

## **Appendix H: Chemical Procurement, Receiving and Inventory**

### **Chemical Procurement, Receiving and Inventory Program**

This section of the CHP describes standard operating procedures for procuring, receiving, and inventorying chemicals. An important program goal is to establish a centralized chemical stockroom in each department from which chemicals are procured, received, inventoried and distributed to laboratories. Centralizing these activities would:

- allow better monitoring of chemicals stored and used and their location within the facility;
- reduce the waste involved in duplicate purchases;
- reduce waste disposal costs;
- facilitate compliance with regulations.

#### **Chemical Purchasing and Procurement Responsibilities**

- Only Lab Managers are responsible for ordering chemicals.
- Lab faculty and staff should send all chemical purchase requests through their respective Lab managers before purchase.
- Students should never be permitted to order chemicals or reagents on their own, all chemical requests should be submitted to their respective department Lab Manager beforehand.
- The SURF program (Summer Undergraduate Research Fund) should follow all procedures according to their department on ordering lab supplies and/or chemicals.
- Existing chemical inventories as well as other department chemical inventories must always be double checked for requested chemicals before making new purchases to prevent duplicate chemicals from being ordered.
- The lower unit cost for bulk purchases is usually outweighed by the cost of additional storage/disposal that it requires; therefore, efforts must be made to purchase smaller quantities whenever possible.
- Lab Managers should always follow department guidelines for purchasing to ensure purchasing limits are not exceeded and budgets are maintained.
- Efforts must be made to ensure adequate facilities and equipment in the labs that will receive the chemicals/reagents in order to safely store and work with extremely hazardous substances before ordering these materials.
- Lab Managers should consider using or substituting less hazardous chemicals whenever possible.
- Lab managers must upload a copy of the SDS to the MSDS Online chemical inventory program for any chemical that is not already in the system.
- Safety Data Sheets should be regularly checked to make sure the most recent manufacturers copy is used.
- Before purchasing biological materials, lab managers shall review the Bio Safety Level to ensure the materials meet the biosafety levels for the laboratory it will be stored and utilized in. BSL-2 materials can only be stored in BSL-2 certified laboratories. Only BSL-2 Materials or below are allowed on campus.
- No chemicals should be brought to campus without being reviewed