

## 1. Introduction

Purchase of certain hazardous materials and potentially dangerous equipment must be reviewed and approved by the Environmental Health and Safety (EHS) Department prior to purchase, in order evaluate the environmental and occupational safety hazards, risks, and impacts associated with the material, equipment, activities, or process. These materials include, but are not limited to the following:

- Chemicals and chemical products
- Biological materials (e.g., cells, bacteria, viruses, DNA (natural or synthetic), etc.)
- Biological toxins
- Live organisms
- [Select Agents](#)
- [Controlled substances](#)
- Radioactive materials
- Equipment, including:
  - Ethylene oxide sterilizers
  - Class 3B or Class 4 lasers
  - Magnets or magnet systems capable of creating a magnetic field  $\geq 0.5$  millitesla (mT) at a distance of one (1) foot or at the operator's position, whichever distance is less
  - Equipment generating sub-radiofrequency (30 kHz and below) magnetic fields which at any time where the magnetic flux density may be  $\geq 60$  mT/frequency (in Hz)
  - Equipment which may generate noise at any time more than 82 decibels (dBA)
  - Equipment that contains sealed radiation sources (e.g., irradiators and liquid scintillation counters)
  - Equipment that produces radiation, such as x-ray machines
  - 3-D printers
  - Laser cutters
  - Equipment that uses produces combustible powders and/or dusts
  - Equipment that has specific ventilation requirements

## 2. Purpose

This procedure describes the process for seeking and obtaining prior approval from EHS for purchase of hazardous materials and equipment.

### 3. Procedure

---

*When purchasing these materials, the requestor must provide the appropriate information for the purchase, including the vendor or supplier, catalog number, quantity, volume, etc.*

---

#### A. P-Card Purchases

Requisitioners must check the “EHS Approval” box on the P-Card Prior Approval Request form for the request to be routed to the EHS approval team. Once approval is granted by an EHS team member, the P-Card Prior Approval Request form is routed to the Fiscal Approvers and the Approving Officials as stated in the Job Aid, [Submitting a P-Card Prior Approval Request \(Job Aid PC7\)](#). No other documentation is required other than the EHS approval on the P-Card Prior Approval Request form.

Requisitioners who use the paper form of the Prior Approval Request should fill out the form and set [chemicalapprovals@kennesaw.edu](mailto:chemicalapprovals@kennesaw.edu) as an approving email address. Add a field for an EHS team member signature and a date signed.

#### B. ePro Purchases

Chemicals and chemical products procured through ePro are flagged and routed to EHS. Approval of ePro by an EHS team member is enough for purchasing the chemical. No other documentation is required.

##### 1. OwlPay Purchases

Chemicals and chemical products procured through OwlPay are flagged and routed to EHS; however, EHS does not recommend the use of OwlPay for purchasing chemicals and other hazardous materials because there is no mechanism for review and approval before the hazardous material is purchased.

### 4. Pre-Purchase Hazard Assessments

Some chemicals, hazardous materials, and equipment have inherent safety hazards that require special safety controls and authorizations. It is important that these controls are in place before the material is purchased and used on site. When purchase requests for these materials are received, EHS will conduct a hazard assessment to determine which safety controls and authorizations must be in place to support the use of the materials/equipment. The hazard assessment will include, but not limited to the following:

- Review of SDSs, regulatory requirements, technical specifications, safety bulletins, etc.
- Communication with the end-user to determine the scope of work and the proposed location for storage and use.
- A walkthrough/evaluation of the space and the available controls.

Once EHS has completed the required hazard assessment(s) and determined that all necessary safety controls are in place, ensured that current safety data sheets (SDSs) are available, and that the work with the material can be adequately supported through these controls, the request will be approved. A copy of the hazard assessment which highlights all the recommendations and requirements for working with the material will be sent to the end user.

In some instances, the hazard assessment may determine that the necessary controls for working with the material are not currently available or may be insufficient. In this case, the approval will be delayed until the required/recommended safety measures are implemented or may be declined if the requirements cannot be met.