



# Chemical Procurement Program

Office of Environmental Health and Safety

Purchasing

2018

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## I. Program Scope

The purpose of the procedures contained in this program are to ensure that compliance issues promulgated by applicable regulatory agencies are considered and addressed before a chemical material is procured. These agencies include but are not limited to: Environmental Protection Agency (EPA), Department of Homeland Security (DHS), and the Occupational Safety and Health Administration (OSHA) through Ohio's Public Employment Risk Reduction Program (PERRP). The compliance issues the program addresses is to establish a procurement process that identifies regulated chemicals prior to acquisition, provides authorization for procurement of these chemicals, and that tracks the chemicals from the time they are purchased until received and inventoried. The Chemical Procurement Program applies to all employees who purchase chemical/hazardous materials.

## II. Definitions

- (A) Authorized Individual – Person within a department or college who has received the necessary training, and is authorized to review and approved hazardous materials procurement requests. Departments and colleges are to identify an individual to fulfill this role. The Authorized Individual may or may not be the same departmental employee responsible for processing actual purchase requisitions or orders of chemicals.
- (B) Chemicals – For the purposes of this procedure, chemicals are defined as solid, liquid or gaseous substances (including compressed gases, which are identified as having hazardous properties (flammable, corrosive, reactive, toxic, health, carcinogen) by their manufacturer.
- (C) Safety Data Sheets (SDS) – Product safety and handling information supplied by the product manufacturer. It is a requirement of the OSHA Hazard Communication Standard that a copy of a chemical's SDS be made available to any person working with or around a hazardous material.
- (D) Screening Threshold Quantity (STQ) – The amount of a chemical, identified as a chemical of interest in the Chemical Facility Anti-Terrorism Standards (CFATS) appendix A, above which facilities are required to report to DHS within sixty (60) days.

## III. Exemptions to the Chemical Procurement Program

Radioactive materials (addressed in the University's Radiation Safety Program), amino acids, biological agents and buffer solutions, biological growth media, proteins, nucleic acids, digestible sugars (e) and non-digestible sugars (f), tissue culture supplies, various salts, and general consumer products (those that do not require an SDS) are excluded from this procedure.



review the request to determine if the chemical exhibits any characteristics listed on Appendix A. EHS will review the procurement to determine if the chemical purchased is a DHS Chemical of Interest.

- (C) If a department representative has a concern about a chemical request, the concern shall be addressed to the chemical requestor. If the concern is not resolved, the representative and/or the chemical requestor shall contact EHS for assistance.
- (D) Once the request has been reviewed and any concerns addressed, the department representative will document approval by placing their signature on the Department Representative line and submit the request for purchase through established departmental protocols.
- (E) Purchase orders that are sent to the Purchasing Department shall be marked in a manner that indicates they have been reviewed and approved by EHS.
- (F) EHS shall report any chemicals identified as Chemicals of Interest by DHS in excess of the Screening Threshold Quantity to the Department of Homeland Security (Appendix B)
- (G) On a periodic basis, EHS will audit the departmental records of purchases to ensure all hazardous materials requisitions are being ordered in compliance with the Chemical Procurement Program.

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# References

Department of Homeland Security (DHS) 6 CFR

Environmental Protection Agency (EPA) 40 CFR

Occupational Safety and Health Administration (OSHA) 29 CFR 1910.101, Table Z2

International Agency for Research on Cancer (IARC)

# Appendix A

## HAZARDOUS CHEMICAL PROCUREMENT AUTHORIZATION FORM

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Chemical Name: \_\_\_\_\_ CAS Number: \_\_\_\_\_

Unit Size: \_\_\_\_\_ Quantity: \_\_\_\_\_

Requestor: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_

Building/Room Number: \_\_\_\_\_ MagnusMart PO Number: \_\_\_\_\_

- ' Chemical is considered a Chemical of Interest by the DHS
- ' Chemical exhibits a recognized hazardous characteristic (toxic, ignitable, corrosive, reactive) per the EPA

*All listed chemicals require tracking of quantities and disposal; take care to follow applicable laboratory safety storage and handling guidelines.*

The requested Purchase is:  
 Approved, and the order may be placed       Denied, Pending further information

Comments: \_\_\_\_\_

Required Signatures and Stamps:

\_\_\_\_\_: Date: \_\_\_\_\_

Chemical Procurement  
Authorized Individual

\_\_\_\_\_: Date: \_\_\_\_\_

EHS Authorized Individual

# Appendix B

## Chemical Inventory Maintenance and DHS Notifications