

Did You know: EH&S New Chemical and Restricted Commodity Approval Form

Did You Know:

Chemicals (includes commercially available household products), Compressed Gasses, and Hazardous Materials are restricted on the P-Card and may only be purchased with *PRIOR* commodity approval from Environmental, Health & Safety.

To streamline the prior commodity approval process for chemicals, compressed gasses and hazardous materials Environmental, Health & Safety has added an EHS New Chemical & Restricted Commodity Approval Form on the EH&S web site - <https://www.csn.edu/environmental-health-safety> .

The PDF-fillable form can be found under the “Submit EH&S Report or Request” section and right-hand-side buttons. The entire procedure can be found in the “EH&S Procedures and Documents” section under the “General Workplace Health & Safety” or “Lab Safety” subsections. Once commodity approval is obtained, the purchaser may use the approved form for the initial and subsequent P-Card purchase of the same chemical or hazardous product. Be sure to upload the approved commodity form with your receipt in Workday and file a copy in your binder.

Below are screenshots for reference.

CSN — ENVIRONMENTAL HEALTH & SAFETY

Environmental Health & Safety

Welcome

The College of Southern Nevada is committed to the safety, health, and well-being of all members of the College community.

Environmental Health and Safety (EH&S) supports a safe learning and working environment by providing a broad range of environmental compliance and occupational health and safety services that support the overall mission of CSN. These services are designed to protect personnel, the environment, and our facilities while promoting compliance with applicable laws, regulations, codes, and standards.

EH&S also provides incident management, hazardous materials and waste management, hazard evaluation and mitigation, information and training programs, and environmental health and safety consulting and inspection services. For more information, please visit one of the safety categories below.

Submit EH&S Report or Request

REPORT A SAFETY CONCERN OR NEAR MISS	REPORT AN INJURY OR INCIDENT
REQUEST CHEMICAL/BIO WASTE PICK-UP	
REQUEST NEW CHEMICAL AND EHS RESTRICTED COMMODITY ACQUISITION APPROVAL	

Obtain EHS Restricted Commodity Approval prior to purchasing:

- Chemicals (including commercially available household products)
- Compressed Gases
- Hazardous Materials

Chemicals that are being ordered for the “first time” by a department require New Chemical approval from the EHS Department. This is to ensure that Safety Data Sheets (SDS) are available and that all safety and regulatory requirements are in place prior to the chemical arriving on campus. This New Chemical approval is required regardless of purchase method (i.e., P-Card, requisition, free vendor samples, etc.).

Once approval is obtained, the purchaser may use the approval for subsequent purchases of the same chemical or hazardous product.

New chemicals and restricted commodities are not to be purchased/used until Approval is obtained by EHS.

[REQUEST EHS NEW CHEMICAL AND RESTRICTED COMMODITY APPROVAL](#)

- [SAFETY DATA SHEETS \(SDS\)](#)
- [REPORT A SAFETY CONCERN OR NEAR MISS](#)
- [REPORT AN INJURY OR INCIDENT](#)
- [REQUEST CHEMICAL/BIO WASTE PICK-UP](#)
- [REQUEST NEW CHEMICAL ACQUISITION APPROVAL](#)

Helpful Links

- [Emergency Preparedness](#)
- [COVID-19](#)
- [Wellness](#)
- [University Police Services](#)
- [Safety & Security Committee Members \(2023-2024\)](#)

**APPENDIX A - EHS New Chemical & Restricted Commodity Approval Form
(Chemicals, Compressed Gases, Hazardous Materials)**



Environmental
Health & Safety

**EHS New Chemical and Restricted Commodity Approval Form
(Chemicals*, Compressed Gases, Hazardous Materials)**

1. This form is required for purchases of new or restricted Chemicals*, Compressed Gases, Hazardous Materials.
2. New chemicals and restricted commodities are not to be purchased/used until Approval is obtained by EHS.
3. Copies of approved requests should be kept on file by the initiating Division, Department, or Program.

*Chemicals include commercially available household products.

Department:				
Campus:		Building:	Room#:	
Name of (work area) responsible party/ Supervisor:				
Date:	Completed By:		Signature:	
<ol style="list-style-type: none"> 1. For new chemicals*, obtain Safety Data Sheet (SDS) from the supplier or vendor. 2. Forward the completed form with SDS attached (if new) to EHS at ehs@csn.edu; with the subject line "EHS New Chemical Approval Request" or "EHS Commodity Approval Request". 3. The form will be promptly returned to the sender indicating 'approval' or 'disapproval'. Denied requests will include a brief explanation. 4. Include the approved form with supporting documentation for the initial and subsequent P-Card purchases. 5. New Chemicals and/or restricted commodities are not to be purchased or used until Approval is obtained. 6. It is the purchaser's responsibility to ensure chemical(s) are included in the CSN SDS Library – eBinder. 				
COMMODITY CATEGORY	PRODUCT NAME (Chemical or Trade Name)	MANUFACTURER (Name and Address)	SIZE & QUANTITY	INTENDED PRODUCT USE
1 Select Category:				
2 Select Category:				
3 Select Category:				
4 Select Category:				
5 Select Category:				
6 Select Category:				
7 Select Category:				
8 Select Category:				
EHS Director Approval <input type="checkbox"/> YES <input type="checkbox"/> NO		SIGNATURE:		
Comments:				

Unless otherwise specified at the beginning of this procedure, printed copies of this procedure are UNCONTROLLED.
Always ensure prior to use you are using the most current copy.

Any questions, please feel free to reach out to the P-Card Team.