

<b>SUBJECT:</b> Procurement, Use, and Possession of Hazardous Materials and Radiation-Producing Equipment	<b>Effective Date:</b> 04/18/12	<b>Policy Number:</b> 3-107.1
	<b>Supersedes:</b> 3-107	<b>Page      Of</b> 1            4
	<b>Responsible Authority:</b> Director of Environmental Health and Safety	

DATE OF INITIAL ADOPTION AND EFFECTIVE DATE: 05-16-06

#### APPLICABILITY/ACCOUNTABILITY

This policy applies to all faculty members, visiting scholars, staff members, students, volunteers, and affiliates who procure, use, or possess hazardous materials or radiation-producing equipment.

#### POLICY STATEMENT

The Department of Environmental Health and Safety (EHS) is the designated authority for compliance with applicable hazardous materials and radiation-producing equipment regulations. Individuals acting on behalf of the university are responsible for the proper procurement, use, storage, security, record keeping, compliance, and any other requirements related to hazardous materials and radiation-producing equipment.

#### DEFINITIONS

**Hazardous Materials.** Any material that, because of its quantity, concentration, or physical, chemical, or biological characteristics, may pose a hazard to human health or the environment.

**Restricted Hazardous Material.** A hazardous material that requires a license, permit, or specialized reporting before procurement or use.

**Radiation-producing Equipment.** Equipment that is regulated by the Florida Department of Health because it is capable of producing ionizing radiation (such as x-ray equipment) or certain types of non-ionizing radiation (such as Class IIIB and Class IV lasers).

## PROCEDURES

1. Individuals are required to disclose the details of their hazardous materials procurement, use, storage, security, and disposal measures, in accordance with current EHS policy and procedures.
2. The procurement of hazardous materials is governed by the UCF Purchasing Department. Hazardous materials, restricted or non-restricted, must be purchased with a university purchase order. The purchase of hazardous materials via purchasing card is prohibited unless the charge is tied to a purchase order. For vendors who will not accept purchase orders, please contact the PCard Administrator for guidance.
3. The authorization for individuals to procure, use, or possess restricted hazardous materials is granted by government agencies and is dependent on the conditions listed in permits or licenses. Contact EHS for license and permit information. Classes of restricted hazardous materials and related restrictions include but are not limited to the following:
  - Drugs and Drug Precursors – Individuals purchasing controlled substances listed on the federal Drug Enforcement Administration (DEA) List I must have a DEA license. Individuals ordering drug precursors listed on the DEA List II may be required to have additional information on file with the vendor.
  - Prescription drugs, medical oxygen, and quantities of diethyl ether greater than 2.5 liters – Individuals must receive a Florida Department of Health permit or a written exemption.
  - Explosive materials – Individuals must have a State of Florida permit and be listed on the university's federal Alcohol, Tobacco, Firearms and Explosives (ATF) license.
  - Radioactive materials – Individuals must be listed on the university's Florida Department of Health license.
  - Ionizing radiation-producing equipment (analytical and medical) and Class IIIB and IV lasers must be registered with and inspected by the Florida Department of Health.
  - Tax-free alcohol (pure 190 proof or 200 proof ethyl alcohol) – Individuals must request permission to purchase on the university's federal ATF permit.
  - Select agents (infectious biological materials and human toxins) – Individuals must request permission to purchase, and UCF EHS must register the materials with the federal Centers for Disease Control.

- Chemicals listed on the Department of Homeland Security (DHS) Appendix A Chemicals of Concern- Threshold quantities of Appendix A chemicals must be reported to the DHS and additional security measures may be required.
4. Purchase orders for explosives, radioactive materials, radiation-producing equipment, tax-free alcohol, and select agents must be approved by EHS prior to processing the requisition through the Purchasing Department.
  5. EHS shall receive radioactive materials at the Laboratory and Environmental Support Building 48 or Burnett School of Biomedical Sciences Building 1001 Central Receiving. All other types of restricted or unrestricted hazardous materials must be direct delivered to the ordering department's location of use.
  6. Once an authorized individual receives a restricted hazardous material, he or she is responsible for the proper use and storage of the material according to specific license or permit conditions. He or she must keep records listing the quantities used and the quantities on hand. Such records are subject to EHS, state, and federal audit on demand with no advance notice.
  7. Departments ordering non-restricted hazardous materials must report purchases, final consumption, disposal, or transfer of those materials to EHS on a container-in-container-out basis via the university chemical inventory system.
  8. Departments are responsible for ensuring facilities and engineering controls are adequate for the material storage and use, and for maintaining a centralized hard copy repository of Safety Data Sheets stored per building. Purchased and stored quantities should be kept to a minimum. Less hazardous alternatives should be used when available.
  9. EHS is responsible for fees related to routine chemical waste disposal and incidental spill materials. Departments are responsible for emergency response fees and other fees or fines incurred due to improper collection, storage, or disposal while such wastes are being generated, accumulated, or stored in their facilities.
  10. International Air Transportation Association, and other applicable rules. International shipments may also be subject to federal import and export regulations and require review by the Office of Export Compliance even if being returned to the country of origin or sponsor. Transfer of materials for personal or non-university related business is prohibited.

11. Donations of chemical, biological, or radioactive hazardous materials that are received by departments or individuals require prior approval from EHS before they are accepted by the person or department receiving the material(s). Notification is to be accomplished by completing the UCF Gift In Kind Form and submitting to the UCF Foundation, Inc.

#### LINKS

- UCF Gift in Kind Form: <http://ucffoundation.org/images/documentlib/ucff%20gift%20in-kind%20form%20revised%202011-9-10.pdf>
- EHS Web site, [www.ehs.ucf.edu](http://www.ehs.ucf.edu), has additional procedure information referenced in this policy including links to the DEA Lists I and II and the DHS Appendix A

#### CONTACTS

- EHS Hazardous Materials Manager (407) 823-0071
- PCard Administrator (407) 882-2235
- Purchasing Department (407) 823-2661
- Office of Export Compliance (407) 823-3778

#### INITIATING AUTHORITY

Vice President for Administration and Finance and Chief Financial Officer

POLICY APPROVAL	
(For use by the Office of the President)	
Policy Number: 3-107.1	
Initiating Authority: <u>Will J. Menke II</u>	Date: <u>5-1-12</u>
Policies and Procedures Review Committee Chair: <u>Stephen J. Hill</u>	Date: <u>5-1-12</u>
President or Designee: <u>Alan C. Hill</u>	Date: <u>5/2/12</u>