

Carnegie Mellon University

PURCHASING CARD EMPLOYEE CARDHOLDER EXCEPTION AGREEMENT HAZARDOUS MATERIALS & COMPRESSED / TOXIC GASES

This agreement, once executed, provides you an exception to purchase chemicals, including hazardous materials, with your Purchasing Card (PCard). Your signature below verifies that you understand the obligations outlined below and that you agree to comply with these requirements and obligations when using the PCard. In addition, you agree that anyone ordering or receiving hazardous materials purchased with your card, under your authority, will also undergo training.

Provision of this exception is contingent on the following requirements and obligations:

1. The [Department of Transportation \(DOT\) Hazardous Materials Receiving](https://cmu.bioraft.com/rafttraining/course/94) (<https://cmu.bioraft.com/rafttraining/course/94>) training on the Environmental Health & Safety (EH&S) website must be completed if hazardous materials will be purchased.
2. The [Compressed Gas and Toxic Gas Procedures training](https://cmu.bioraft.com/rafttraining/course/106) (<https://cmu.bioraft.com/rafttraining/course/106>) on the EH&S website must be completed if compressed or toxic gases will be purchased.
3. All shipments must be received and verified appropriately. This includes:
 - a. Confirming that the order was received as expected (no obvious damage, etc.);
 - b. Ensuring that the items/quantities on the invoice agree with the actual items/quantities being received;
 - c. Confirming that the charge/invoice reflects agreed upon pricing;
 - d. Handling all packages with DOT diamonds with the proper level of care; and
 - e. Receiving all shipments for researchers located in the Mellon Institute (MI) at the MI Storeroom. Researchers are encouraged to notify the storeroom in advance of any shipment requiring special handling and are required to sign for all packages. Proper safety measures should be taken when transporting hazardous materials from the storeroom to laboratories including such things as appropriate containers, safety glasses, gloves, etc. Hazardous materials should not be transported on the passenger elevators.
4. All gasses and chemical materials that are purchased on the PCard must be entered into the Chemtracker Inventory Management System in a timely manner. Additionally, all Compressed Gas and Toxic Gas orders must be tracked through the MI Storeroom. Contact the MI Storeroom at 412-268-3212 to discuss your department's requirements.
5. Although you are permitted to purchase chemicals on the PCard, you are not permitted to directly purchase radioactive materials. All purchases of radioactive materials must be coordinated with Andrew Lawson, the Biological and Radiation Safety Officer, to ensure compliance with university policies and procedures.

Updating your chemical inventory is essential in order to comply with the OSHA's Chemical Hygiene Plan, university policy, City Building codes, as well as to provide critical information to emergency responders entering an area where hazardous chemicals are present.

Your PCard transactions and the Chemtracker system will be audited regularly by the EH&S Office to ensure compliance with these obligations. If it is determined that you are not in compliance, your exception will be permanently removed and you will receive a non-compliance notice. Additionally, all exceptions will be reviewed on an annual basis by your department's Administrative Leadership Group (ALG) member and EH&S to determine if each exception granted is still compliant. Should your ALG member or EH&S no longer deem this exception necessary, your ability to purchase chemicals on the PCard will be removed.

By signing below, you represent that you have read and understand the conditions of the exception above and agree to be bound by them. Please return the form once complete to EH&S at safety@andrew.cmu.edu.

Cardholder Signature

Cardholder printed or typed name

Date

Campus Address

Campus Phone

ALG Member Approval

Date

EH&S Approval

Date