SOUTH DAKOTA SCHOOL OF MINES AND TECHNOLOGY

Policy Manual

SUBJECT: Campus Laboratory Materials Acquisition and Inventory

NUMBER: Policy VII-03 (Formerly Policy VII-A-04)

All laboratory chemicals, laboratory instruments containing chemicals, biological materials, and radioactive materials will be obtained/purchased through the campus chemical storeroom unless prior approval is obtained from the storeroom. Chemical inventories are required of all areas containing chemicals to ensure compliance with Federal, State, and Local requirements. The chemical inventory database provides these inventories for laboratory chemicals. An annual inventory must be provided to the campus chemical storeroom for all non-laboratory chemicals (i.e. shop chemicals, custodial chemicals, etc.).

Definitions

Lab Chemical – Chemicals used in academic and research projects that do not fit the definitions of a shop chemical or custodial chemical.
Shop Chemical – Non-laboratory grade chemicals purchased at hardware distributors (i.e. Ace Hardware, McMaster-Carr, etc.).
Custodial Chemical – Chemicals used for general cleaning purposes.
Biological Materials – Any biologically-derived material or, material which, either by accident or design, contains biological agents including bacteria, viruses, micro-organisms, genetically modified organisms - micro-organisms (GMOs, GMMs), or any other biological agents which might pose a risk to health and safety or the environment.
Radioactive Materials - Any unstable material which spontaneously emits ionizing radiation, including those that are naturally-occurring radioactive material (NORM).

Procedure

1. The Campus Chemical Materials Coordinator or designee will order laboratory chemicals, laboratory instruments containing chemicals, biological materials, and radioactive materials. If the campus chemical storeroom has the appropriate grade or quality of chemical, it will be dispensed instead of purchased to prevent waste.

2. Chemical samples must be verified through the campus chemical storeroom prior to ordering to ensure they are not over the reporting limit per EPA Federal regulations defined in the List of Lists document or the Department of Homeland Security Chemicals of Interest list. The sample should be shipped to the campus chemical storeroom or arrangements should be made with the Campus Chemical Materials Coordinator to ensure Material Safety Data Sheet (MSDS) is available and the sample is handled safely.

3. The Campus Chemical Materials Coordinator will follow the procedures set-forth in the Chemical Hygiene and Lab Safety Plan for uniform chemical and hazard-class labeling system for all chemicals entering campus.

4. The Campus Chemical Materials Coordinator will keep accurate MSDS records on all chemicals that enter the campus within an MSDS database that can be found on the following website: http://business.sdsmt.edu/ehs/.

5. The Campus Chemical Materials Coordinator will request chemical inventories annually from non-laboratory areas.

6. The environmental health and safety department will complete the upkeep on the campus chemical inventory database. The environmental health and safety department will scan the inventories in each area containing chemicals on an as needed basis.

SOURCE: Jul. 1991; Office of the VP for Finance and Administration, January 2012