



MEMORANDUM

To: Faculty, Project Directors, Lab Managers

From: Stephen Beditz, Interim Vice President for Finance and Business
James Dias, Vice President for Research

Date: December 5, 2011

Re: New Hazardous Material Ordering Procedure

This is to alert you that a new Environmental Health and Safety (EHS) procedure is being implemented in order to comply with U.S. Dept. of Homeland Security and other control agency requirements. Effective December 12, 2011, all chemical and hazardous material orders will be reviewed by EHS before being processed by the Office of Purchasing and Contracts (Purchasing). The current department ordering process will remain the same, except that Purchasing will now electronically forward all orders for chemicals and hazardous materials to EHS for review and approval before placing the order with the vendor. The current purchase requisition form has a new Hazardous Materials and DHS Chemical of Interest (COI) check box for your use when filling out the form. EHS is also requesting that the Chemical Abstracts Service number (CAS #) be included on the purchase requisition when placing any hazardous materials order. EHS intends to approve all orders the same day, but we are asking for a 24-hour turnaround time, Monday through Friday.

This new procedure will require that you plan your chemical and hazardous material orders to allow sufficient time for this review process. EHS will try to accommodate time sensitive mission critical orders in an expedited fashion. In the event of an emergency on campus, this new preapproval procedure will enable EHS to give emergency responders a better chemical inventory for any given area. Also, it will allow EHS to more easily comply with various regulations. EHS does not foresee denying any chemical purchases, but in the event they have a question on an order, you will be contacted as soon as possible. Purchasing and EHS have already successfully piloted this process.

If your material is on the **U.S. Department of Homeland Security's Chemicals of Interest list (DHS COIs)**, please place a mark in the checkbox. If it is determined by EHS that the COI can be ordered, there may be a delay while the information is verified and protocols updated. Attached is a shortened list of these chemicals of interest. The full list can be found through the link below to DHS:

http://www.dhs.gov/xlibrary/assets/chemsec_appendixa-chemicalofinterestlist.pdf

If an order is placed for a HHS and/or USDA Select Agent or Toxin**, registration with APHIS or CDC will be necessary first. A NYS DOH License and a DEA Registration Number is required to order controlled substances.***

(Please note that it is against NYS/University Procurement Card Policy and Guidelines to purchase chemicals/hazardous materials with the card. If you use your procurement card to purchase hazardous materials, you may lose the privilege of having a procurement card.)

For questions regarding this new procedure, please contact Lisa-Anne Donohue, Director Environmental Health and Safety at 442-3495. And finally, please ascertain that the contact phone number on the chemical purchase order is reliable for a quick turnaround time.

*Hazardous chemicals are defined by the OSHA Lab standard, as a chemical for which there is statistically significant evidence, based on at least one study conducted in accordance with established scientific principles, that acute or chronic health effects may occur in exposed employees.

This includes chemicals which are carcinogens, toxic or highly toxic agents, reproductive toxins, irritants, corrosives, sensitizers, hepatotoxins, neurotoxins, agents which act on the hematopoietic systems, and agents which damage the lungs, skin, eyes or mucous membranes.

** HHS and USDA Select Agents and Toxins List – Researchers need special permission to use these on campus.

<http://www.selectagents.gov/Select%20Agents%20and%20Toxins%20List.html>

*** DEA List of Controlled Substances – Researchers need a NYS DOH License and a DEA Registration Number to order these substances.

<http://www.dea diversion.usdoj.gov/schedules/index.html#list>

U.S. Dept. of Homeland Security's Chemicals of Interest List (shortened version) - see back page of list

Principal Investigator Name:	Bldg. And Rm #:		If Present in Any Amt.	
Chemical of Interest	CAS #	STQs	Check (✓)	Amount
acetone cyanohydrin, stabilized [2-methylactonitrile]	75-86-5	Any Amt.		
aluminum (powder)	7429-90-5	100 lbs		
aluminum phosphide	20859-73-8	Any Amt.		
arsenic trichloride [arsenous trichloride]	7784-34-1	2.2 lbs		
arsine	7784-42-1	15 lbs		
1,4-bis(2-chloroethylthio)-n-butane	142868-93-7	CUM 100g		
bis(2-chloroethylthio)methane	63869-13-6	CUM 100g		
bis(2-chloroethylthiomethyl)ether	63918-90-1	CUM 100g		
1,5-bis(2-chloroethylthio)-n-pentane	142868-94-8	CUM 100g		
1,3-bis(2-chloroethylthio)-n-propane	63905-10-2	CUM 100g		
boron tribromide	10294-33-4	45 lbs		
boron trichloride [borane, trichloro]	10294-34-5	45 lbs		
boron trifluoride [borane, trifluoro]	7637-0-7-2	45 lbs		
bromine chloride	13863-41-7	45 lbs		
bromine pentafluoride	7789-30-2	Any Amt.		
bromine trifluoride	7787-71-5	45 lbs		
calcium phosphide	1305-99-3	Any Amt.		
carbonyl fluoride	353-50-4	45 lbs		
chlorine dioxide [chlorine oxide, (ClO ₂)]	10049-04-4	Any Amt.		
chlorine pentafluoride	13637-63-3	15 lbs		
chlorine trifluoride	7790-91-2	45 lbs		
chloroacetyl chloride	79-04-9	Any Amt.		
2-chloroethylchloromethylsulfide	2625-76-5	CUM 100g		
chlorosarin [o-isopropyl methylphosphonochloridate]	1445-76-7	CUM 100g		
chlorosoman [o-pinacoyl methylphosphonochloridate]	7040-57-5	CUM 100g		
chlorosulfonic acid	7790-94-5	Any Amt.		
cyanogen [ethanedinitrile]	460-19-5	45 lbs		
cyanogen chloride	506-77-4	15 lbs		
DF (methyl phosphonyl difluoride)	676-99-3	CUM 100g		
diborane	19287-45-7	15 lbs		
dichlorosilane [silane, dichloro-]	4109-96-0	45 lbs		
N,N-(2-diethylamino)ethanethiol	100-38-9	2.2 lbs		
o,o-diethyl S-[2-(diethylamino)ethyl] phosphorothiolate	78-53-5	2.2 lbs		
diethyl methylphosphonite	15715-41-0	2.2 lbs		
N,N-diethyl phosphoramidic dichloride	1498-54-0	2.2 lbs		
N,N-(2-diisopropylamino)ethanethiol (N,N-diisopropyl-(beta)-aminoethane thiol)	5842-07-9	2.2 lbs		
N,N-diisopropyl phosphoramidic dichloride	23306-80-1	2.2 lbs		
N,N-(2-dimethylamino)ethanethiol	108-02-1	2.2 lbs		
N,N-dimethyl phosphoramidic dichloride [dimethylphosphoramidodichloridate]	677-43-0	2.2 lbs		
dinitrogen tetroxide	10544-72-6	15 lbs		
N,N-(2-dipropylamino)ethanethiol	5842-06-8	2.2 lbs		
N,N-dipropyl phosphoramidic dichloride	40881-98-9	2.2 lbs		
ethyl phosphonyl difluoride	753-98-0	CUM 100g		
ethylphosphonothioic dichloride	993-43-1	2.2 lbs		
fluorine	7782-41-4	15 lbs		
germane	7782-65-2	45 lbs		
germanium tetrafluoride	7783-58-6	15 lbs		
hexafluoroacetone	684-16-2	45 lbs		
HN1 (nitrogen mustard-1) [bis(2-chloroethyl)ethylamine]	538-07-8	CUM 100g		
HN2 (nitrogen mustard-2) [bis(2-chloroethyl)methylamine]	51-75-2	CUM 100g		
HN3 (nitrogen mustard-3) [tris(2-chloroethyl)amine]	555-77-1	CUM 100g		
hydrogen cyanide [hydrocyanic acid]	74-90-8	15 lbs		
hydrogen fluoride (anhydrous)	7664-39-3	45 lbs		
hydrogen selenide	7783-07-5	15 lbs		
hydrogen sulfide	7783-06-4	45 lbs		

Principal Investigator Name:		Bldg. And Rm #:			
				If Present in Any Amt.	
Chemical of Interest	CAS #	STQs	Check (✓)	Amount	
isopropylphosphonothioic dichloride	1498-60-8	2.2 lbs			
isopropylphosphonyl difluoride	677-42-9	CUM 100g			
lewisite 1 [2-chlorovinyl]dichloroarsine]	541-25-3	CUM 100g			
lewisite 2 [bis(2-chlorovinyl)chloroarsine]	40334-69-8	CUM 100g			
lewisite 3 [tris(2-chlorovinyl)arsine]	40334-70-1	CUM 100g			
lithium amide	7782-89-0	Any Amt.			
lithium nitride	26134-62-3	Any Amt.			
magnesium (powder)	7439-95-4	100 lbs			
magnesium phosphide	12057-74-8	Any Amt.			
methylchlorosilane	993-00-0	45 lbs			
methyldichlorosilane	75-54-7	Any Amt.			
methylphosphonothioic dichloride	676-98-2	2,2 lbs			
sulfur mustard (mustard gas (H)) [bis(2-chloroethyl)sulfide]	505-60-2	CUM 100g			
O-mustard (T) [bis(2-chloroethylthioethyl)ether]	63918-89-8	CUM 100g			
nitric acid	7697-37-2	400 lbs			
nitric oxide [nitrogen oxide (NO)]	10102-43-9	15 lbs			
nitrobenzene	98-95-3	100 lbs			
nitrogen mustard hydrochloride [bis(2-chloroethyl)methylamine hydrochloride]	55-86-7	2.2 lbs			
nitrogen trioxide	10544-73-7	15 lbs			
nitrosyl chloride	2696-92-6	15 lbs			
oxygen difluoride	7783-41-7	15 lbs			
perchloryl fluoride	7616-94-6	45 lbs			
phosgene [carbonic dichloride] or [carbonyl dichloride]	75-44-5	15 lbs			
phosphine	7803-51-2	15 lbs			
phosphorus oxychloride [phosphoryl chloride]	10025-87-3	Any Amt.			
phosphorus pentasulfide [phosphorus sulfide]	1314-80-3	Any Amt.			
phosphorus trichloride	7719-12-2	45 lbs			
potassium phosphide	20770-41-6	Any Amt.			
propylphosphonothioic dichloride	2524-01-8	2.2 lbs			
propylphosphonyl difluoride	690-14-2	CUM 100g			
QL [o-ethyl-o-2-diisopropylaminoethyl methylphosphonite]	57856-11-8	CUM 100g			
sarin [o-isopropyl methylphosphonofluoridate]	107-44-8	CUM 100g			
selenium hexafluoride	7783-79-1	15 lbs			
sesquimustard [1,2-bis(2-chloroethylthio)ethane]	3563-36-8	CUM 100g			
silicon tetrafluoride	7783-61-1	45 lbs			
sodium azide	26628-22-8	400 lbs			
sodium phosphide	12058-85-4	Any Amt.			
soman [o-pinacoyl methylphosphonofluoridate]	96-64-0	CUM 100g			
stibine	7803-52-3	15 lbs			
strontium phosphide	12504-16-4	Any Amt.			
sulfur tetrafluoride [sulfur fluoride (SF4), (T-4)-]	7783-60-0	15 lbs			
sulfuryl chloride	7791-25-5	Any Amt.			
tabun [o-ethyl-N,N-dimethylphosphoramido-cyanidate]	77-81-6	CUM 100g			
tellurium hexafluoride	7783-80-4	15 lbs			
thiodiglycol [bis(2-hydroxyethyl)sulfide]	111-48-8	2.2 lbs			
titanium tetrachloride [titanium chloride (TiCl4) (T-4)-]	7550-45-0	45 lbs			
trichlorosilane [silane, trichloro-]	10025-78-2	Any Amt.			
trifluoroacetyl chloride	354-32-5	45 lbs			
tungsten hexafluoride	7783-82-6	45 lbs			
VX [o-ethyl-S-2-diisopropylaminoethyl methyl phosphonothiolate]	50782-69-9	CUM 100g			
*ACG - A Commercial Grade					
*CAS - Chemical Abstract Service					
*CUM 100g - Cumulative STQ of 100 grams					
*STQ - Screening Threshold Quantity					
Principal Investigator Signature:		Date Forms Completed:			