

Appendix A: Purchase Approval Process

The toxic gas purchase approval process applies to new uses of toxic gases, as well as changes in volume, use, or location for existing uses as of **06/04/2018**. The purchasing process is diagrammed in **Fig 5**. Renewal purchase requests for gas uses that have been previously approved will be expedited through the purchase process.

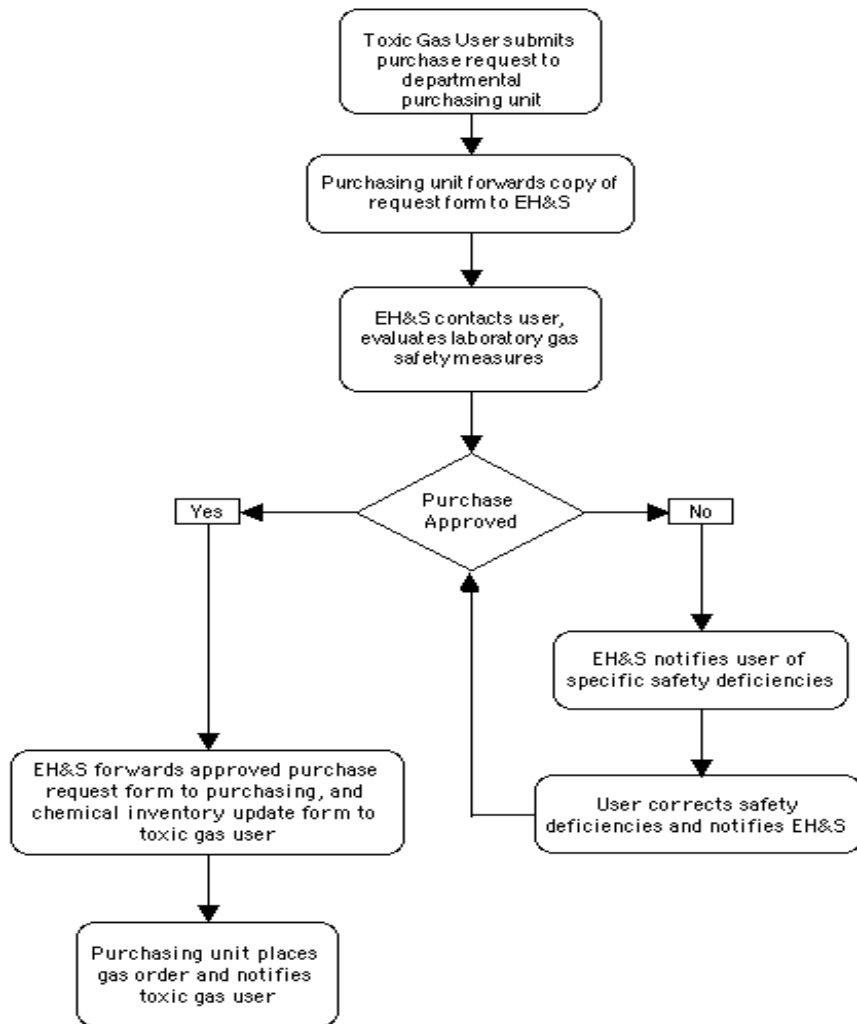


Fig 5. Pathway for toxic gas approval

The toxic gas user shall first present a purchase request to their departmental purchasing unit. The purchasing unit shall then send the purchase request to the Office of Environment, Health & Safety (EHS). EHS will then contact the toxic gas user to discuss safety issues related to the proposed use. An evaluation of a toxic gas purchase request may involve interviewing the gas user or laboratory safety

officer, a laboratory visit, modeling of a laboratory gas release, and/or specific recommendations for gas use safety. The criterion for toxic gas purchase approval is the ability to provide a safe working environment and advance provision for proper handling and disposal.

If the proposed toxic gas purchase will result in a change in the laboratory's Occupancy Use Classification (as defined in the California Building Code), the current California Fire Code requirements will be applied. If these requirements are not feasible, the PI will work with EHS to propose alternate means of providing adequate protection for review and approval by the Campus Fire Marshal. In existing labs where the purchase will not result in an Occupancy Use Classification change, EHS will ensure that currently enforced safety and environmental regulations are properly addressed, and may require additional precautionary measures applicable to the proposed use.

Upon EHS approval of the gas purchase, notification will be sent to the departmental purchasing unit and to the toxic gas user. The purchasing unit will then proceed with the gas ordering process. If the toxic gas use plans are not approved, EHS will notify the toxic gas user of specific deficiencies and will work with the toxic gas user to implement any needed safety modifications. Unapproved purchase requests that cannot be resolved may be appealed to the Vice Chancellor of Research (VCR) for an acceptable resolution. If the toxic gas is not in the laboratory's current chemical inventory, the user shall amend the chemical inventory within fifteen (15) days of receiving the gas.

As part of the ordering process, the toxic gas user is responsible for obtaining vendor information regarding chemical compatibility for process equipment, manifold specifications, and the availability of restricted flow orifices. Restricted flow orifices shall be used where feasible.