

SUBJECT: Procurement, Use, and Possession of Hazardous Materials and Radiation- Producing Equipment	Effective Date: 5-16-06	Policy Number: 3-107	
	Supersedes:	Page 1	Of 3
	Responsible Authority: Director of Environmental Health and Safety		

APPLICABILITY/ACCOUNTABILITY:

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

POLICY STATEMENT:

The Department of Environmental Health and Safety (EH&S) is the designated authority for compliance with hazardous materials regulations. Individuals acting on behalf of the university are responsible for the proper procurement, use, and security of hazardous materials and radiation-producing equipment, and they must keep accurate records of all such materials to ensure that the university is in compliance with hazardous materials regulations.

DEFINITIONS:

Hazardous Materials. Any material that, because of its quantity, concentration, 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 or permit 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. 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.
2. 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 EH&S for license and permit information. Classes of restricted hazardous materials are generally summarized by the following list:
 - Controlled substances (drugs) – Individuals must have a federal Drug Enforcement Administration license.
 - Prescription drugs, medical oxygen and/or 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 and Firearms (ATF) explosives license.
 - Radioactive materials – Individuals must be listed on the university's Florida Department of Health license.
 - Ionizing radiation-producing equipment (analytical and medical) must be registered with and inspected by the Florida Department of Health.
 - Tax-free alcohol (pure or 100 proof ethanol) – 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 EH&S must register the materials with the federal Centers for Disease Control.
3. Purchase orders for explosives, radioactive materials, tax-free alcohol and select agents must be approved by EH&S prior to processing the requisition through the Purchasing Department. EH&S will consult UCF's General Counsel's office with respect to previously- identified issues involving these materials.
4. EH&S shall receive all radioactive materials at its facilities. All other types of restricted hazardous materials may be received by the individuals who placed the order.
5. Once an authorized individual receives restricted hazardous materials, he or she is primarily responsible for the proper use and storage of the materials per specific license or

permit conditions. Records must be kept listing the quantities used and the quantities on hand. Such records are subject to state and federal audit on demand with no advance notice.

6. The purchase of any radiation-producing machine with UCF purchasing cards is prohibited. In addition, EH&S must approve in advance any purchase orders for machines that produce ionizing radiation.

7. Departments ordering non-restricted hazardous materials are required to report purchases to EH&S on a regular basis. Whenever possible, purchased quantities should be kept to a minimum. Less toxic alternatives should be used when available.

8. Any persons wishing to ship chemical, biological or radioactive hazardous materials (other than to return commercially available products to the supplying vendor) should contact EH&S to verify the shipment is in compliance with Department of Transportation, International Air Transportation Association and/or other applicable rules.

CONTACTS:

EH&S Hazardous Materials Manager (407) 823-0071

Purchasing Department (407) 823-2661

INITIATING AUTHORITY: Vice President for Administration and Finance

POLICY APPROVAL (For use by the Office of the President)	
Policy Number: 3-107	
Initiating Authority: <u><i>William D. Numb</i></u>	Date: <u>7/27/06</u>
Policies and Procedures Review Committee Chair: <u><i>Beth Barnes</i></u>	Date: <u>July 18, 2006</u>
President or Designee: <u><i>Jim C. Hill</i></u>	Date: <u>7/31/06</u>