

Procurement Tipsheet

Info from the MSE|NE Finance Office

March 2021—EH&S Approval

On- and off-campus sites are required to obtain **pre-approval** from Environmental Health & Safety (EH&S) before purchasing EH&S Items.

Below is a small sample of items that are frequently overlooked by purchasers. We encourage you to review the full list of [EH&S Items](#).

- Gas tank/cylinder accessories
- Toxins/Special Chemicals
- Radioactive Materials
- Bacteria/Fungi/Viruses

Prior to purchasing any of the listed items, reach out to EH&S for approval. To receive EH&S approval send an email to labsafety@ehs.ufl.edu containing the following information.

1. Department, lab, and principal investigator purchasing the item/equipment.
2. The purpose of the item/equipment.
3. Whether the equipment will be used to store flammable solvents (refrigerators and freezers only).
4. Where the item/equipment will be used.
5. Contact name and phone number.

Please hold on purchasing items until approval is received. EH&S's written approval (email) must be attached with the transaction documentation.

For additional assistance, please check with the MSE-NE Finance Office or refer to the provided links below.

Additional information: [EH&S Guidance](#) or [UF Purchasing Directives](#)

MSE/NE Finance Office • email: finance@mse.ufl.edu

Virtual Drop-In Hours, Monday and Thursday, 9 am—11 am

Alisa Mountain: <https://ufl.zoom.us/my/amountain>

Ana Garcia: <https://ufl.zoom.us/j/6582615414>

or reach out to us schedule a Zoom meeting