

Procurement of Hazardous Materials at UH

**OTU INYANG
SAFETY MANGER
RADIATION&LASER SAFETY OFFICER
ENVIRONMENTAL HEALTH & LIFE SAFETY
WWW.UH.EDU/EHLS**

Outline



- **Background**
- **Commonly Purchased Hazardous Material**
- **What's the Big Deal?**
- **Addendum B**
- **P-Card: convenience or distraction?**
- **Recent Events**
- **Discussions on Policy Awareness**
- **Q&A**

Background



- **Certain hazardous materials are used for research and university operations in certain departments:**

Examples

- **Natural Science and Mathematics**
- **Colleges of Pharmacy, Optometry, Technology, Engineering**
- **Student Activities- laser light shows**
- **Athletics: x-ray imaging facility at TDCEU stadium**

Commonly Purchased Hazardous Materials



- **Radioactive Material**
- **X-ray machines**
- **Regulated Lasers (Class 3b & 4)**
- **Biological Agents that are either Select Agents/Toxins or Risk Groups 2 or 3**
- **Other Hazardous Chemicals**
- **Other Items of Concern- Biological Safety Cabinets**



**SO WHAT'S THE
BIG DEAL?**

Recordkeeping, Safety & Compliance



- Texas Department of State Health Services Radiation Control Regulations-licensed & registered activities
- Federal Rules- CDC, NIH, FDA, NRC, EPA, etc.
- Material Accountability
- Annual Inventory Control
- Machine and Device Registry
- Accountability for Safe Use required of UH
- Emergency Reporting Requirements (Chemicals)
- Faculty, staff, students and public safety

University Policies



- **MAPP 04.01.01-C. When to Use a Purchase Order**
- (2) The following purchases must be placed on a purchase order regardless of the dollar amount:
- a. Radioactive materials, x-ray machines, Class 3b and 4 lasers, biological safety cabinets, and other hazardous materials. – Requisition created by department and routed to Purchasing to create a PO (No P-CARD?).
- Note: The Pre-Approval Form for Requisitions (Addendum B for Requisitions) at <http://www.uh.edu/purchasing> must be used to obtain pre-approval for the above purchases.

Addendum B – What's that?



- **Pre-Approval Form for Requisitions with Hazardous Items ...**
- Radioactive Materials
- X-Ray Machines
- Class 3b and 4 lasers
- Biological Agents that are either Select Agents/Toxins or Risk Groups 2 or 3
- Biological Safety Cabinets
- UH Controlled Chemicals- listed by name and quantity

How in the world am I
supposed to know all these?



**CONTACT EHLS DEPARTMENT
FOR ASSISTANCE AT
713-743-5858 OR EHS@UH.EDU**

P-Card: Convenience or Distraction?



- **Policy 04.01.01 prohibits use of P-card for items on Addendum B, However...**
- Do your departments use P-Cards for chemical purchases or other items on Addendum B?
- Do laboratory personnel at your department by-pass the financial office during purchase of radioactive material or lasers?

Recent Events (Some)



- **Surprise...Radioactive Material Shipment**
 - State and federal regulations require license verification for both intended buyers (UH personnel) and suppliers (vendors)
 - My Financial Coordinator was out of the office so I just called the vendor...
- **Surprise... New Lasers in the laboratory**
 - State and federal regulations require laser registration, inventory, adequate use controls for every class 3b & 4 laser
 - We bought this from EBay a few months ago...
- **Refusal to comply or lack of policy awareness?**

Policy Awareness- Discussion



- How can we assist provide awareness to new College/ Division Business Administrators, Financial Coordinators?
- How can we assist provide awareness to new Faculty members, Post Docs, Research Assistants?
- How can we assist bring awareness to persons involved with new student activities that may impact these policies?

QUESTIONS



CHALLENGES?
QUESTIONS?
SUGGESTIONS?
COMMENTS?

EHLS Department Assistance



Dept. website

www.uh.edu/ehls

**Phone Contact/
Email**

713-743-5858

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