

Hazardous Materials Procurement Policy

Cal Poly - San Luis Obispo - Environmental, Health & Safety

Purpose: To comply with all applicable federal, state and local regulations and California State and Campus policies involving the procurement of hazardous materials as defined in this Policy.

Definition: Hazardous materials may include hazardous chemicals, compressed gases, radioactive materials, biological organisms, and controlled substances and precursor chemicals, as defined by federal, state, and local regulations and University policies.

Responsibilities:

Purchasing hazardous materials as defined above, whether through the use of a Procurement (P-Card), Purchase Order, or other approved procurement method, shall require the following:

Purchaser:

- All purchases of hazardous materials must be approved by the department chair, director, or administrator. Dept. chairs, administrators, or directors may choose to designate an individual or individuals (designee) in their department or area that may purchase hazardous materials on a blanket approval from the department chair. Designees must agree to follow all purchasing responsibilities as contained in this policy.
- The purchaser or their designee is responsible to do the due diligence in investigating whether the materials purchased are hazardous.
- The purchaser is responsible to update the hazardous materials written inventory annually and notify the Environmental, Health & Safety Department at environmental-health-safety@calpoly.edu.
- RADIOACTIVE MATERIALS: All radioactive materials must be purchased by the Radiation Safety Officer in EH&S (RSO). Requests must be sent to the RSO with a chart field string to be charged to the requesting department or grant. For more information, see the [Radiation Safety Manual](#)
- CONTROLLED SUBSTANCES and PRECURSOR CHEMICALS: The purchaser shall seek and receive approval for the purchase of controlled substances and/or precursor chemicals as described above. In addition, the purchaser must request approval from EH&S prior to submitting the request to purchase.
- The purchaser is responsible to comply with all applicable federal, state, local regulations and California State University and Campus policies and procedures.

Environmental, Health & Safety Department (EH&S):

EH&S is responsible to develop and communicate all policies and procedures regarding the procurement, storage, use and disposal of hazardous materials associated with campus activities.

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- EH&S is responsible to approve the purchase, safe storage, use and disposal of Radioactive Materials and Controlled Substances and Precursor Chemicals.
- EH&S is responsible to conduct regulatory and policy compliance audits of randomly selected departments where hazardous materials are procured, stored, handled or disposed, and report the audit findings to the department chair, head or administrator.

Dean, Director, Department Chair, Department Administrator:

The department chair, director, administrator, or designated safety coordinator shall ensure:

- All hazardous material purchases are included in their department's hazardous materials inventory and communicated to EH&S.
- All affected faculty, staff and student assistants are notified of and comply with the requirements of this policy.

For assistance contact Environmental Health & Safety at 6-6665 or environmental-health-safety@calpoly.edu.