

SECTION 5: HAZARDOUS MATERIALS/EQUIPMENT

SUBJECT: CHEMICAL PURCHASES

Policy #5.2

POLICY

Before entering into a contract for purchasing certain chemicals, UW Environmental Health and Safety (EH&S) approval should be sought to determine if there are any requirements, such as DEA approval or recommended procedures for acquisition, storage and/or disposal of the chemicals.

PROCEDURE

UW EHS has published the following requirements for purchasing chemicals in the [EHS Laboratory Safety Manual—Section 2—Chemical Management](#):

1. Hazardous Chemicals

Order only the amount of chemicals needed. Many manufacturers will supply smaller quantities or containers if requested by the purchaser. Do not stockpile chemicals. Chemicals that are expired and/or appear to be no longer useful are considered hazardous waste. Purchase hazardous chemicals in plastic coated bottles (when available) instead of uncoated glass bottles. If possible, hazardous chemicals should be received directly by the laboratory. If it is received in an office, there should be a safe location such as a designated table with adequate open space reserved for temporary storage of the package. When you open a shipment, you should verify that the proper chemical was sent, that the container is intact, and that the label is legible. The date of receipt should be written on the container's label.

2. Pharmaceuticals

Pharmaceuticals not regulated by the Drug Enforcement Administration (DEA), e.g. antibiotics, heparin, sterile water, and over the counter drugs, can be purchased through UWMC Drug Services. Some restrictions may apply. For more information and to see the pharmacy formulary list, go to <https://eres.lib.washington.edu/coursepage.asp?cid=1805&page=01>. If you do not know exactly what is needed, email questions to drugsvcs@uw.edu.

3. DEA Controlled Substances

DEA registrants can obtain controlled substances from a drug company, wholesaler or UWMC Drug Services. If you wish to order a controlled substance through Drug Services, a current Controlled Substances Registration Certificate must be faxed or mailed to Drug Services before an order can be filled. Controlled substances must be stored in a locked cabinet with limited access. A perpetual inventory must be maintained and the inventory forms used must meet DEA and State regulations. Expired or waste (undesired) drug must be kept secure in a locked cabinet in a separate container properly labeled for content, and inventoried until disposal. Drug Services or EH&S will provide the contact information of DEA-licensed reverse distributors who must be used for disposal. For more information, contact Drug Services (drugsvcs@uw.edu) or EH&S (ehsdept@uw.edu or 206-616-5835).

4. Non-Denatured Ethyl Alcohol

Instructions for obtaining approval and purchasing non-denatured ethyl alcohol are detailed on the UW eProcurement web site at

<https://f2.washington.edu/fm/ps/how-to-buy/ethyl-alcohol>

Instructions for maintaining accountability for tax-free ethyl alcohol are in Administrative Policy Statement (APS) 15.1 at

<http://www.washington.edu/admin/rules/APS/15.01.html>.

5. Radioactive Materials

The State of Washington Department of Health, Division of Radiation Protection, licenses radioactive materials use. Using radioactive materials requires the prior approval of EH&S. Orders for radioactive materials must be placed through the UW Purchasing Department.

6. Highly Dangerous Materials

Materials that are extremely hazardous to property, health or the environment (explosives, pyrophoric materials, highly water reactive chemicals, and highly

toxic gases, for examples) must not be procured until the necessary permits and administrative, engineering and environmental controls are in place. Hazardous materials must be stored and used in accordance with numerous regulations including, but not limited to, the International Fire Code and local amendments. See Section G: Special Chemical Hazards, below, for examples. Contact EH&S at 206-543-0465 for more information.

7. Compressed Gas Cylinder Procurement

Whenever possible gas cylinders should be purchased to ensure that the supplier has a cylinder return authorization program. Please refer to the UW eProcurement web site <http://www.washington.edu/admin/stores/eprocurement>. If a different vendor must be used to provide a specialty gas, the purchaser must get a written return agreement from the distributor or manufacturer prior to purchasing the gas. It is important that the return agreement include a statement requiring the manufacturer to take back both the cylinder and any unused gas. The purchaser should retain this agreement until the manufacturer has accepted the returned cylinder.

8. Chemical Exchange

The UW Chemical Exchange program facilitates the free exchange of chemicals campus-wide via MyChem, the online chemical inventory system. Consider checking the online Chemical Exchange (accessible only to UW employees) for chemicals before you buy new chemicals. For more information about this program, see the MyChem website at <http://www.ehs.washington.edu/epomychem/index.shtm>.

Additionally, if any of the chemicals listed on the [Do Not Ship List](#) are acquired in a quantity above the threshold, the acquisition and possession of the chemical must be reported to the Department of Homeland Security (DHS). EH&S reports to the DHS, and chemical inventories maintained in MyChem should be kept accurate to ensure that EH&S reports to DHS are accurate.