

 CSN Procedure	Facilities Management
Category: Environmental Health and Safety	Effective Date: 09/01/2023
EHS New Chemical and Restricted Commodity Approval	

I. PURPOSE

The purpose of the EHS New Chemical and Restricted Commodity Approval procedure is to ensure that an adequate review is held to examine both the physical and health hazards associated with the proposed product before it is used at CSN facilities.

II. SCOPE

- A. This procedure applies to purchases of new chemicals and routine replenishments of EHS Restricted Commodity Categories comprised of:
 - 1. Chemicals (including commercially available household products)
 - 2. Compressed Gases
 - 3. Hazardous Materials

- B. All new and restricted commodity chemicals that are used at CSN facilities are to be evaluated through this procedure prior to use.

- C. This procedure applies to any mechanism that is used to obtain New Chemicals and EHS Restricted Commodities. The most common methods currently used include:
 - 1. Requisition
 - 2. P-Card (Credit Card)
 - 3. Vendor Samples

- D. During the approval process, the Environmental Health & Safety Department (EHS) will review the physical and health hazards, make recommendations for proper handling, storage, and protective equipment measures, and recommend adequate training for compliance with college policies and procedures.

- E. Once approval is obtained, the purchaser may use the approval form for subsequent purchases of the same chemical or hazardous product.

III. PROCEDURE

A. Responsibilities

- 1. Environmental Health & Safety (EHS)
 - a. Ensure administration of this procedure and conduct periodic reviews and updates.
 - b. Ensure compliance with environmental and safety regulations through the implementation of this procedure.

- 2. Managers and Supervisors
 - a. Responsible for compliance in their work unit with the requirements outlined in this procedure.
 - b. Conduct chemical inventories and update the chemical inventory in their work area as needed (Environmental Health & Safety is available for assistance).
 - c. Maintain Safety Data Sheets (SDS) for all chemicals in their work areas and ensure their availability to employees and students.
 - d. Ensure that appropriate safety training is conducted for all employees within their functional work unit.

3. Employees
 - a. Comply with the program methods described in this procedure and any subsequently developed program(s) and procedure(s).
 - b. Complete assigned safety training courses.

B. Procedures

1. New Chemical Orders
 - a. Chemicals that are being ordered for the “first time” by a department require New Chemical approval from the EHS Department. This is to ensure that Safety Data Sheets (SDS) are available and that all safety and regulatory requirements are in place prior to the chemical arriving on campus. This New Chemical approval is required regardless of purchase method (i.e., P-Card, requisition, free vendor samples, etc.).
 - b. Complete the EHS New Chemical & Restricted Commodity Approval Form (see Appendix A).
 - c. Include the Safety Data Sheet (SDS) for the chemical in the approval request.
 - d. Forward both items to EHS at ehs@csn.edu; with the subject line “New Chemical Approval Request”.
 - e. The form will be promptly returned to the sender indicating ‘approval’ or ‘disapproval’. Denied requests will include a brief explanation.
 - f. Include the approved form with supporting documentation for the P-Card purchase.
 - g. Copies of approved requests should be kept on file by the initiating Division, Department, or Program.
 - h. Once approval is obtained, the purchaser may use the approval for subsequent purchases of the same chemical or hazardous product.
 - i. New chemicals are not to be purchased or used until approval is obtained.
2. Routine & Replenishment Chemical Orders
 - a. Before reordering chemicals, review your existing inventories and use the chemicals currently in stock. Such assessment can help avoid the purchase of materials already on hand and can help ensure prompt disposal of unneeded materials. CSN has an institutional subscription to MSDSONline - a cloud-based chemical and SDS inventory system hosted by VelocityEHS.
 - i. To learn more about the [CSN SDS Library](#), review the [Hazard Communication Plan](#), [Chemical Hygiene Plan](#) and visit CSN SDS Library Dashboard for supplemental guidance, these resources can be found on the [EHS webpage](#). If you have additional questions, contact EHS at ehs@csn.edu.
 - ii. Purchase the smallest practicable quantities to reduce leftover, unusable chemicals. Avoid ordering extra quantities because of the bulk discount or the notion that the items might be useful in the future.
 - b. Chemicals (including commercially available household products), compressed gases, and/or hazardous materials purchased using a P-Card require EHS Commodity Approval.
 - i. Complete the EHS New Chemical & Restricted Commodity Approval Form (see Appendix A).
 - ii. Forward form to EHS at ehs@csn.edu; with the subject line “EHS Commodity Approval Request”.
 - iii. The form will be promptly returned to the sender indicating ‘approval’ or ‘disapproval’. Denied requests will include a brief explanation.
 - iv. Include the approved form with supporting documentation for the P-Card purchase.
 - v. Copies of approved requests should be kept on file by the initiating Division, Department, or Program.
 - vi. Once approval is obtained, the purchaser may use the approval for subsequent purchases of the same chemical or hazardous product.
 - vii. EHS restricted commodities are not to be purchased or used until approval is obtained.

3. Chemical Inventory & SDS Management
 - a. Once a new or restricted commodity chemical is purchased, the purchaser needs to check if the material is already listed in their location's eBinder inventory in the MSDSonline inventory and SDS system.
 - b. If it is not listed, the chemical and its associated SDS must be added to their location's eBinder inventory.
 - c. Instructions on how to view and add a new SDS in a location's eBinder are provided in the [Hazard Communication Plan](#).

IV. AUTHORITY AND CROSS REFERENCE LINKS

[CSN P-Card Manual](#)

[CSN Hazard Communication Plan](#)

[CSN Chemical Hygiene Plan](#)

[CSN Laboratory Manual](#)

**APPENDIX A - EHS New Chemical & Restricted Commodity Approval Form
(Chemicals, Compressed Gases, Hazardous Materials)**



Environmental
Health & Safety

**EHS New Chemical and Restricted Commodity Approval Form
(Chemicals*, Compressed Gases, Hazardous Materials)**

1. This form is required for purchases of new or restricted Chemicals*, Compressed Gases, Hazardous Materials.
2. New chemicals and restricted commodities are not to be purchased/used until Approval is obtained by EHS.
3. Copies of approved requests should be kept on file by the initiating Division, Department, or Program.

*Chemicals include commercially available household products.

Department:				
Campus:		Building:		Room#:
Name of (work area) responsible party/ Supervisor:				
Date:		Completed By:		Signature:

1. For new chemicals*, obtain Safety Data Sheet (SDS) from the supplier or vendor.
2. Forward the completed form with SDS attached (if new) to EHS at ehs@csn.edu; with the subject line "EHS New Chemical Approval Request" or "EHS Commodity Approval Request".
3. The form will be promptly returned to the sender indicating 'approval' or 'disapproval'. Denied requests will include a brief explanation.
4. Include the approved form with supporting documentation for the initial and subsequent P-Card purchases.
5. New Chemicals and/or restricted commodities are not to be purchased or used until Approval is obtained.
6. It is the purchaser's responsibility to ensure chemical(s) are included in the CSN SDS Library – eBinder.

COMMODITY CATEGORY	PRODUCT NAME (Chemical or Trade Name)	MANUFACTURER (Name and Address)	SIZE & QUANTITY	INTENDED PRODUCT USE
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

EHS Director Approval <input type="checkbox"/> YES <input type="checkbox"/> NO	SIGNATURE:
Comments:	