



STORES MANUAL

CHBE Stores provides department services including ordering and receiving of items in support of research and CHBE operations.

Stores hours are typically:

Monday to Friday

Morning 8:00 am to 12:00 pm

Afternoon 1:00 pm to 4:00 pm

Closed on Wednesday morning.

CHBE ORDERING PROCESSES

To Place an Order

- A CHBE ID is required. If you do not have a CHBE ID, contact chbe.access@ubc.ca
- Quota or access to a speedchart is required. Request the speedchart from your supervisor and forward the email to Stores.

Log-In to CHBE Ordering System

- Connect to VPN (CWL login).
- Go to: [Home Page | Chemical and Biological Engineering \(ubc.ca\)](#)

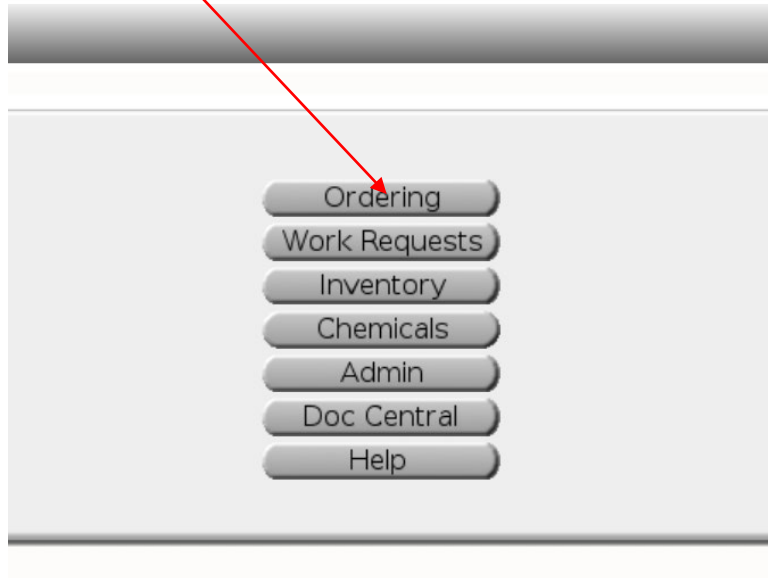


- Click **Workshop and Ordering** and [View CHBE Workshop and Stores Requests](#)
- Enter CHBE Login (use CHBE Login password, NOT CWL Login password).
- Select **New Workshop and Online Ordering System**

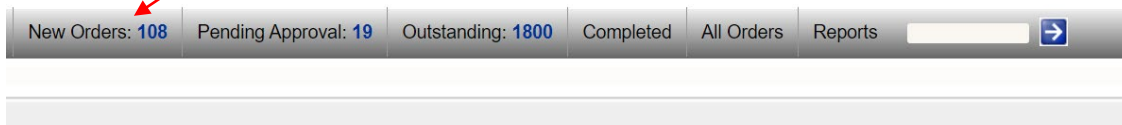


- Select Ordering

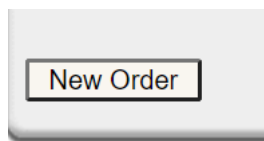
CHBE Workshop and Stores



- Select New Orders



- Click





Enter Order Information

New Orders: 95 Pending Approval: 27 Outstanding: 1744 Completed All Orders Reports

New Order

Project:

Supervisor: Attach to Workshop Job:

Notes:

Supplier:

Address:

Cust Number:

Phone:

Fax:

Contact:

Email:

Quote: No file chosen Request Add Supplier

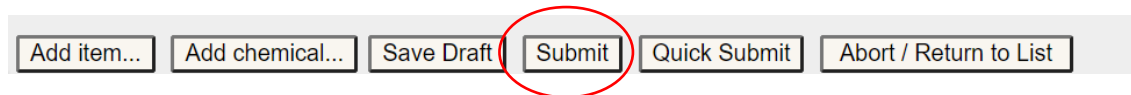
CSA Approved:

Items:

- Each placed order should specify only one supplier/vendor. Orders indicating multiple suppliers/vendors will be recycled (returned to the requester).
- To add to the order, click or . Chemicals are entered under the so that the ordered chemicals are added to CHBE chemical database. If chemical orders not entered under the category will be recycled.
- Enter item specifics (ie catalogue number, URL etc.). If inadequate information is provided to complete the order, Stores will recycle the order.
- When ordering, consider:
 - Shipping and customs clearance costs. It may be less costly to order from a local or supplier than from the US or overseas. Consolidate orders to minimize shipping costs.
 - Electrical items need to meet CSA (or ULC) standards. For items that are not CSA approved, obtaining CSA approval is the responsibility of the end user/PI. The cost of local inspection for CSA starts at \$1000 and materials/labor will be in addition.
 - Chemicals
 - Select less toxic or hazardous equivalent materials when possible
 - Verify hazardous chemicals. Check MSDS and consult Safety Coordinator and Stores regarding safe handling procedures for new chemicals. Attach MSDS for new chemicals. Labs may be required to develop handling and storage procedures for high hazard materials.
 - Do not order quantities larger than are required for experimental work. Disposition of excess or unused chemicals may be more costly than the chemical purchase cost.



- Attach vendor quote and information for any specialty items or high value (>\$3,500, see below). Request the vendor include delivery and customs clearance in their pricing when possible.
 - Alternate quotes may be required for items >\$20,000.
 - Include special payment details in notes.
- Order draft may be saved and then submitted at a later date. Submit when details are complete.
 - If the order value is higher than your approval limits (quota), provide the order number to your supervisor and request that he/she approve the order in the CHBE system.
 - Click submit when the order details are correct.



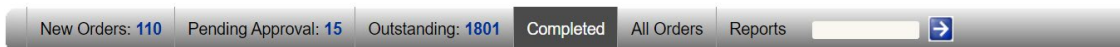
Order Processing by Stores

- Items <\$3500 CDN delivered*. Staff will contact the supplier and place the order directly.
 - Items >\$3500 CDN delivered*. Stores will process a requisition for a purchase order.
- *Delivered costs include any applicable taxes, shipping, duty and customs charges.*

Order Status

Orders can be located by order number.

New Orders	Drafts of orders. Drafts can be revised.
Pending Approval	Submitted and to be processed by Stores
Outstanding	Ordered and not yet delivered
Completed	Received and paid

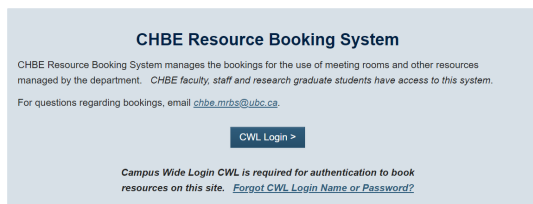




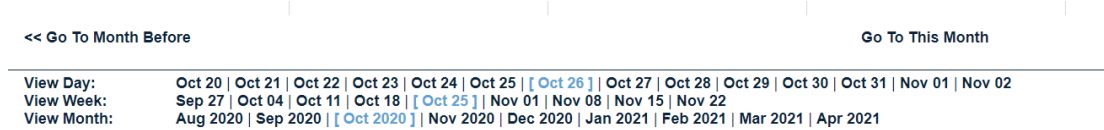
PICK-UP of ORDERS

Order Receiving and Pick-Up

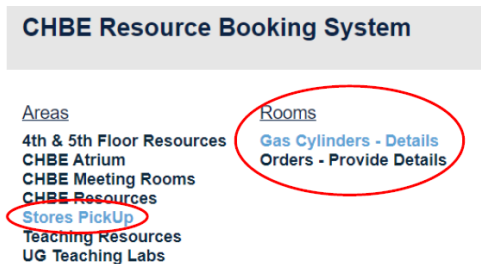
- When the materials arrive and are received, notification is sent to requestor who placed the order.
- On receipt of email notification that items are available, for **SAFE no-contact pick-up use UBC CHBE MRBS** to make an appointment to pick up the item(s) including pick-up/drop-off of compressed gas cylinders.
- Note, log on to VPN before [UBC CHBE MRBS](#)
- [UBC CHBE MRBS](https://booking.apsc.ubc.ca/site/CHBE/) (<https://booking.apsc.ubc.ca/site/CHBE/>)



- In [UBC CHBE MRBS](#), Select Date range at bottom of page



- Select Stores PickUp and Gas Cylinders or Orders



- Select a date and time (allow at least two hours for order prep). **Enter your name, email address, order number(s) and any helpful details.** Click “Save”.



Pick-Up Orders

Brief description: Provide order number, your contact information and any helpful details

Full description: Provide order number, your contact information and any helpful details

Start: All day

End:

Area:

Rooms:

Pic-Up Compressed Gas Cylinders

Brief description: Provide order number, your contact information and type of gas to be picked-up.

Full description: Provide order number, your contact information and type of gas to be picked-up.

Start: All day

End:

Area:

Rooms:

Note: Oxidizers and explosives are stored in secure lock-up. Request the key from the Storekeeper.

- Note: to access Stores, Requestor must have access to the Stores/Workshop Hall. If access is required, email chbe.access@ubc.ca
- At the selected time, go to Stores to pick up your orders/gas cylinders. Items will be placed on a table outside of Stores. Non-hazardous compressed gas cylinders are in the courtyard in gas racks. Compressed gases that are explosives, poisonous or oxidizers are stored in locked storage and you will need to request the key from the Storekeeper.
- Items not picked up by end of day will be returned to Stores and a new appointment needs to be booked in [UBC CHBE MRBS](#)
- Compressed gases and liquid nitrogen handling:
 - Ensure cylinders in racks are properly secured.
 - Strap cylinders securely onto carts before moving.
 - Return cylinder carts after you have moved your cylinders.
 - Liquid nitrogen – do not travel in elevator with liquid nitrogen.
- Requesters are to add chemicals purchased to their lab chemical inventory.
- If you have any questions, EMAIL chbe.stores@ubc.ca. DO NOT come to Stores to inquire. Phone and Zoom calls can also be coordinated as needed.



COMPUTER ORDERS

- UBC computers including those ordered using UBC research funds, must be encrypted. On delivery, Stores will submit an IT ticket and will send the computer to UBC IT for set-up. The standard set-up includes:
 - Encryption
 - Installation of virus software
 - Installation of Microsoft Office Suite
 - CWL log-on set-up
 - Installation of VPN
 - If additional UBC provided software is required, add a note to the CHBE order.

- The IT ticket number will be added to the CHBE order number.

- User to contact UBC IT referencing the ticket number:
 - If local Administrative login is required to allow end user to install computer software.
 - To discuss computers that are part of a computer equipment upgrade/purchase. These computers are dedicated to specific pieces of equipment but there are cases where computer may be a dual purpose laptop.



QUICK ORDERS

Items stocked by Stores

CHBE Stores carries inventory such as PPE and lab supplies which are available for pick-up.

- Use [UBC CHBE MRBS](#) (See above).
- Select a date and time (allow at least two hours for order prep). In description, enter **Quick Order**. Enter your name, email address, list the items to be picked up and a **speedchart**. Click “Save”.

Brief description: Quick Order PickUp

Full description: my name
me email address
ITEMS to be picked up (list)

Start: 10/29/2020 08:45 All day

End: 10/29/2020 09:00 (15 minutes)

Area: Stores PickUp

Rooms: Gas Cylinders - Details
Orders - Provide Details

Indicate Quick Order.

Provide your contact information, list items to be picked up, speedchart

- At the selected time, go to Stores to pick up your quick order.

LAB COAT LAUNDRY SERVICE

Stores provides lab coat laundry service, typically 2-day turnaround.

- In the CHBE order system, place an order for CHBE Lab Coat Laundry Service
- All lab coats are to have room # and name of individual marked on collar of lab coat using a permanent marker for identification purposes.
- Bag the lab coats (batches of 5 labcoats per wash)
- Mark the bag with the CHBE order number
- Book drop off of the bagged labcoats in [UBC CHBE MRBS](#) and drop off the bag.
- You will receive an email when the labcoats are ready for pickup. Book an appointment in [UBC CHBE MRBS](#) to pick up the laundered lab coats.
- Rates are \$5/labcoat (subject to change).



DELIVERY AND RECEIVING OF ITEMS NOT ORDERED THROUGH STORES

Stores can receive research or department items that are not ordered through CHBE. However, Stores must be advised of the Incoming items.

- To ensure that Stores can safely handle items delivered to CHBE, stores must be apprised about the items prior to the delivery date. This includes no-charge samples, equipment and items from research partners and suppliers.
- For items which are not purchased, enter the delivery information into the form: [CHBE Deliveries and Shipments](https://ubc.ca1.qualtrics.com/jfe/form/SV_1UoMTHix9Qsf262)
(https://ubc.ca1.qualtrics.com/jfe/form/SV_1UoMTHix9Qsf262)
- When completing the survey, a speedchart for delivery and customs clearance charges must be provided.
- Provide your name and lab number/location to Shipper/Supplier and request that they label the package.
- Shippers must include MSDS for samples. Materials must be packaged to prevent damage and meet all TDG requirements.
- Note that CHBE cannot be responsible for deliveries that go missing as we do not sign for deliveries.
- CHBE Stores cannot accept:
 - Personal items. These are to be delivered to your home.
 - Damaged packages
 - Unidentified or unexpected delivery items
- Delivered packages will be handled in the same way as orders. You will receive an email when ordered items have been received in Stores. **For SAFE, no-contact pick-up, use [UBC CHBE MRBS](#) to book a time for pick-up of delivered items.**

OUTBOUND SHIPMENTS

Stores will provide shipping arrangements for research or department items from CHBE.

- To make shipping arrangements, enter the shipment information into the form: [CHBE Deliveries and Shipments](https://ubc.ca1.qualtrics.com/jfe/form/SV_1UoMTHix9Qsf262)
(https://ubc.ca1.qualtrics.com/jfe/form/SV_1UoMTHix9Qsf262)
- Shipping details required:
 - Ensure that ship to contacts, addresses
 - Attach copies of MSDS for samples and return authorizations for equipment.
 - Shipping details including expediting and insurance
 - Speedchart for shipping, delivery, insurance and customs clearance charges
- When Stores has completed arrangement, you will receive an email to book an appointment to bring the item to be shipped. **For SAFE, no-contact drop-off, use [UBC CHBE MRBS](#) to book a time. For SAFE, no-contact pick-up, use [UBC CHBE MRBS](#) to book a time for pick-up of delivered items.**