

**SECTION 5: HAZARDOUS MATERIAL/EQUIPMENT**

**SUBJECT: HAZARDOUS MATERIALS REQUIRING WAIVER OF INDEMNITY Procedure #5.4**

**POLICY:** Suppliers of chemical or biological hazardous materials may require the University of Washington to provide a Waiver of and Indemnity Against Liability. The University avoids waiving its rights or indemnifying suppliers, to the extent possible. However, in certain instances, Suppliers may have a valid request for a Waiver of and Indemnity Against Liability. All such waivers should be forwarded to the Office of Environmental Health and Safety (EHS).<sup>1</sup>

**PROCEDURE:**

1. When placing an order for an item that may be a biological agent, toxic material, or hazardous chemical, the supplier is responsible for determining whether the substance is hazardous under the Toxic Substance Control Act (TSCA).
2. If the Supplier believes that the order includes a hazardous material, the Supplier will return a Waiver form for approval and signature by the University of Washington. (A separate Waiver must be filled out for each individual order).
3. Contact the University of Washington Office of Environmental Health and Safety<sup>2</sup> regarding the purchase, the Supplier and its intended use.
4. EHS will inspect the premises where the material will be used and ensure that all facilities and procedures are compliant, that appropriate training has occurred and that the substance will be disposed of appropriately.
5. If EHS determines that the results of the inspection are satisfactory and the use of such substance would be appropriate, EHS will contact Procurement Services to authorize the purchase. EHS does not need to sign the Waiver of and Indemnity Against Liability; however, ensure that EHS approval is noted in the file. If possible, obtain a written (email) authorization from EHS and attach it to the purchase record.

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<sup>1</sup> <http://www.ehs.washington.edu/fsocaproj/purchaseappnotlist.shtm>

Currently, contact Eric Stefansson at [estafns@uw.edu](mailto:estafns@uw.edu)

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