

UC Davis Policy and Procedure Manual

Chapter 350, Supplies and Equipment

Section 35, Receipt, Delivery, and Inspection of Shipments

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Responsible Department: Distribution Services

Source Document: Business and Finance Bulletin BUS-29, Management and Control of University Equipment

I. Purpose

This section provides policy and procedures regarding receipt and delivery of freight or other shipments, and requirements for inspecting shipments upon and after delivery.

II. Policy

Materials delivered to the University must be managed prudently.

- A. The Receiving Departments (Central Receiving on Davis campus; UCDHS Receiving on Sacramento campus) may be used for receipt and delivery of official freight and materials for UC Davis departments.
- B. Personal deliveries may not be received or distributed by Receiving.

III. Responsibilities

A. Receiving

- 1. Inspects shipments for visible damage and notifies ordering department if exterior damage is found.
- 2. Initiates damage claims, coordinating between the delivery carrier, vendor and ordering department as appropriate.
- 3. Notifies the ordering department when freight cannot be transported safely because of size, weight, lack of suitable equipment, or need for additional delivery personnel.
- 4. Routes patient care equipment and other electrical equipment used in patient care areas at UCDMC to the Clinical Engineering Department for electrical safety certification prior to delivery.

B. Ordering department

- 1. Verifies package count and signs delivery receipt at time of delivery.
- 2. Inspects contents of package and notifies Receiving of concealed damage within seven calendar days of receipt. Original containers and packaging materials must be made available for inspection due to liability issues.
- 3. Makes arrangements for pickup or delivery of freight that cannot be delivered by Receiving due to safety considerations (see III.A.3, above).
- 4. Coordinates delivery and provides storage for all inbound materials.

IV. Further Information

- A. Controlled substances must be received and delivered as described in [Section 290-70](#).
- B. Radioactive materials must be received and delivered as described in [Section 290-75](#).
- C. Additional information is available from [Central Receiving](#) (530-752-0663; UCDHS Receiving (916-734-2955) or [Stores and Transportation](#).

V. References and Related Policies

- A. Office of the President Business and Finance Bulletins (<http://policy.ucop.edu/>):
 - 1. BUS-29, Management and Control of University Equipment.
 - 2. BUS-43, Materiel Management.
 - 3. BUS-81, Insurance Programs.
- B. UC Davis Policy and Procedure Manual (<http://manuals.ucdavis.edu/PPM/about.htm>):
 - 1. Section 290-70, Controlled Substances.
 - 2. Section 290-75, Radiological Safety—Health Physics.
 - 3. Section 350-10, Procurement.