

Chemical Procurement Guidelines

Hazardous materials purchases should be evaluated for safety and environmental considerations. Some guidelines are presented below for that purpose.

I. PREVENT GENERATION OF HAZARDOUS WASTE

Hazardous waste reduction begins at the source of generation. Purchases should be reviewed with the goal of somehow altering the process or materials used in order to reduce the quantity or hazard of the waste produced.

- 1) Purchase only the quantity of material necessary for the job at hand. Excess material and material that ages past its shelf life becomes hazardous waste.
- 2) Determine if a less hazardous material can be substituted for the same job. Suppliers often have suggestions for safer or more environmentally friendly products.
- 3) Determine if a reusable or recyclable material can be used for the same job.

2.0 LISTS OF CHEMICALS THAT ARE PARTICULARLY DANGEROUS

Two lists of chemicals (attached) should be consulted to determine if a chemical purchase/use will involve particularly severe hazards. Once again, substitution or reduction of quantity are desirable.

- 1) The "List of Carcinogens" should be consulted to determine if a chemical is carcinogenic and therefore requires special handling.
- 2) The "Extremely Hazardous Substances" list should be consulted both to determine if a chemical is extremely hazardous and also to check the Reportable Quantity (RQ) and the Threshold Planning Quantity (TPQ).

The RQ is an amount of chemical that, if released to the environment, requires notification of emergency response agencies.

The TPQ is an amount of chemical that, if possessed by the University, requires the development and implementation of a chemical specific risk analysis and risk management plan.

An effort should be made to purchase less than the RQ if possible. In no case should an amount exceeding the TPQ of a listed chemical be purchased without first contacting Environment, Safety and Risk Management.

3.0 RESOURCES FOR MORE INFORMATION

- 1) An MSDS is a document that outlines safety and health information for a particular chemical. MSDSs are available in Campus departments and are a resource for familiarization with chemical hazards.
- 2) The office of Environment, Safety and Risk Management, (x-8847) has a number of resources; please contact that office with any questions.