

How do I order chemicals?



Environmental Health & Safety

"How do I...? Guide

1. Send a chemical order request to the Regulated Materials Management Center's Centralized Chemical Purchasing program. Orders can be submitted in the following ways:
 - A. Fax order to 766-3699. Fax request with all pertinent information (see below) or a completed copy of the RMMC's Chemical order form:
<http://www.uwyo.edu\ehs\ChemicalOrders\documents\CHEMICAL ORDER FORM.doc>
 - B. Fill out and submit the Chemical Order form at the EHS web site:
<http://www.uwyo.edu/safety/chemorders.aspx>;
 - C. Email order to Linda Mickley at mickley@uwyo.edu .
2. The following information must be on any chemical order request submitted:
 - a. The date of the purchase request
 - b. The Principal Investigators' name
 - c. The name of the person submitting the order
 - d. The delivery address, building, and room number
 - e. A campus phone number where we can contact you or the Principal Investigator (no cell numbers, please)
 - f. A full description of what you are ordering (vendor, quantity, catalog number, chemical compound)
 - g. Special instructions (examples: requested delivery date, special billing instructions, price limitations).
3. Once the request is received, the order will be processed and a confirmation email is sent to the Principal Investigator and person who placed the order.
4. If you have any questions, please contact Linda Mickley at the RMMC (766-3696, or mickley@uwyo.edu)