Scope of Policy & Rationale:

I. Purpose:

It is the purpose of this policy to establish procedure for the handling of vendor samples.

II. Scope:

This procedure applies to all employees.

III. Procedure:

When vendors offer samples for evaluation, they will be accepted only under the following conditions:

1. The product is one which is of a type presently in use or is of potential use to the university. Samples of goods not likely to be purchased will not be accepted.

2. The quantity or size of the sample is no larger than necessary for the examination of its fitness for university service.

3. Any hazardous chemicals offered as vendor samples shall not be accepted unless accompanied by an OSHA Product Safety Data Sheet. Further, the product shall not be released for testing without the prior approval of Directors of Purchasing and Environmental Health and Radiation Safety.

4. If vendor samples are accepted, they shall be promptly delivered to the appropriate department for testing.

5. Samples are not to be used for personal consumption.

In the event that a buyer requests a sample from a vendor to evaluate its applicability to a particular university situation, such samples shall be purchased or returned to vendor.