

Procurement of Hazardous Materials Assessment

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Project Cycle

2019

- Results of 2019 system-wide EH&S audit identified the lack of purchasing procedures for hazardous materials.
- The finding was resolved in 2019 by prohibiting the purchase of hazardous materials on P-Cards.

2020

- Users reported challenges to EH&S Director in 2020
- EH&S Director met with stakeholders to get user input
- Began new process development to better support student success

2021

- Developed submission database
- Pilot implementation for testing
- Revised process assessed during 2021 EH&S Advisory Audit

2022

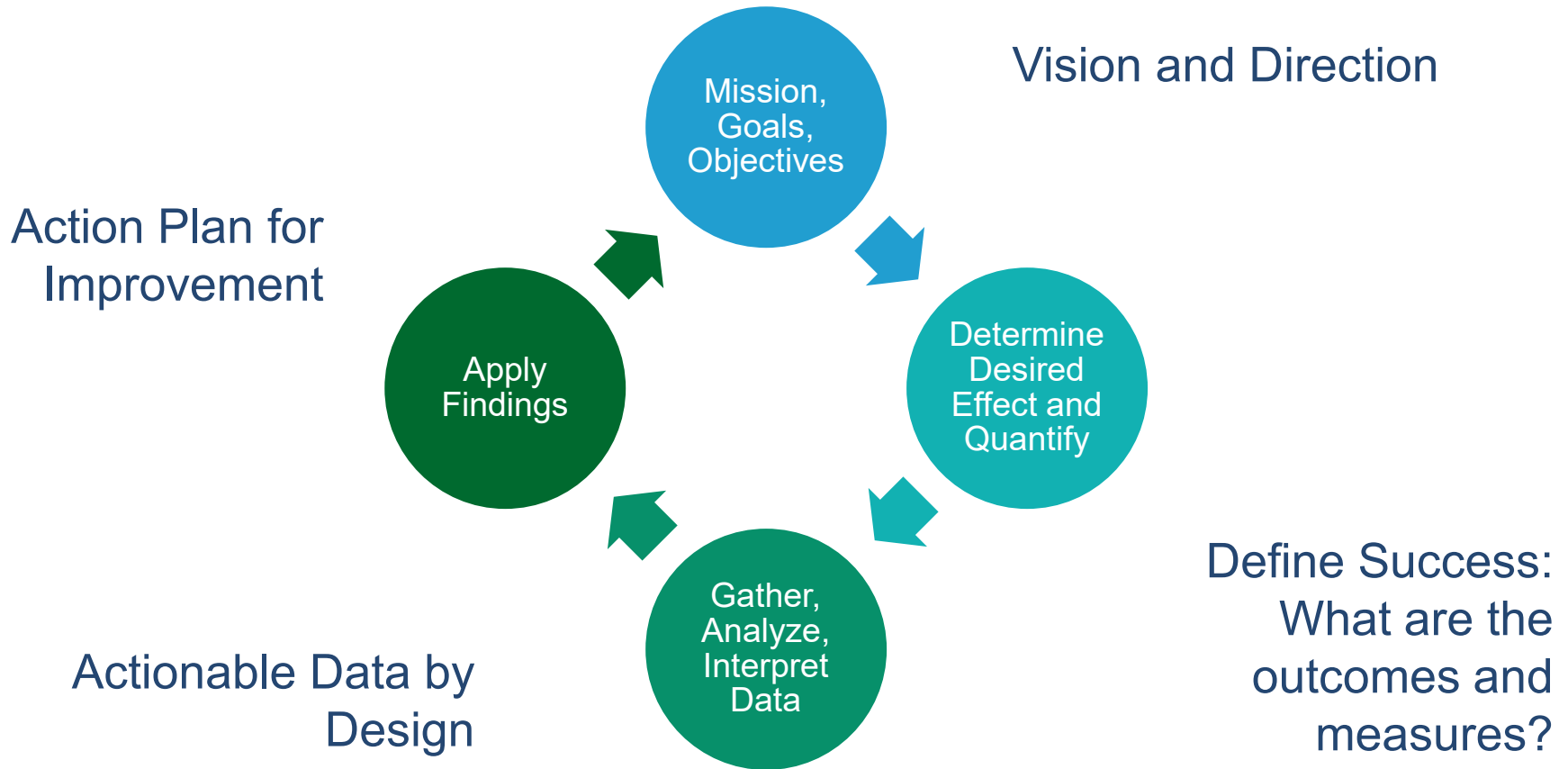
- Full implementation scheduled for Q1 2022



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Continuous Improvement Cycle



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Assessment Findings

Strategic
Initiatives

Regulatory
Compliance

Addressed
Regulatory
Requirements

Student
Success

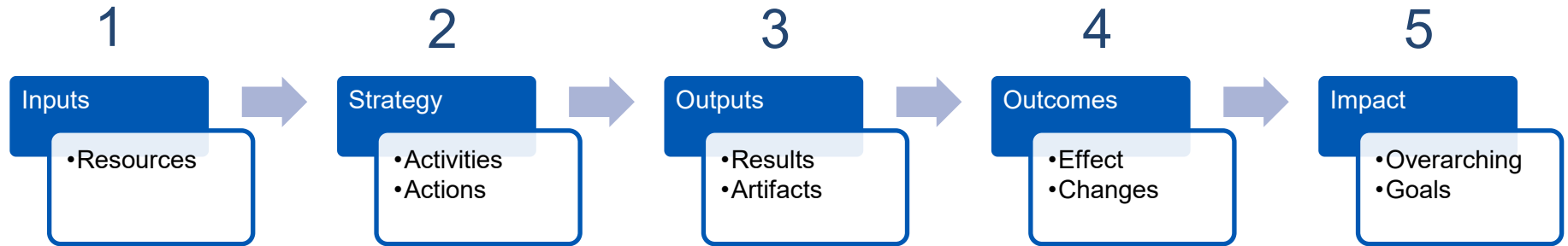
Addressed
2019 Audit
Findings

Up Next: Action Plan



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Assessment Framework



1. If we provide this input,
2. Using these Strategies/Actions
3. It will produce these outputs,
4. With these results of use, and
5. The following long-term impact



What does Success Look Like?

■ Long Range Impacts

- The process for obtaining hazardous materials will...
 - Meet regulatory and campus EH&S requirements.
 - Ensure students have the supplies and materials needed for success
 - Be user friendly
- The solution will help ensure an accurate chemical inventory
- The solution will be scalable to support numerous requests from multiple users and accessible to all campus stakeholders.

■ Desired Outcomes

- Increase awareness around chemical storage requirements
- Increase accessibility of materials to students participating in academic labs and research.

Process Inputs

- Develop a new procedure for hazardous material purchases on ProCard.
- Develop a database to receive requests

Strategies and Actions

- Implementation of the procedure
- Implementation of the database
- User training and consultation
- Repeat continuous improvement cycle
 - Follow-up with key stakeholders
 - Assess and incorporate feedback



Outputs

- Hazardous material purchase submissions
- User dashboard for request status
- P-Card holder dashboard for pending purchases
- Department chair dashboard to review proposed purchases
- EH&S Dashboard to review purchases
- Purchasing Dashboard to review purchases reviewed by EH&S.
- Confirmation e-mail for P-Card Reconciliation



Technical Challenges

Strategy



- ☐ Discontinue pre-approval strategy
- ☐ Focus on department self-reporting
- ☐ Provide consultative support
- ☐ Develop shared governance model
- ☐ Audit inventories for compliance

Logistics



- ☐ Develop online submission
- ☐ Post-transaction reporting
- ☐ Automated notifications
- ☐ Record management for auditing
- ☐ Metrics and performance indicators

Workflow



- ☐ Initially developed for P-Card Holders
- ☐ Pilot rollout identified workflow issues
- ☐ End-users now initiate requests
- ☐ P-Card holders action pending requests
- ☐ EH&S validates purchases

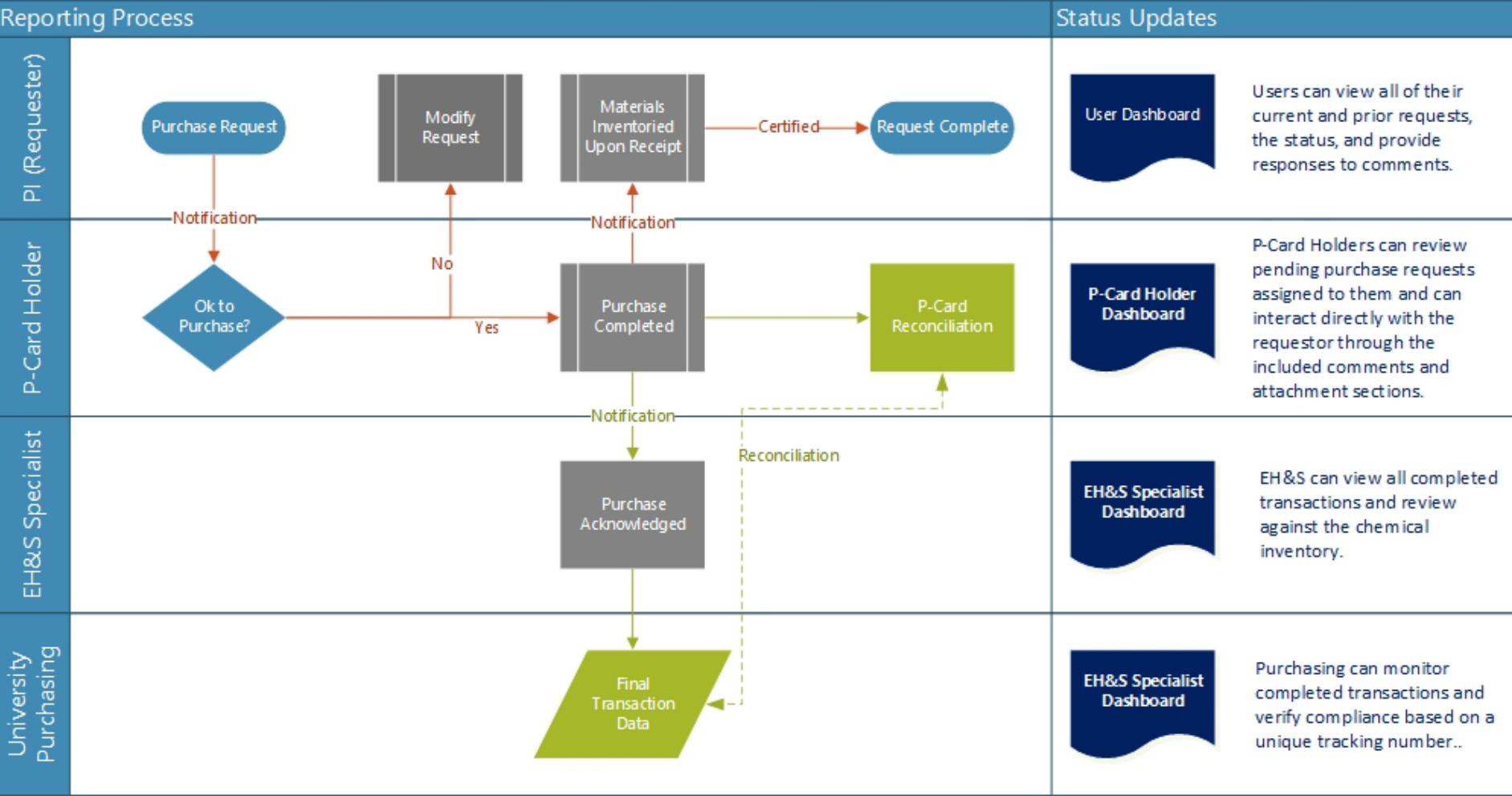
Up Next: Results



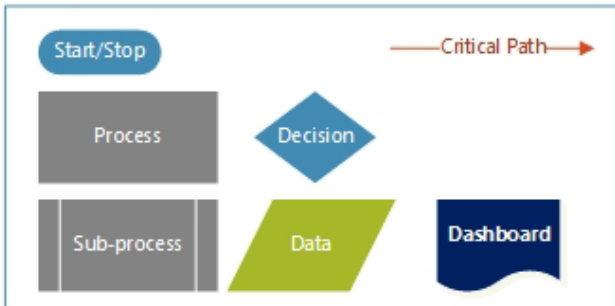
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Reporting Hazardous Material Purchases

Rev. 11/21



Legend



Questions



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