



Procurement and Sourcing Services

Effective Date: March 7, 2012

Last Update/Revision:

Initiating Department: Procurement and Sourcing Services

Responsible Department: Procurement and Sourcing Services

Authorizing Person: VP for Finance and Treasurer

Policy Number: P1075

Policy Name: Purchase of Hazardous Materials

Purpose: To provide guidelines on the purchase of hazardous materials.

Policy: Hazardous Materials, Select Agents and Controlled Substances may only be ordered by individuals after notice to the campus Environmental Health & Safety Office (EHSO) and on approval of the appropriate Department Head and Lab Manager.

Additional procedures, tracking provisions, storage requirements and disposal typically will be required. Quantities of these items purchased should not exceed the amount needed for use in the immediate future, due to restrictions set forth in City, County, State and Federal codes, as well as LIU storage constraints.

Individuals that have questions about the purchase of these items must contact their campus Environmental Health and Safety Office, or consult the campus Chemical Hygiene Plan.

This Policy Applies to: All Departments

Procedure: Departments that order scientific chemicals must do so in consultation with the Lab Manager and EHSO to ascertain current inventory and regulatory requirements concerning the purchase of chemicals that are considered hazardous.

Exceptions: None

Forms: [Purchase Order Requisition](#)
