



ENVIRONMENTAL HEALTH AND SAFETY
STANDARD OPERATING PROCEDURES

SOP No. 24.01.01.W1.31AR Chemical Procurement Procedure

Approved: August 15, 2010

Last Revised: October 2, 2018

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Environmental Health and Safety at WTAMU is composed of three distinct but integrated environmental safety departments that report to the Vice President of Research and Compliance. Academic and Research Environmental Health and Safety (AR-EHS) is responsible for research and academic related compliance, which includes laboratory and academic research and the associated compliance committees. Fire and Life Safety (FLS-EHS) is responsible for fire related compliance and conducts fire and life safety inspections of campus buildings and assists with the testing all fire detection and suppression systems. General Safety (GHS-EHS) promotes safe work and health practices, to all faculty, staff, students, and visitors. Examples of General Health and Safety components include: office safety, proper lifting techniques, trip and fall prevention.

Supplements TAMUS Regulation 24.01.01

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1. Purpose

The EHS chemical procurement process has been developed by West Texas A&M University as a service to researchers and instructors and to ensure the safe and reliable management of chemicals within the University. In managing chemicals, EHS advocates a risk management approach to minimize the risks to staff, students, contractors and visitors in relation to the purchase of chemical materials associated within the range of research and teaching.

2. Scope

This procedure applies to all departments of West Texas A&M University (WTAMU) that use hazardous chemicals, select agents, controlled substances, recombinant DNA, and/or toxins.

### **3. Procedures**

All chemical materials associated within the range of research and teaching must be purchased by the Environmental Health and Safety (EHS). Please utilize the EHS chemical order form (see Appendix A or [web submission form](#)) to identify the items to be purchased.

EHS understands research and teaching needs and will facilitate all purchase orders in a timely manner; however, if possible, allow at least two weeks to process orders. In emergency cases, EHS will provide expedited service.

By centralizing chemical purchasing, WTAMU can conduct risk assessment and implement chemical handling protocols; obtain Safety Data Sheets (SDS) formally known as a Material Safety Data Sheet (MSDS) for each chemical ordered; log the chemical into a chemical inventory; determine and provide official calendar support for needed regulatory inspections, registration, or authorization (e.g., scheduled requirements for carcinogens, drugs, or poisons); and provide support for proper labeling. EHS will work with TAMU System and WTAMU Purchasing procedures and policies.

Please review Standard Operating Procedure 24.01.99.W1.46AR WTAMU Controlled Substances Procedure for the process of purchasing these items.

### **4. Training**

West Texas A & M University Environmental Health and Safety will follow the Texas A & M University System Policy [33.05.02 Required Employee Training](#). Staff and faculty whose required training is delinquent more than 90 days will have their access to the Internet terminated until all trainings are completed. Only Blackboard and Single Sign-on will be accessible. Internet access will be restored once training has been completed. Student workers whose required training is delinquent more than 90 days will need to be terminated by their manager through Student Employment.

### **5. Record Retention**

No official state records may be destroyed without permission from the Texas State Library as outlined in [Texas Government Code, Section 441.187](#) and [13 Texas Administrative Code, Title 13, Part 1, Chapter 6, Subchapter A, Rule 6.7](#). The Texas State Library certifies Agency retention schedules as a means of granting permission to destroy official state records.

West Texas A & M University Records Retention Schedule is certified by the Texas State Library and Archives Commission. West Texas A & M University Environmental Health and Safety will follow [Texas A & M University Records Retention Schedule](#) as stated in the Standard Operating Procedure [61.99.01.W0.01 Records Management](#). All official state records (paper, microform, electronic, or any other media) must be retained for the minimum period designated.

### **6. Definitions:**

*Carcinogen:* Any substance or agent that produces or incites cancer.

*Hazardous Chemical:* Any chemical that is a physical or a health hazard.

**Exceptions** to the **EHS Chemical Procurement Process** must be jointly approved by EHS administration and the Dean of the Academic College associated with the request. Written documentation will be filed with the EHS office.

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**Related Statutes, Policies, or Requirements**

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**Contact Office**

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WTAMU Environmental Health and Safety  
(806) 651-2270

**EHS Chemical Order Form  
West Texas A&M University**

Please complete the form below for all chemical requests. To submit the form electronically, please use the [web submission form](#).

Today's Date: \_\_\_\_\_ Date you would like receive your order: \_\_\_\_\_

Investigator (user) name: \_\_\_\_\_

Payable to Account #: \_\_\_\_\_

Chemical Name and grade* (no Abbreviations, please)	#of items	Quantity	Company Preference**	Catalogue number

\* Specify chemical grade such reagent grade, GC, ultrapure etc.

\*\*If you do not have a source preference for your order, your chemicals will be ordered from an appropriate vendor determined by the EHS office. Failure to provide information could delay receipt of item.

Chemicals will be stored in: Building \_\_\_\_\_ Lab/Room number \_\_\_\_\_

Preferred delivery method:

Request EHS to deliver to lab identified above:

Investigator will pick-up upon notification by EHS (ID required):

Please email, fax, or deliver this form to the EHS Office:

**Location:** Killgore Research Center: **Email:** [EHS@wtamu.edu](mailto:EHS@wtamu.edu); **Phone:** 806.651-2270 **Fax:** 806.651-2733 Or, call EHS and we will pick up your order.

\_\_\_\_\_  
EHS Office use only:

PO# \_\_\_\_\_ Company Confirmation # \_\_\_\_\_

Date ordered \_\_\_\_\_