

HUMBOLDT STATE UNIVERSITY

Risk Management and Safety Services

Standard Operating Procedure: EHS003-150619

Title: Hazardous Materials Purchasing Procedure

Policy Statement

To help ensure compliance with the Hazardous Materials Management Policy, chemical, biological, and physical purchases which are required to be tracked using the campus-wide inventory management software must be purchased using a purchase order. All purchase orders for these materials will be forwarded to the EH&S Specialist for review. Receipt of these materials must be made by the stockroom manager or delegated inventory manager. All materials and safety data sheets (SDS) must be entered into the inventory management software within the specified time-frame prior to being released to the purchaser, if the purchaser is not also the inventory manager i.e. faculty who have a delegated dept. purchaser.

Per campus policy, the purchase of hazardous materials using a ProCard may only be made by persons delegated by their role as having oversight and management responsibility of the hazardous materials inventory in their department, such as stockroom managers and instructional support technicians. These individuals will be referred to as the department's Hazardous Materials Coordinator. By virtue of these roles, they will be the sole administrators of all inventory management functions in their area, including updating the inventory software, managing containers, uploading or ensuring SDS' are in the database, as well as purchasing. Other campus roles such as ASC's, Storekeepers or Buyers for a particular area may also be delegated to this function, depending on the area. If a faculty or other staff member requires using a ProCard for purchasing hazardous materials to maintain business continuity, that individual must contact the EH&S Specialist to request an inventory management system account AND understand and agree to do the following:

1. Review the Hazardous Materials Management Policy
2. Receive training on how to use the hazardous materials inventory software
3. Address any special handling requirements, restricted storage quantities, and review the Environmental Health and Safety notification requirements for specific hazardous materials.
4. Check the hazardous materials inventory software to confirm that the material is not already available on-site.
5. Review Green Chemistry alternatives
6. Order only the quantity needed (i.e., larger/bulk quantities do not necessarily save HSU money when storage, safety, and disposal issues are considered).
7. Purchase the hazardous material from an approved HSU vendor, if feasible.

ENVIRONMENTAL HEALTH ♦ SAFETY ♦ RISK MANAGEMENT ♦ EMERGENCY MANAGEMENT ♦

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8. Confirm that the material is properly logged into hazardous materials inventory software
9. Confirm that the SDS is available in hazardous materials inventory software or upload new SDS
10. Store the material in accordance with HSU Hazardous Materials Storage Procedures
11. Dispose of waste material resulting from the use, expiration, chemical reaction, or inventory reduction of the hazardous material following HSU Hazardous Waste Transfer Procedures
12. Update hazardous materials inventory software when the hazardous material is depleted, transferred to another location (note new location), or disposed.

References

Hazardous Materials Management Policy
Hazardous Waste Transfer Procedures*
Hazardous Materials Storage Procedures
Green Chemistry Alternatives*
EH&S Notification Requirements*

*In progress