



**Policy on the Transferring of \*Hazardous Materials or Equipment at the University at Albany**  
**1/30/15 – Last Revision**

**INTENT: To only allow the transfer of hazardous materials and/or equipment onto University property with pre-approval from the Office of Environmental Health and Safety. This includes hazardous materials or equipment being ordered by a non- University entity (e.g., a collaborating researcher from another institution) and then having the items sent directly to the University.**

**The transferring of \*hazardous materials, which includes most chemicals, compressed gases, radioactive materials, hazardous waste and biologicals, and/or equipment that may contain or be contaminated with hazardous 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 and/or equipment 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 and/or equipment you wish to transfer to the University at Albany. You may also be requested to submit copies of the Material Safety Data Sheets (MSDS) or Safety Data Sheets (SDS) for the hazardous materials.

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, biological 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 and/or piece of equipment to know whether the material is considered hazardous and/or that the equipment contains or is contaminated with hazardous materials. The material's MSDS/SDS should always be consulted to assist in the determination of whether a material is hazardous. **Any question on whether a material and/or piece of equipment is considered hazardous should be directed to the Office of Environmental Health and Safety before the material is purchased or transferred.**