

Purchasing Practices

Visit this link to find updates and tips to inform efficient and responsible purchasing practices.

Purchasing practices

- Mail Back Your Styrofoam program
 - Details can be found here.
- Furniture compliance. Please ensure that your lab chairs are compliant
 - Details and examples can be found here.
 - To review sample chairs, contact Danielle Cavalcanto in Space Planning and Operations (dcaval@pennterms.upenn.edu)
 - Note: Departments are responsible for the purchase of new chairs when existing chairs are non-compliant.
- Ultra-Low Temperature Freezer Rebate Program.
 - An incentive aimed at reducing both the number of old and underutilized freezers in Penn's labs, and providing an incentive to purchase freezers with higher energy efficiency. The program is funded by the Energy Reduction Fund (ERF) in the Facilities & Real Estate Services Division. Energy-efficient ULT freezers purchased for use at any Penn property or lab are eligible for this program.
 - To participate, complete the Freezer Rebate Form (link below). Contact Madeline Schuh (mschuh@upenn.edu) with questions.
 - <https://www.sustainability.upenn.edu/sites/default/files/downloads/Freezer%20Rebate%20Program%20Form%20Oct%202016%20Fillable.pdf>
 - Note: you can apply for this rebate even if you are not purchasing a new freezer.

MAIL BACK YOUR STYROFOAM

NEW ENGLAND BIOLABS

1) Deface all hazard symbols and other irrelevant labels prior to shipping empty box

2) Write zip code 19104 on label, tape up, and take to a mail room to mail via USPS for free



SIGMA

1) Deface all hazard symbols and other irrelevant labels prior to shipping empty box

2) Place Styrofoam back in box and flip the flaps of the box, so return label is on the outside

3) Write zip code 19104 on label, tape up, and take to a mail room to mail via USPS for free



*Clean Styrofoam from other companies can be recycled in the CRB 1st Floor Breakroom (Room 102).



INCORRECT ELEMENTS



Mesh, fabric, and/or damaged chairs are not acceptable in Lab Areas



Chairs with a wipeable or hard surface are acceptable in Lab Areas

INCORRECT ELEMENTS



Mesh, fabric, and/or damaged stools are not acceptable in Lab Areas



Stools with a wipeable or hard surface are acceptable in Lab Areas

APPROVED LAB STANDARD BY EHRS



Why:

- Has a smooth, non-porous surfaces that resist the absorption of liquids and the harsh effects of disinfectants.
- Upholstered with polyurethane or be constructed of solid materials such as plastic that has been sealed to render it non-porous. Finishes are resistant as possible to the corrosive chemical activity of disinfectants and other chemicals used in the laboratory.

Furniture – Seating (Lab Chairs)

Standard Lab Stool: KI Strive – Order from AOE or Kershner Office Furniture

- Armrests – Can get with or without Cantilever Arms, Poly
- Frame Color – Flannel
- Base Color – Black
- Hard Floor Casters - Black
- Upholstery Seat – Pallas Juggernaut/Gotham 27 .239 .132

Standard Lab Task Chair: KI Strive - Order from AOE or Kershner Office Furniture

- Armrests – Can get with or without Cantilever Arms, Poly
- Frame Color – Flannel
- Base Color – Black
- Hard Floor Casters - Black
- Upholstery Seat – Pallas Juggernaut/Gotham 27 .239 .132

Standard Lab Tech Chair: KI Strive - Order from AOE or Kershner Office Furniture

- Armrests – without Cantilever Arms, Poly
- Frame Color – Flannel
- Base Color – Black
- Hard Floor Casters - Black
- Upholstery Seat – Pallas Juggernaut/Gotham 27 .239 .132



Lab Stool



Tech Desk



Bio Safety Cabinets/
Fume Hoods

Furniture – Seating (Lab Chairs BRB Alternative)

[Lab Stool](#): SitOnIt Rio Light – Order from Xotive

- Armrests – Can get with or without Arms, Poly
- Frame Color – Black
- Base Color – Black
- Hard Floor Casters - Black
- Upholstery Seat – Momentum Silica, Seacoast 25.0010423.0957

[Lab Task Chair](#): SitOnIt Rio Light – Order from Xotive

- Armrests – Can get with or without Arms, Poly
- Frame Color – Black
- Base Color – Black
- Hard Floor Casters - Black
- Upholstery Seat – Momentum Silica, Seacoast 25.0010423.0957

[Lab Tech Chair](#): SitOnIt Rio Light – Order from Xotive

- Armrests – Without Arms
- Frame Color – Black
- Base Color – Black
- Hard Floor Casters - Black
- Upholstery Seat – Momentum Silica, Seacoast 25.0010423.0957



Lab Stool



Tech Desk



Bio Safety Cabinets/
Fume Hoods