

UNIVERSITY OF CALIFORNIA, MERCED FACILITIES MANAGEMENT

RECEIVING PROCEDURE

RESPONSIBLE OFFICIAL: Assistant Vice Chancellor, Facilities Management

EFFECTIVE DATE: 1/1/13

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REFERENCES AND RESOURCES:

UCOP BUS-29, Section V- Receipt of Materiel

**UCOP BUS-38, "Disposition of Excess Property and Transfer of University Owned Property",
VII. Procedures**

UCOP BUS-43, Materials Management, Part 3 CFR 49 Parts 100 to 185

CONTROLLED SUBSTANCES PROGRAM PROCEDURES, UC MERCED EH&S, August 2015

SUMMARY OF POLICY:

Material and equipment purchased and consigned to the University is received and distributed by Central Receiving. Receiving services are provided exclusively for official University business. University credit, purchasing power and facilities are not to be used for non-University activities.

DEFINITION(S):

Carriers:

Companies that deliver packages or freight to the Central Receiving dock. This can include UPS, Federal Express, DHL and other small package delivery companies; less than truckload (LTL) companies; dedicated truck companies and local vendor deliveries.

Freight Bill:

Air bill or bill of lading form that the Carrier uses to define the Department of Transportation freight classification number and other information necessary to transport goods and for billing purposes.

Policy:

A. Receipt of Incoming Material

Proper addresses are required on packages to avoid delays in distribution. Proper address for packages must include the following:

UC Merced
Name of recipient
Purchase Order Number
Recipient building and room number
5200 North Lake Road
Merced, CA 95343

Improperly addressed items may experience significant delays in delivery.

When carriers deliver to Central Receiving, the packages are count verified, inspected for damage and bills of lading are endorsed with notations for irregularities.

B. Distribution of Goods to Recipients

Receipt and distribution of goods for official University business are handled during normal campus operating hours. Received goods are delivered to recipients by Central Receiving once daily, except for **Controlled Substances**. All standard packages are typically ready for delivery to the recipient within one business day (24 hours) of receipt by Central Receiving.

Unusually large deliveries to Central Receiving or other unforeseen circumstances may cause delays in deliveries. Priority may be given to perishable goods and priority overnight shipments.

Central Receiving does not provide services such as uncrating and equipment setup. The disposal costs of packaging materials, e.g., uncrating, are the responsibility of the procuring department.

C. Storage of Received Goods

Received goods must be ready for acceptance at delivery. Arrangements for receipt and space must be planned for prior to delivery of shipment. Arrangements for storage can be made for a fee if space in the Facilities Warehouse is available. Perishable material storage is very limited and arrangements should be made to have someone available to accept these items the day they are received.

D. Controlled Substances

Procurement will identify the controlled substance package for Central Receiving to accept prior to delivery, while in compliance with EH&S Controlled Substance Procedure.

Upon identification by Procurement, only EH&S authorized employees will sign for the identified controlled substance package and initiate the Chain of Custody form per the EH&S Controlled Substance Procedure. Central Receiving will store the controlled substance in a dual entry cabinet. Access to the dual entry cabinet requires at least one person to be authorized by EH&S per the Controlled Substance Procedure. The dual entry cabinet requires two individuals to open the controlled substance package compartment.

Controlled substances are only available for pickup at Central Receiving by an EH&S authorized individual utilizing the dual entry storage; Central Receiving can not deliver the controlled substance package. Individuals, authorized by EH&S, must sign for the package upon transfer and shall thus assume the Chain of Custody form.

E. Live Animal

Central Receiving has no facilities for holding live animals. Carriers will be directed to the appropriate campus Animal Resource location. Central Receiving will refuse these shipments.

F. Radioactive Material

Central Receiving will route all radioactive material to EH&S for clearance and distribution to the requestor.

G. Special Shipments

Shipments of unusually large, heavy or sensitive material and equipment may be beyond the capability of Central Receiving to deliver. Moving Services or an outside moving/rigging company may be required.

H. Damaged Received Goods

The Recipient is responsible to open received goods to verify contents, inspect for damage, etc. Central Receiving may open goods to retrieve the packing list or to aid in delivery information. Visible damage to the exterior packaging material is noted on the bill of lading or delivery ticket; Central Receiving does not open packaging material for the purpose of inspection. Central Receiving may also elect to refuse to accept delivery of damaged material. Since most vendors impose strict time limits on reporting damaged goods and content discrepancies, requestors are advised to promptly open and inspect all shipments. Requestors are responsible for resolving discrepancies with the vendors.

I. Accountability

All material delivered by Central Receiving requires a signature on delivery by authorized personnel. Initials and abbreviations of signatures are not acceptable. Additional printing of name may be required if handwriting is not legible.

J. Undeliverable Shipments

Shipments that are not claimed within 30 days may be sent to Business and Financial Services, Equipment Management Department, for disposition as Surplus Property.