



WESTERN CONNECTICUT STATE UNIVERSITY

PURCHASE REQUEST APPROVAL PROCEDURE

PROCEDURE [S-117](#)

Issued 04/02

Please direct any questions or comments about the applicability of this document to Luigi Marcone, WCSU Department of Public Safety

POLICY

Prior approval from the Health, Safety, and Environmental Affairs Office is required on all purchase requisitions of products and services not exempted from this policy.

The intent of the policy IS:

- Ensure that the products or services meet or exceed existing Health, Safety, and Environmental Affairs regulations
- Ensure that the University meets or exceeds existing regulations
- Ensure that the members of the University community using the product or service are equipped, trained, and prepared to do so in a manner that meets or exceeds existing regulations
- Ensure that anyone exposed to the product or service is properly aware of, and protected from, any dangers resulting from the use of those products or services

It is NOT the intent of the policy to:

- Impede the timely flow of the purchasing cycle
- To place any limits, other than those established by regulation, on what products or service may be used
- Limit academic freedom

To be successful, this policy must include and/or address the following issues:

- All purchase requests are to be submitted to Environmental Health and Safety prior to purchasing
- Environmental Health and Safety have 3 working days to approve/put on hold/disapprove the purchasing requisition
- Environmental Health and Safety must have the flexibility to expedite emergency purchase requests
- It is Environmental Health and Safety's responsibility to notify the originator and purchasing of its decision within this same time period
- Over time, Environmental Health and Safety will develop a manual that provides guidance about Environmental Health and Safety law that is applicable to any class of products (see Appendix 1)
- Over time, Environmental Health and Safety will develop a manual (not necessarily exclusive of the above manual) listing all products and classes of products that will be exempted (See Appendix 2)

Purchasing Requests Requiring Technical Approval

I. Product Class: Chemicals and Gases

In addition to easily identifiable chemicals, virtually any liquid, compound or mixture is considered a chemical. Included are all paints, solvents, aerosol sprays, powdered metals, adhesives, epoxies, furniture polishes, glass cleaners, cleaning fluids, organometallic substances, solvents, gases, and virtually anything that will change to a more volatile state or be absorbed or decomposed during use (e.g. solders, welding rods, solid metals for evaporating or sputtering, crucibles, grinding wheels, organic laminate films, and anything else that may have an impact if flushed down the drain).

Note: Contractors may not purchase chemicals through the University's Purchasing Department.

The following Requirements, all in compliance to the OSHA Laboratory Standard 29 CFR 1910.1450 Subpart Z, must be met prior to approval:

- A MSDS for the chemical must be available (24) hours per day, everyday, in a conspicuous location near where the chemical is most likely to be used.
- A copy of that MSDS must be on file in the Office of Public Safety.
- The chemical container must have a label that, at a minimum includes the identity of the chemical, the name, addresses, and telephone number of the manufacturer, and easily identifiable hazard warnings.
- The chemical must be added to the University's Consolidated Chemical List.
- A storage area must be available for the chemical that meets all safety requirements as defined in sections 7.2.and 7.3 of the University's Chemical Hygiene Plan.
- The user and any University Employee likely to be exposed to the chemical must have completed the Hazardous Communication Training Course.
- If the chemical is not expendable, a disposable plan must be in place that is in conformance with the University's Disposable Waste Program.

Reference: Name(s) to be added

II. Product Class: Lasers or Equipment Containing Lasers

A laser is an optical device that produces and amplifies light into a small beam. The laser may be a stand-alone piece of equipment or embedded into another piece of equipment (i.e., Laser Printer).

The following product requirements must be met before approval:

- Must be certified as complying to 21CFR 1410.10
- Must comply to Laser Protection Standards given by ANSI Z-136.1
- Must be pre-approved by the University Laser Safety Officer

The following facility requirements must be met before approval:

- An ANSI Z-136 control area must be established
- A repair and maintenance procedure must be established
- The University Laser Safety Officer must pre-approve the facility plan

The following training requirements must be in place prior to approval:

- Laser safety training is mandatory for all users of class III and IV lasers

Reference: Dr. Russell Selzer, Department of Chemistry

III. Product Class: Office Furniture

All office furniture purchased for a University employee specifically as part of the employee's workstation. Included are office chairs, chair mats, footrests, desks, desk returns, under-the-desk keyboard and mouse platforms, task lights, and document holders.

The following requirements must be met prior to approval to purchase office furniture for a new facility:

- Must comply with the University's Ergonomic Office Furniture Standard, Procedure S-116
- Must be approved by the Department of Planning and Engineering

The following requirements must be met prior to approval to purchase office furniture for an existing facility:

- Must be made as the result of an Office Assessment
- Must be color coordinated

Reference: Name(s) to be added

IV. Product Class: Safety Detection Equipment

Detection equipment, either portable or fixed, for the purpose of determining the presence of hazardous materials for personal safety determinations (e.g. gas indicators, Geiger counters, etc.), and all detection equipment whose intended use is to ensure compliance with Federal, State, or local law (e.g. Sound Level Meters, Temperature and Humidity Meters, etc.).

- Instruments to be used in potentially explosive atmospheres must be intrinsically safe. Examples such as combustible gas indicators, Geiger counters, etc. must be checked for durability, must be checked for sensitivity and must be checked for linearity.
- All instruments must be capable of self-calibration prior to use.
- A storage area must be identified for the instrument compatible with manufacturer's requirements.

V. Product Class: Stock Equipment

All "off the shelf" pieces of equipment purchased as advertised from any source outside of the University. Equipment includes:

Equipment that produces or utilizes voltages in excess of 600 volts. The following requirements must be met prior to approval:

- Must have appropriate overcurrent protection
- Must have an emergency shut off
- Must have proper electrical and/or mechanical shielding

- Must be properly grounded
- Single source of power

Equipment involving hazardous chemicals or gases. The following requirements must be met prior to approval:

- Must have proper spill containment
- Must have proper enclosure of pressurized lines
- Must have proper exhausts and vents

Equipment with electrically powered heat sources. The following requirements must be met prior to approval:

- Baths – must have three wire grounded cord and/or be double insulated, redundant over temperature shutoff, and low liquid level shutoff
- Space heaters – must be three wire grounded and/or be double insulated, have automatic top over shutoff and protective grill
- Oven and furnaces – must have three wire grounded cord and/or be double insulated and be properly insulated

Reference: Luigi Marcone, Coordinator Health, Safety, and Environmental Affairs

Purchasing Requests Not Requiring Technical Approval

I. Product Class: Chemicals and Gases

- Petroleum based Oils, Lubricants, Greases and pump Oils.
- Dry Toners do not need approval, but an MSDS must be requested for all toners not manufactured by IBM, Kodak, Canon, or Xerox.
- Alcohol Swabs
- Consumer Products when used according to the manufacturers label (e.g. office supplies, commercial detergents, etc.)
- Medical/First aid supplies

II. Product Class: Lasers or Equipment Containing Lasers

- All Class I lasers
- Laser Printers

III. Product Class: Office Furniture

- Guest Seating
- Furniture or Furnishings purchased to emphasize a particular environment.

IV. Product Class: Safety Detection Equipment

- No exceptions

V. Product Class: Stock Equipment

Equipment involving hazardous chemicals or gases

- Regulators
- Manual valves and fittings
- Basic cross purge assemblies

Equipment with electrically powered heat sources (all must be properly grounded)

- Hot plates, stirrers, and items of similar nature

Appendix 1

Guidance for selecting products and services that meet applicable Environmental Health and Safety law:

Product Class: A grouping of products and services that have an easily identifiable characteristic that makes classification easy to recognize. Examples are: chemicals, office equipment, electronic equipment, welding services, and hazardous waste removal. Over time a cross-index of specific products and services with their groupings will be developed.

Each product class will contain the following information:

Definition: A definition of the product class and all products and services that fall within that class. In all cases, the definition will focus on the attributes that make the product and service in common with all other products.

The following product requirements must be met before approval: an overview of all requirements that need to be considered and all law that is applicable to that class.

The following facility requirements must be met before approval. An overview of what facility requirements need to be put into place prior to using the product and all law governing the use of that piece of equipment.

Note: In some cases a person or persons must have the authority and responsibility over the facility and the use of the product or service within that facility. That requirement will be addressed in this section.

The following training requirements must be in place prior to approval. In some cases, training is required because the product and service is being used. That training may be applicable to the user, as well as anybody in proximity to the product and service. Environmental Health and Safety will identify when training is required and make said training available.

Note: In actual practice, this manual will take on a life much like major companies are currently using. The following example is almost a direct lift from an IBM manual.

Product Class: Lasers or equipment containing lasers

Definition: A laser is an optical device that produces and amplifies light into a small beam. The laser may be a stand-alone piece of equipment or embedded into another piece of equipment (i.e., laser printer).

The following product requirements must be met before approval:

- Must be certified as complying to 21CFR 1410.10
- Must comply to Laser Protection Standards given by ANSI Z-136.1
- Must be pre-approved by the University Laser Safety Officer

The following facility requirements must be met before approval:

- An ANSI Z-136 control area must be established
- A repair and maintenance procedure must be established
- The University Laser Safety Officer must pre-approve the facility plan

The following training requirements must be in place prior to approval:

- Laser safety training is mandatory for all users of Class III and IV lasers

Reference: Dr. J.S. Bach, Professor, Department of Physics

Appendix 2

Products and services exempt from pre-approval by Environmental Health and Safety

A list of products within each of the groupings (defined above) that are, in general, exempt from the requirements of this policy . An example of this would be in the grouping “Office Supplies” ballpoint pens would be exempted.

AND

A list of specific products identified by model number that have already been exempted by Environmental Health and Safety. Being available on the University’s computer network will best satisfy this requirement.

Example

Product Class: Lasers or equipment containing lasers

Exempt:

- All Class I lasers
- Hughes model J-9245 YAG laser
- Laser printers