


<p><b>Carnegie Mellon University</b> Environmental Health &amp; Safety</p> <p>FIRE   LAB   WORK </p>	<p><b>Environmental Health and Safety</b> <b>HazMat PCard Frequently Asked Questions</b></p>
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## HazMat PCard Frequently Asked Questions

### **Why do we need a HazMat PCard?**

The new HazMat PCard is under the governance of the university purchasing card program but managed solely by and at the discretion of Environmental Health & Safety (EHS). This card will improve the ease, transparency, accountability, inventory and safety of hazardous materials purchases at the university.

The HazMat PCard provides an alternative to an Oracle purchase order (PO), which remains the university's preferred method for purchasing hazardous materials and eliminates the need to request exceptions to use a PCard for allowable hazardous material purchases.

More importantly, the HazMat PCard provides EHS with the opportunity to review hazardous material purchases on a timely basis to ensure safety and compliance measures are in place, and to reduce the risk involved with purchasing and working with hazardous materials at the university.

### **How do I request a HazMat PCard?**

HazMat PCards can be requested through the [Card Request Form via the Online Forms Request System](#). In the card type drop-down, select the "HAZMAT" option. For additional assistance, please contact the [Business Systems Help Desk](#).

### **What training is required to receive a HazMat PCard?**

Before the HazMat PCard is issued, the card requester must complete the following training requirements:

- [Introduction to Purchasing Training](#)
- [PCard Training](#)
- [HazMat PCard Training](#)
- [DOT Hazardous Materials Receiving](#)

In addition, you will need to complete [Lab Safety and Hazardous Waste training](#) if you will be working with hazardous materials in a laboratory or [Hazard Communication Training](#) if you will be working with hazardous materials in a non-laboratory setting.

### **Will the HazMat PCard look different than the current PCard?**

Yes, the HazMat PCard will appear as follows:



### **Who will be issued the HazMat PCard?**

While our intent is not to limit the issuance of HazMat PCards, it is expected that HAZMAT PCardholders will be those individuals who have historically purchased or are expecting to purchase hazardous materials at a high frequency (>10 times per fiscal year).

HazMat Pcard usage will be reviewed on an annual basis, in conjunction with the annual PCard review. Based on the annual usage, suggestions will be made by EHS to the appropriate ALG representative regarding the necessity of the card.

### **What information is required to be entered on the Oracle procurement card verification report (PRC) for justification/verification of purchases?**

The business justification for purchases made with a HazMat PCard must include the following:

- Material name,
- Name of hazardous material inventory owner,
- Quantity purchased, and
- Use location

Just as required by the Business and Travel Expense Policy, purchases of \$75 and greater require original receipts to be attached to the transaction in Oracle. Other supporting documentation, (e.g. Invoices, receipts, packing lists, etc.), must also be attached to the transaction in Oracle.

### **What expense types should be used for justifying/verifying HAZMAT PCard purchases?**

When justifying/verifying HazMat PCard purchases, select from the following expense types:

- [Biological Materials](#) (maps to OC# 84803)
- Chemicals (maps to OC# 84806)

### **What are the requirements for entering hazardous materials into ChemTracker?**

Hazardous materials must be entered into ChemTracker within 30 days of purchase unless they will be completely used within 30 days of the purchase date. For materials that are being replenished, the inventory levels reflected in ChemTracker should reflect the average possessed over any given 30-day period. Applicable purchases (those items not immediately consumed within 30 days) which are not recorded within ChemTracker within the 30 days, will result in non-compliance with the PCard program.

### **Are there any materials that are exempt from the HazMat PCard requirements?**

The following materials are exempt from the HazMat PCard and can be purchased on a regular PCard:

- Latex Paint
- Alkaline Batteries
- Growth media (e.g. agar, DMEM), and non-toxic buffer solutions (e.g. PBS)
- Aqueous stains and dyes
- Dry milk, water, gelatin, vegetable oils, and other edible products
- Amino acids and salts (e.g. asparagines, alanine, lysine, serine)
- Sugars (e.g. agarose, maltose, dextrose)
- Hand soap and lotion
- Cosmetics
- Lumber, medium-density fiberboard (MDF), plywood, and other similar wood containing products
- Oils and fuels that will be used in vehicles
- Household cleaners
- Hand sanitizers

### **Are there any materials or items that cannot be purchased on the HazMat PCard?**

The following items may only be purchased via purchase order:

- [Radioactive Materials](#)
- [DEA Controlled Substances](https://www.deadiversion.usdoj.gov/schedules/) (<https://www.deadiversion.usdoj.gov/schedules/>) and [List I Chemicals](#)
- [Biological Agents](#) regulated by CDC, USDA, and/or APHIS
- Fully Natured Alcohol (200 proof, or 180 proof), must go through Mellon Institute Store Room
- X-ray machines, Electron Microscopes, X-ray Particle Spectrometers

- Class 3B or 4 Lasers
- Laser Cutters
- Explosives (e.g. benzoyl peroxide, black powder, dinitrophenol, etc.)
- Greater than 2 kg of acutely toxic chemicals (e.g. arsenic compounds, sodium azide, potassium cyanide, benzyl chloride etc.)
- Greater than 95 liters (25 gallons) of flammable liquids (e.g. ethanol, acetone, propanol, etc.)
- Greater than 40 liters or 45 kg of corrosives (e.g. hydrochloric acid, sulfuric acid, nitric acid, sodium hydroxide etc.)
- Greater than 300 cubic feet of compressed gases (per cylinder)
- Greater than 5 kg or 20 liters of oxidizers (e.g. chlorates, peroxides, permanganates)

**If I am purchasing hazardous materials and non-hazardous items such as lab supplies from a particular supplier on the same purchase, will I need to use two cards?**

If the non-hazardous items are being purchased at the same time and from the same supplier as the hazardous materials, you do not need to use two cards to make that purchase. However, if the purchase being made does not include hazardous materials, the purchase should NOT be made with the HAZMAT card and instead should be made with the standard PCard. Improper use of the HazMat card will result in non-compliance with the purchasing card program.

**Will there be any penalties for non-compliance or misuse of the HazMat PCard?**

EHS will work with the HazMat PCard holder to ensure proper use and compliance with written guidelines and training materials. In cases of misuse or non-compliance, EHS reserves the right to suspend or revoke the HazMat PCard in accordance with [PCard Guidelines](#).

**Revisions**

Date	Documented Changes	Initials
11/6/2020	Updated format and accessibility check	MAS
3/11/2024	Reviewed and no updates necessary	AJL

For additional questions or concerns please contact [safety@andrew.cmu.edu](mailto:safety@andrew.cmu.edu).