

Policies and Standards

<i>SECTION:</i> Purchasing	<i>NO.</i> 4.2		
<i>CHAPTER:</i> Materials Control	<i>ISSUED:</i> 1993	<i>REV. A</i> 12/99	<i>REV. B</i>
<i>POLICY:</i> Hazardous Materials	<i>PAGE 1 OF 2</i>		

PURPOSE

To ensure the safety and well being of Creighton faculty, staff, students and visitors by establishing procedures for the procurement and handling of hazardous materials.

SCOPE

This policy applies to all employees and students.

POLICY

To comply with the policies as outlined in the University's Hazard Communication Plan (HAZCOM) for materials which have been designated as hazardous by the Environmental Protection Agency (EPA), the Occupational Health and Safety Administration (OSHA), the National Fire Protection Association (NFPA) and the state and local statutes.

PROCEDURES

Because of difficulties associated with storage, the increased potential for accident and expense of disposal, hazardous materials shall be procured in minimal amounts.

Prior to placing an order for a hazardous material, the person initiating the order shall first determine if a non-hazardous, or less hazardous material, can adequately perform the task at hand.

Prior to placing an order for hazardous material, the person initiating the order shall ensure proper storage is available for the product. For proper storage information contact Environmental Health and Safety.

The Purchasing Department shall request a Material Safety Data Sheet (MSDS) be mailed to the Environmental Health and Safety Department when setting up a new supplier.

The person initiating the order shall ensure the proper account code **7693** is used indicating "Hazardous Material."

ADMINISTRATION AND INTERPRETATIONS

It is the individual researcher's responsibility to understand and implement the procedures.

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Direct questions concerning the HAZCOM plan to the Environmental Health and Safety Department, <http://www.creighton.edu/EHS> or 546-6400.

Direct procurement questions to the Director of Purchasing.

ADMENDMENT/TERMINATION OF THIS POLICY

The University reserves the right to modify, amend, or terminate this policy at any time.