



1. POLICY

It is the policy of the California State University, Sacramento (Sac State) to provide its employees with a safe and healthful workplace. Chemicals procured for academic purposes, maintenance or other activities on campus shall be in accordance with the Chemical Risk Management Policy, ADM-0114, and this procedure.

2. PURPOSE

The use of hazardous chemicals at Sac State creates a variety of potential safety and environmental compliance issues. The purpose of this procedure is to ensure that applicable compliance issues are considered and addressed before a material is procured.

3. SCOPE

This procedure applies to all faculty, staff and students who purchase chemicals that will be stored or used on campus.

4. RESPONSIBILITIES

1. Chemical Requester: The individual who requests the acquisition of chemicals is responsible for ensuring all provisions of this procedure and ADM-0114 are followed.
2. Authorized Individuals: Individual appointed by a department or group as their approver for chemical purchasing. Completes Attachment 2, Hazardous Materials Approval form and sends to procurement. Forwards any approval form with categories 2 – 10 to the campus Chemical Hygiene Officer for approval. When a department has not designated an authorized individual or the authorized individual needs assistance in classifying the material, the CHO will serve as the approver.
3. Chemical Hygiene Officer: Responsible for maintaining the list of Authorized Individuals and for providing periodic training for these individuals. The CHO will also maintain and monitor the effectiveness of the program by periodically inspecting purchasing records. The CHO will act as needed.
4. Departments and Colleges: Responsible for ensuring these procedures are followed in their department or college. Also, must ensure that there are an adequate number of Authorized Individuals to prevent excessive delays when chemicals are requested.
5. Procurement: Monitor all mechanisms for chemical procurement (PeopleSoft, Procurement Card, and manual requisitions) to ensure review by an Authorized Individual or CHO has occurred.

5. TRAINING

Authorized Individuals will be provided training in the classification of hazardous material and the contents of this procedure. This training will cover the relevant safety and environmental issues that must be considered when reviewing a request for chemicals.

6. APPROVAL PROCEDURES

These procedures apply to any mechanism that is used to obtain chemicals. The most common methods currently used include, but are not limited to:

- Online requisition (PeopleSoft)
- Credit Card purchases (Procurement Card)
- Purchase order
- Donation

1. All chemical requests will be routed to an Authorized Individual within the department or college. A current list of Authorized Individuals is available from EH&S (x8-5176).
2. If the Authorized Individual has safety or environmental concerns about a request, the concern must be resolved with the requester/end user or EHS before the chemical can be acquired.
3. Once the request has been reviewed, and any safety or environmental concerns addressed, the Authorized Individual can submit the request to procurement for purchase.
4. Attached to the submitted request must be a Hazardous Materials Approval Form. This form will list out each chemical requested, and grant approval for purchase of the chemical(s). Procurement will not authorize chemical purchases that are requested without an Authorized Individual reviewing, approving, and signing a Chemical Procurement Approval Form. This form can be found in Appendix A of this procedure.
 - a. Note: for donations, the Authorized Individual will notify the requester that the donation request has been approved.
5. The University will periodically inspect the records of purchases to ensure that chemical requisitions are being reviewed by Authorized Individuals.
6. Requests for chemical purchases made by those who are not Authorized Individuals will be routed through EH&S.
7. Once a chemical has been approved and is on the Chemical Requesters chemical inventory, it is added to the pre-approved list. This chemical may be re-ordered without further review.

Exceptions to 6.5 include, but are not limited to:

- A chemical previously approved but now being ordered in significantly larger quantities than previously approved, or an amount above reportable limits. Example: Previously approved for 2 Liters of "Chemical X" and now requesting to order 500 Gallons.
 - A chemical previously approved and now being utilized in a significantly new way or in a new procedure or reaction.
8. EH&S is available to consult on approvals for new quantities and uses of chemicals being requested for acquisition. (8x5176)

7. GUIDELINES FOR APPROVAL

1. Chemical purchase requests (including donations) will be evaluated to ensure applicable storage, use, and disposal methods have been addressed. The following lists and classes of chemicals should be consulted to determine if a chemical purchase or use would involve particularly severe hazards. Substitution or reductions of quantity, when possible, are desirable:
 - The NIOSH "[List of Carcinogens](#)" should be consulted to determine if a chemical is carcinogenic and therefore requires special handling.
 - The EPA "[Extremely Hazardous Substances](#)" list should be consulted both to determine if a chemical is extremely hazardous and to check the environmental impact.
 - The OSHA 1910.H Appendix A [List of Hazardous Materials](#)
 - Hazardous Gases
 - Pyrophoric Chemicals
 - Radioactive Materials
 - Water Reactive Materials
 - Threshold Planning Quantity (TPQ) and the Reportable Quantity (RQ). See [Appendix A](#) & [Appendix B](#) of Title 40, CFR Part 355.
2. When chemicals exhibit hazardous properties or appear on the list, the Authorized Individual shall confirm with the requester or end user that a hazard assessment has been conducted or contact EH&S for assistance.