UNIVERSITY OF NORTH DAKOTA HAZARDOUS CHEMICAL REQUISITION POLICY

To assist the University of North Dakota (UND) in managing hazardous chemicals being purchased, used, stored and disposed of, a uniform requisition process for acquiring all hazardous chemicals will be utilized. All said purchases must be ordered on a separate “UND HAZARDOUS CHEMICAL REQUISITION FORM”. The UND HAZARDOUS CHEMICAL REQUISITION FORM has the "CENTRAL RECEIVING", delivery designated [3701 Campus Rd., Grand Forks, ND 58202]. All other items that do not need to be ordered utilizing this form can be shipped directly to the department.

This requisition process enables the University to:

- Be in compliance with the Hazard Communication Standard (29 CFR 1910.1200) and the Laboratory Safety Standard (29 CFR 1910.1450);
- Update the chemical and hazardous material inventory database (utilizing the Environment Health and Safety Assistant system) on a continuous basis of laboratories;
- Track "in-house" quantities of hazardous chemicals by college/department, building, room number and user;
- Provide emergency response information to the Fire Department and spill response personnel; and
- Provide chemical date storage information to assure that certain chemical substances do not become unstable due to lengthy shelf life.

Updated Requisition Process for Hazardous Chemicals:

- A UND HAZARDOUS CHEMICAL REQUISITION FORM must be used exclusively for the purchase of hazardous chemicals. The fillable pdf form is available from the Procurement and Payment Services at https://und.edu/finance-operations/purchasing/forms.cfm, as well as on the UND Public Safety webpage at: http://und.edu/public-safety/resources/forms.cfm (under Miscellaneous Forms).
- All requisitions for the purchase of hazardous chemicals generated by a department/college/foundation/center must be signed by the responsible Principal Investigator and Department Designee.
- The signed Chemical Requisition form will be added as an attachment to the Perceptive Purchase Requisition.
- Upon signature of responsible department, the PURCHASE REQUISITION MUST BE MANUALLY ROUTED forward to the Office of Safety (Department 3155) for review and acknowledgment. Failure to send a HAZARDOUS CHEMICAL REQUISITION FORM to the Office of Safety will cause delay and rerouting of the requisition by the Procurement and Payment Services Department.
- Upon review and acknowledgment, the Office of Safety will route the approved requisition forward to the Purchasing Audits Queue where normal procurement process will be followed.
- Procurement and Payment Services will provide the purchase order to the department contact to place the order with the vendor.
- All requisitioned materials will be delivered to the Central Receiving Stockroom, located in 3701 Campus Rd., Grand Forks, ND 58202, where receipt and designation (Principal Investigator/Building/Department) will be entered into the University's hazardous material inventory computer database by the Office of Safety staff. A barcode will be generated and will be affixed to the chemical before delivering it to the laboratory.

Materials will be disbursed and delivered to the person and room, as listed and identified on the UND Hazardous Chemical Requisition Form by trained Office of Safety employees.

NOTE: P-CARDS WILL NOT BE USED FOR THE PURCHASING OF HAZARDOUS CHEMICALS AS PER THE REQUIREMENTS OF THIS POLICY.

ITEMS THAT DO NOT NEED TO BE ORDERED UTILIZING THIS SYSTEM:

- General Laboratory Supplies (Equipment’s, Plates, Pipette tips, Eppendorf tubes etc.)
- Kits (Examples: Flow Cytometry Kits, ELISA kits, etc.)
- Enzymes of any form
- Microorganisms
- Microbiological growth media
- Water of any grade
- Chromatographic column materials (gas or liquid)
- Household Cleaning Products
- Any chemical that does not have a GHS label or NFPA 704 label associated with it