6) Special note: Live animals must be procured through the University's Division of Laboratory Animal Resources (DLAR).

ii) For Foreign Suppliers Also Provide:

(1) Applicable export permit documentation from the country of origin (such documentation may be similar to what the [U.S. requires of its exporters](#)) (attach);

(2) Applicable import permits, which must be obtained by the department and submitted through EH&S with costs borne by the department (attach); and

(3) If a purchase order is issued, the shipping term used should be "DDP Destination" (Delivered Duty Paid). This indicates that the supplier will pay any duty for both export and import and will carry out all customs formalities. Will the foreign supplier pay all customs and duties applicable to the items ordered? Yes \_\_\_\_\_ No \_\_\_\_\_

b) For Laboratory Chemicals

i) For All Suppliers:

(1) Common chemical name \_\_\_\_\_;

(2) Chemical manufacturer \_\_\_\_\_;

(3) Chemical quantity \_\_\_\_\_;

(4) CAS (Chemical Abstract Service) Registry Number \_\_\_\_\_;

(5) Product's material code \_\_\_\_\_;

(6) A brief description of the chemical's intended purpose of use \_\_\_\_\_  
\_\_\_\_\_;

(7) An explanation of why existing suppliers cannot provide the chemical \_\_\_\_\_  
\_\_\_\_\_; and

(8) Information on what form of transport the supplier will use to ship the order and whether that transporter complies with IATA requirements and applicable DOT regulations.

Please note: While the supplier may state that it will ship using a well-known carrier, for example - FedEx, UPS or DHL, use of such a carrier does not necessarily ensure compliance with IATA and DOT. If the supplier doesn't properly identify the contents of the package, the carrier will not be aware of the package's contents. The supplier is ultimately responsible for ensuring compliance and thus all of the responsibility rests with the supplier not with the carrier.

Form of Transport \_\_\_\_\_

Complies with IATA requirements: Yes \_\_\_\_\_ No \_\_\_\_\_

Complies with applicable DOT regulations: Yes \_\_\_\_\_ No \_\_\_\_\_

ii) For Foreign Suppliers Also Provide:

(1) Applicable export permit documentation from the country of origin (such documentation may be similar to what the [U.S. requires of its exporters](#)) (attach);

(2) Toxic Substances Control Act Import Certification (the certification should be similar to [this example](#)), must accompany the shipment;

(3) Applicable import permits, which must be obtained by the department and submitted through EH&S with costs borne by the department (attach); and

(4) If a purchase order is issued, the shipping term used should be "DDP Destination" (Delivered Duty Paid). This indicates that the supplier will pay any duty for both export and import and will carry out all customs formalities. Will the foreign supplier pay all customs and duties applicable to the items ordered? Yes \_\_\_\_\_ No \_\_\_\_\_

Please contact [Purchase, Pay & Travel Customer Service](#) with any questions about creating new suppliers of biological materials or laboratory chemicals.