SECTION 5: HAZARDOUS MATERIAL/EQUIPMENT

SUBJECT: HAZARDOUS MATERIALS Procedure #5.4
REQUIRING WAIVER OF INDEMNITY

POLICY

Before being permitted to fill orders for certain types of chemical or biological hazardous materials, vendors must have on file a Waiver of and Indemnity Against Liability signed by the party placing the order.

PROCEDURE

1. The Buyer receives the requisition from the department and processes the order in the normal way. The Toxic Substance Control Act places the responsibility of the decision as to whether the substance is hazardous material on the shipper.

2. When the vendor receives the order, if for a hazardous material, a Waiver form will be returned to the Buyer for proper approval. (A separate Waiver must be filled out for each individual order).

3. The Buyer will contact either by phone or memo, the Industrial Hygienist, UW Environmental Health & Safety, 3-7262, giving the pertinent information on the order. The Industrial Hygienist will inspect the premises where the material will be used, checking for such things as who will be handling the substance, an available antidote, and proper disposal procedures.

4. If found satisfactory, the Hygienist will phone the Buyer giving clearance on the order. The Hygienist does not need to sign the Waiver. However, the Buyer should notate on the requisition the Hygienist's approval and the date.
5. The Buyer will then secure any other signature necessary on the Waiver before giving requisition and Waiver to the Director of Purchasing and Stores for signature.

6. After return, the Buyer will make a copy of Waiver for requisition and send original of Waiver to vendor.