UCCS SAFE OPERATING PROCEDURE
11. CHEMICAL ORDERING

(For assistance, please contact Environmental Health & Safety)

- Prior to ordering, consider less hazardous substitutes or other means for minimizing the amount of waste generated as a result of using the chemical. ORDER CHEMICALS IN THE SMALLEST QUANTITY AND CONTAINER SIZE FEASIBLE TO MINIMIZE ASSOCIATED RISKS.

- Review existing stocks prior to ordering to ensure that only needed quantities are on-hand.

- Ensure that appropriate personal protective equipment, necessary engineering controls, adequate storage facilities, and spill supplies are available to facilitate safe use of the chemical. Update emergency, use, or handling procedures, as necessary.

- DO NOT USE THE "A-CARD" FOR PURCHASE OF HAZARDOUS CHEMICALS¹.

- Observe all warnings on the package. If the outer packaging is not properly labeled, do not accept delivery of the chemical.

- Review the Safety Data Sheet (SDS) and observe stated precautions for safe handling and storage of the chemical. A HARD COPY or ELECTRONIC COPY OF THE SDS SHOULD BE FILED WHERE IT IS ACCESSIBLE TO THOSE WHO WILL BE HANDLING THE CHEMICAL.

- Update the chemical inventory for the area, as needed.

- It is advisable to record a date of receipt on the chemical label, especially for stock rotation purposes, for those chemicals that have limited shelf lives and to assist in subsequent inventories.

- Carts for transporting chemicals should have side rails and wheels large enough to negotiate uneven surfaces. Outdoor cart deliveries from one building to another should have two operators; one to manually operate the cart and one to ensure the load is stabilized. Retain the chemicals in their original, intact shipping packages while transporting from one area to another.

- Do not leave carts with chemicals unattended in hallways or walkways.

- If you have the need for non-denatured Ethyl Alcohol, contact EHS for ordering and permit information

Last reviewed by Cynthia Norton on December 10, 2015