

Standard Operating Procedures (SOP): Hazardous Materials & Equipment Purchasing Procedure

Purpose and Procedures

To help ensure compliance with the Hazardous Materials Management Policy, chemical purchases which are required to be tracked using inventory management software (RSS – Risk & Safety Solutions) must be purchased using a purchase order. All purchase orders for new chemicals not currently on campus, will be forwarded to the EH&S Coordinator for review. Receipt of these materials must be made by the stockroom manager or delegated inventory manager. All chemicals and SDS' must be entered into the inventory management software within the specified timeframe prior to being released to the requestor.

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 dept. 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 Tianna Nourot to request RSS access to the Dept.'s Chemical Inventory AND understand and agree to do the following:

1. Review the Hazardous Materials Management Policy.
2. Receive training on how to use the chemical 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 with your stockroom manager to confirm that the chemical is not already available on campus.
5. Review Green Chemistry alternatives.
6. Order only the quantity needed (i.e., larger/bulk quantities do not necessarily save Cal Poly Humboldt money when storage, safety, and disposal issues are considered).
7. Purchase the hazardous material from an approved Cal Poly Humboldt vendor if possible.
8. Confirm that the material is properly logged into RSS.

9. Confirm that the SDS is available in RSS or upload new SDS.
10. Store the chemical 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 UNHCEMS™ when the chemical 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