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**SUNY CORTLAND  
ENVIRONMENTAL HEALTH  
AND SAFETY OFFICE**

***CHEMICAL PROCUREMENT AND CONTROL***

*PROGRAMS, POLICIES, AND PROCEDURES*

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# Chemical Procurement and Control

## 1. Purpose

This document outlines responsibilities, requirements, and guidelines for chemical procurement and control. Observing the requirements and guidelines in this document will promote a safe and healthful environment, and help to comply with federal, state, and local regulatory requirements. Any deviations from the stipulations outlined in this document require approval from the Environmental Health and Safety (EHS) Office.

## 2. Applicability

This policy applies to all chemical using departments on the SUNY Cortland Campus. All chemicals purchases are to be reviewed by EHS for review and approval prior to purchase.

## 3. References

- Hazard Communication Standard (29 CFR 1910.1200)
- Occupational Exposure to Hazardous Chemicals in Laboratories (29 CFR 1910.1450)
- SUNY Cortland's Hazard Communication Program
- SUNY Cortland's Chemical Hygiene Plan
- Toxic Substances Control Act (TSCA)

## 4. Definitions

**Chemical Management Database** – The online database used for retrieving information on chemicals at SUNY Cortland.

**Safety Data Sheets (SDSs)** – Documents from chemical manufacturers, suppliers, and distributors that outline hazards, toxicological properties, and relevant control methods for chemicals.

**New Chemical** – A chemical that is not currently listed on a department's authorized list of chemicals.

**Existing Chemical** – A chemical that is currently listed on a department's authorized list of chemicals.

**Toxic Substances Control Act (TSCA)** – An Environmental Protection Agency regulation with objectives to regulate the manufacture, use, distribution in commerce, and disposal of chemical substances.

## 5. Responsibilities

**EHS Office** – Reviews requests for chemicals and maintains the Chemical Management Database. The EHS Office also specifies safe handling, use, storage, and disposal requirements for chemicals.

**Central Warehouse** – Forwards copies of packing slips and SDSs related to chemical shipments to the EHS Office.

**Chemical User** – Executes all relevant aspects of SUNY Cortland's Hazard Communication Program or Chemical Hygiene Plan. This includes observing protocol for chemical procurement, and implementing safe handling, use, storage, and disposal practices for chemicals.

**Purchasing** – Contacts the EHS Office for chemical purchases not executed on a credit card. Purchasing will also contact the EHS Office for imported chemicals.

**Research Foundation** – Contacts the EHS Office for chemicals purchased through the Research Foundation Fiscal Office.

## 6. Chemical Authorization Review

The chemical authorization review is a process used by the EHS Office to evaluate certain chemicals prior to procurement. The objectives of the chemical authorization review are:

- 1) promote safe handling, use, storage, and disposal practices; and
- 2) ensure regulatory requirements are implemented.

While the chemical authorization review will require input from the chemical user, this review will not be used to restrict the user's autonomy. The chemical authorization review will generally be conducted within 24 hours.

## 7. Chemical Procurement

Before any chemical is ordered, the user should check the list of authorized chemicals for the department to determine authorization status. This list can be retrieved from SUNY Cortland's Chemical Management Database at: <http://colfax/chemmgmt/>. If the department is not authorized for the chemical of interest, the user should send information related to the chemical (i.e., chemical name, desired quantity, specific use, and SDS) to the EHS Office.

The EHS Office will review requests for chemicals to assess potential hazards and determine whether or not regulatory restrictions apply. In rare instances where a specific chemical is, for example, extremely hazardous or not TSCA registered, the EHS Office will suggest that the user consider selecting another chemical. When a chemical is approved for use, the SDS and other relevant information will be entered into the

Chemical Management Database. Additionally, safe handling, storage, and disposal requirements might be specified to the user.

The user may order the chemical of interest after the chemical authorization review. Orders should be limited to quantities that correspond with current needs and in accordance with sound chemical management practices. After a chemical is received, the user should observe all safe handling, use, storage, and disposal requirements.

Existing chemicals do not require a chemical authorization review; therefore, these chemicals can be ordered at the discretion of the user following good laboratory practices. In instances where large quantities are ordered or when certain control requirements apply (e.g., TSCA regulations or use restrictions), the user should contact the EHS Office before an existing chemical is ordered. The EHS Office will specify whether or not special ordering, handling, use, or disposal requirements are necessary.

*Note: Free samples are not to be obtained from chemical manufacturers or distributors without approval from the EHS Office and employees are not to use chemicals obtained from home for job-specific tasks. Additionally, employees should not borrow chemicals from other departments without prior approval from the EHS Office.*

## **8. Chemical Inventory Control**

Chemical users are encouraged to periodically review their department chemical inventory for accuracy. If a chemical is used, but not listed on the department chemical inventory, the user should contact the EHS Office. The user should specify the chemical name, manufacturer and quantity when reporting unauthorized chemicals. Chemical users should also contact the EHS Office when a chemical is no longer used within a department. The department's chemical authorization list will subsequently be updated and hazardous waste disposal arrangements will be made.