

University Enterprises, Inc. Policies and Procedures		Policy No. 2020
Section:	Business Services	
Policy:	Purchase of Hazardous Materials	
Effective or Revised:	July 15, 2008	

Purchase of Hazardous Materials

I. PURPOSE

To ensure that the purchase of hazardous materials is handled and managed in accordance with the Federal Resource Conservation and Recovery Act.

II. SCOPE

This policy applies to all University Enterprises, Inc. (UEI) personnel, including any contract personnel who might handle hazardous materials for the purposes of carrying out any contract activity.

III. POLICY

The following procedure is implemented to ensure that the purchase of hazardous materials is handled and managed in accordance with the Federal Resource Conservation and Recovery Act. The act requires the tracking and management of hazardous waste and materials.

1. When a Sponsored Programs Administration (SPA) project purchases chemicals, they must check the box "Yes" or "No" on the purchase order to identify whether or not the chemical is hazardous.
2. SPA account administrators will ensure all purchase order requests for chemicals or any seemingly hazardous materials are appropriately identified with the proper box checked.
3. Business Services (BSD) will review the purchase order requests for all chemical purchases to ensure that one of the boxes is checked.
4. If the material purchased is identified as hazardous, BSD will annotate "Material Safety Data Sheet (MSDS) Required" on the purchase order. In addition, BSD will send a copy of the purchase order request to Risk Management prior to the generation of the purchase order.
5. Risk Management will immediately obtain MSDS, keep one copy in the Risk Management binder, send one copy to BSD and one copy to the project personnel listed in the "ship to" address on the purchase order request.
6. Risk Management will also email the project and BSD notifying that MSDS has been sent via campus mail.
7. Risk Management is responsible for obtaining a response from the project confirming receipt of MSDS and keeping a copy of the confirmation for their record.
8. BSD needs to set aside the purchase order and purchase order request to ensure MSDS is received from Risk Management. If not received, BSD will need to quickly follow-up with Risk Management. If vendor provides MSDS along with the order, the project can keep it as an additional copy and there is no need to forward to BSD.
9. BSD will not pay vendor until MSDS is provided by Risk Management and MSDS is attached to the invoice as one of the supporting documents for payment.