Policy on the Purchasing or Transferring of Hazardous Materials at the University at Albany

The purchasing of or the transferring of hazardous materials, which includes most chemicals and gases, radioactive materials, hazardous waste and biohazardous materials, onto University property from non-University affiliated locations is strictly prohibited, without prior approval from the Office of Environmental Health and Safety and may be against Federal, State and Local regulations. If hazardous materials are to be transferred to the University at Albany (e.g. newly hired faculty/staff), pre-approval must be granted by the Office of Environmental Health and Safety. Please contact the Office of Environmental Health and Safety with a complete list of the hazardous materials you wish to transfer to the University at Albany. You may also be requested to submit copies of the Material Safety Data Sheets (MSDS) for the hazardous materials. Purchasing of hazardous materials by collaborating institutions and/or researchers, and receiving them at the University of Albany, also requires pre-approval from the Office of Environmental Health and Safety.

Construction companies and contractors working with hazardous materials at the University at Albany must contact the Office of Environmental Health and Safety and complete the Contractor Safety Checklist, which can be found at http://www.albany.edu/ehs/forms.shtml.

*Hazardous materials can be defined as any material that, because of its quantity, concentration, or physical or chemical characteristics, may pose a real or potential hazard to human health or the environment. It is the responsibility of the faculty member, staff member or student purchasing or transferring a material, as to know whether the material is considered hazardous. The material’s MSDS should always be consulted to assist in the determination of whether a material is hazardous. Any question on whether a material is considered hazardous should be directed to the Office of Environmental Health and Safety before the material is purchased or transferred.