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Procedure Name: Distribution of Packages from Procurement Warehouses and Chemicals	Edition: 1
Procedure Number:	Updated: March 24, 2022 Updated:
Approved by:	Position: Signature:

## 1. Purpose

The purpose of the procedure is to describe the process of distributing packages from the procurement warehouses to the departments.

## 2. Definitions

**Warehouses** – The receiving warehouse, scientific package warehouse, and chemical warehouse

**Teams** – A scientific and chemical warehouse team, and a receiving warehouse team from the Transportation unit

**Terminals** – A device, used by the teams, to manage the database of packages loaded from the warehouses and issued to the departments.

## 3. Method

### 3.1 Scientific warehouse items

**3.1.1.** Frequency of distribution – Teams will arrive at the warehouse every morning, pick up the packages from the scientific warehouse, log them into the terminals, and load the packages onto vehicles for the purpose of distributing them to the departments. The warehouse staff will ensure that the packages are organized in carts according to buildings.

**3.1.2.** Delivery of packages to departments – Packages will be placed at a location prearranged with the department's Logistics Coordinator.

### 3.2 Receiving warehouse items

**3.2.1.** The receiving warehouse staff will transport the packages to the buildings, and deliver them to the department's Logistics Coordinator or the Secretariat. In departments where there is no Logistics Coordinator, delivery will be made to the recipients.

**3.2.2.** If the packages were delivered to the department's Logistics Coordinator or the Secretariat, they will be responsible for delivering the packages to the recipients for whom the packages are intended.

**3.2.3.** The staff will sign the recipients of the packages on the terminal.

### 3.3 Chemical warehouse items

**3.3.1.** Scientific and chemical warehouse staff will transport the packages to the buildings, and deliver them to the recipients. In the absence of the recipient, the package will be delivered to another employee in the lab. If the package is to be maintained under freezing conditions, it will be delivered to the Logistics Coordinator. If the Logistics Coordinator cannot receive the package, it will be returned to the warehouse.

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**3.3.2.** If the packages do not have an exact address and recipient details, or if the number of packages does not match what was indicated at the time of loading, the staff will not accept the packages, and will not log them into the terminal, until the details are completed/discrepancies are corrected by the scientific and chemical warehouse staff.

### **3.4 Return shipment to warehouses**

**3.4.1.** If during the distribution of the packages, the Logistics Coordinator/Secretariat or the recipients are not at the destination, the teams will try to contact the recipient. If there is no response, or if the recipient does not arrive within 10 minutes to receive the packages, they will be returned to the warehouses, so that the warehouse staff can locate the recipient, and coordinate a new delivery date.

**3.4.2.** If packages were returned to the warehouses, the warehouse representative will confirm receipt of the packages via the terminal.

**3.4.3.** When a new delivery date is agreed upon, the packages will be added to the list of packages on the day appropriate for the new delivery.

### **3.5 Process documentation**

The teams will issue a package report at the end of the process, and verify that all packages have been delivered.

## **4. Responsibility**

Responsible for the implementation of the procedure: Head of the Warehouse Unit and Head of the Vehicle and Transportation Department.