

23. UNIVERSITY STORES & DELIVERIES

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23.2.1 Aim: To describe arrangements for receiving deliveries to the University buildings on the Edinburgh bioQuarter site.

23.3.1 Introduction: A strict procedure will be followed in the management of all deliveries.

23.4.1 Rules for External Deliveries:

- Chancellor's Building, QMRI and CRM stores will be open to accept deliveries between the hours of 08:00 and 17:00 Monday to Friday;
- Deliveries can only be made through the goods entrances for each building;
- Deliveries will *not* be accepted through any other route;
- Fork lift facilities are *not* available on this site, therefore all palletised deliveries must be made using a vehicle with a tail lift; and
- All deliveries must comply with the Edinburgh bioQuarter site rules. Failure to do so will result in the delivery being refused.

23.4.2 In order to properly manage the movement of courier deliveries and uplifts at the Edinburgh bioQuarter site, and to meet health and safety requirements, the following procedures apply to all University buildings on the site:

- All documents including, grant applications, to be delivered and uplifted *via* Reception;
- All samples/specimens delivered and uplifted *via* Reception - Packages for uplift will be kept within the laboratory areas until the courier arrives whereupon the package should be brought to Reception and handed directly to the courier. (Please ensure that you have contacted both Stores *and* Reception beforehand to provide them with all relevant names and numbers where contact may be made when the courier arrives); and
- All other courier uplifts and deliveries will be managed through the Stores facilities.

23.5.1 General Points and Operations for Stores:

- The Stores will provide a focal point for the receipt of goods for each building;
- Stores staff will goods receipt on the University's *eFinancial* system, all orders which have been placed using *eFinancials* or *Sciquest*;
- Stores staff will notify individuals or groups when goods are ready for collection; and
- Staff should then collect the goods from Stores.

23.6.1 Purchasing Goods from the Stores:

- A stock list is available from Stores or on the Edinburgh bioQuarter Stores web site [TBA](#));
- Goods can only be purchased from the stock held in the Stores by using a Edinburgh bioQuarter Purchase Card;
- Application forms for Purchase Cards can be obtained from Stores, or *via* the link on the Edinburgh bioQuarter Stores web site;
- A counter service for staff to purchase or collect goods from Stores will operate from 10:00 until 12:00, and 14:00 until 16:00, Monday to Friday; and
- Stores should be notified in advance if the purchase from stock is a bulk order. This gives the Stores staff time to prepare the order for collection.

23.7.1 Loading Areas: Areas that are reserved for deliveries and removal by road traffic vehicles are operated under the direct day-to-day control of Stores personnel. Other personnel entering the loading bay areas should remain alert to the movement of traffic into, through and out of the areas, particularly when vehicles are reversing and the driver's ability to see behind his/her vehicle may be limited.

23.7.2 Since flammable material stores are often located close to loading bays, a strict no smoking policy exists for these areas.

23.7.3 Most, if not all, loading and unloading operations have some potential for injury associated with manual handling operations. Staff assisting with loading and unloading must be conscious of this and apply proper techniques, including risk assessment, before commencing such work, and only trained individuals may operate mechanical manual handling aids such as pallet trolleys.

23.7.4 Further guidance is available from Stores staff.

23.7.5 A manual handling form is available at:

<https://www.ed.ac.uk/health-safety/online-resources/risk-assessments>

(see also Section 16 of this Manual)

23.8.1 Solvent and Flammable Materials Stores: Dedicated solvent stores are provided to the rear of the Chancellor's Building and QMRI buildings and inside the CRM building. These operate under the direct day-to-day control of Stores personnel. There is a strict "No Smoking" policy around all solvent stores, and vehicles should not be parked in the vicinity with their engines still running.

23.8.2 Liquids should not normally be placed on shelving within stores above head height. Incompatible chemicals should not be stored in close proximity; and, in particular, mineral acids and organic solvents should not be stored together. Chemicals should not be purchased or stored in quantities greater than necessary to meet current and reasonably forecast needs, and users should make arrangements for the safe and correct disposal of excess stocks within laboratories.

23.9.1 Gas Cylinder Stores: Dedicated gas cylinder stores exist for University buildings on the site. These operate under the direct day-to-day control of Stores personnel. There is a strict “no smoking” policy around gas cylinder stores, and vehicles should not be parked in the vicinity with their engines still running.

23.9.2 Full and empty cylinders should be separated, cylinders of oxidising gases must be kept separate from cylinders of flammable gases, and toxic and/or corrosive gases should always be stored separately. Certain cylinders and their contents require special precautions, and the manufacturer's or supplier's instructions must always be followed. Large gas cylinders should be moved on an approved design of gas cylinder trolley and should never be dragged or slid across the floor by the main valve. Bottle should not be left free standing, even momentarily, and proper use should be made of cylinder trolleys, clamps or chains.

23.10.1 Contact Details:

- Chancellor’s Building Stores telephone extension – 26321/26511;
- Chancellor’s Building Stores fax extension – 26475;
- QMRI Stores telephone extension – 29287;
- QMRI Stores fax extension – 29286;
- CRM Stores telephone – 651 9502; and
- CRM Stores fax – 651 9503.

23.11.1 Further information: Further information on Stores policies and procedures may be obtained from the Stores Manager, Mr. Jim Hatton, by telephoning 242 623.

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