

Chemical Purchasing Procedures: 6-mo Summary Report

Environmental Health and Safety (EH&S)

Status Summary

EH&S assessed the implementation of a hazardous material purchasing tool in January 2022 with the goal of determining if the new process for tracking the purchase of hazardous materials was effective at providing users with the flexibility to purchase items for instructional activities, as well as ensuring that EH&S was aware of new chemical purchases.

Action Item Summary

Action Item #1: Implement the pilot rollout

Status: Complete

EH&S consulted with multiple campus departments to develop a process and workflow that would best support student success and maximize safety. This was rolled out to a limited audience to begin live testing.

Action Item #2: Implement user orientation and training

Status: Complete

EH&S implemented a process of a new user orientation through our internal marketing efforts and identified new groups of users willing to onboard into the new process. An EH&S team member provides live training for new users and several documents to support their success. Once trained, users are cleared to begin making chemical transaction requests via their P-Card.

Action Item #3: Full rollout

Status: Ongoing

EH&S continues to increase the number of active users and capture active feedback throughout the process. Orientation training continues as part of the onboarding process.

Action Item #4: Continuous Improvement

Status: Ongoing

EH&S continues to follow the process of continuous improvement which is guided by both active user input and feedback from key stakeholders. These items are considered, and program updates are then strategically incorporated into the existing workflow.

Next Steps for FY 22/23

During the upcoming fiscal year, EH&S plans to begin the implementation of a program to help audit chemical inventories for items purchased through the new tracking system. This will help to provide assurances through shared governance that the procedure is effective at ensuring that new chemicals are being inventoried in an appropriate amount of time.