



**ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL**

**DATE ISSUE
10/20/97**

**REVISION
4**

**PAGE
F2-200.0**

**SUBJECT
FACILITIES AND SERVICES**

SUB-TOPIC

EXPLOSIVES

- A. General Policy: Central Receiving personnel at either the Richardson or Callier Center campuses will NOT open containers or inspect shipments marked "Explosives." The University Safety Manager or his/her designee is responsible for the acceptance and disposition of explosive and certain other hazardous material; e.g., phosphates.
- B. Procedure:
1. Follow the usual procedure for acceptance of freight/materials.
 2. Do NOT open any carton.
 3. Set the carton(s) aside in the specially designated area.
 4. Immediately contact the University Safety Manager, (ext. 2141), or his/her designee. At Callier Center, call ext. 3075.
 5. Wait for the University Safety Manager or his/her designee to open the container(s), if necessary, to inspect for visible or concealed damage.
 6. After the University Safety Manager or his/her designee releases the shipment to Receiving personnel, continue the usual receiving and delivery process on a priority basis.