

LAC+USC MEDICAL CENTER POLICY

Subject: HAZARDOUS SUBSTANCES: PURCHASING		Original Issue Date: 6/11/90	Policy # 639
		Supersedes: 10/22/19	Effective Date: 10/21/22
Departments Consulted: Facilities Management Supply Chain Operations Environmental Health & Safety	Reviewed & Approved by: Attending Staff Association Executive Committee Senior Executive Council	Approved by: (Signature on File) Chief Medical Officer (Signature on File) Chief Executive Officer	

PURPOSE

To ensure regulatory compliance with the acquisition of hazardous material.

POLICY

Departments requesting to purchase hazardous materials shall comply with regulations governing the ordering, use, storage, recycling, and disposal of hazardous substances.

PROCEDURE

The service area requesting the purchase of the hazardous substance:

- Shall obtain copies of Safety Data Sheets (SDS). Current SDS must be maintained and be readily available in the workplace.
- Shall make every effort to substitute a lesser hazardous product in its place.
- Must review and update SDS regularly and whenever materials, formulations, or methods change. **Environmental Health and Safety or Hazardous Materials Office may be consulted for clarifications needed on any regulations pertaining to hazardous materials.**

RESPONSIBILITY

Administrators
Supply Chain Operations
Department Managers
Users

PROCEDURE DOCUMENTATION

Supply Chain Operations Operational Procedures Manual

REFERENCES

Title 8, California Code of Regulations, Section 5194
DHS Policy #915, Hazardous Materials/Waste Management
Joint Commission Standards – Environment of Care

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