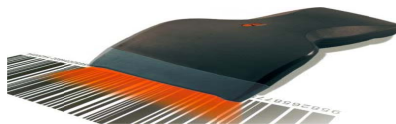


Chemical Management Procedure (Draft 2012)



Chemical Inventory System

- CUNY selected the ChemTracker System for its university-wide chemical inventory in order to track and maintain accurate quantities, locations, chemical users, age of chemicals, and hazard type of chemicals at all campuses.
- A ChemTracker Room is established and will function as the chemical control operating room.

Purchasing New Chemicals

Never purchase new chemicals for more than a 6 month supply or over the Type 4 lab storage limit.

For chemical tracking purposes:

- Science department CLTs who are responsible for ordering chemicals must forward copies of any new chemical purchase requisitions to the EHS Office.
- Principal investigators for research labs who are purchasing chemicals by a p-card and or other transaction types must e-mail copies of any new chemical orders to the EHS Office (rchhokar@york.cuny.edu / cschan@york.cuny.edu) right after they place an order.
- The EHS Office will forward all new chemical order information to the Receiving Department.

Receiving New Chemicals

Each chemical container will be assigned a barcode. If a container does not have a barcode, call the ChemTracker Room at x2772 before first opening it.

- The Receiving Department will notify EHS when new chemicals arrive. They will then be transferred to the ChemTracker Room.
- The ChemTracker Room will assign barcodes to each container and enter them into the ChemTracker System inventory. The Receiving Department will then deliver the chemicals to the person, department, or lab who has purchased them.
- Departments and research labs must store the chemicals properly according to the chemical compatible group rule.
- The ChemTracker Room will be filing MSDS hard copies and electronic copies for the EHS Office; the ChemTracker Room will also forward MSDS to the laboratories. The recipients will be responsible for placing the MSDS into the Right-To-Know Compliance Center in their labs.

Disposal of Empty Chemical Bottles

All empty chemical bottles' barcodes must be scanned off and deleted from the chemical inventory.

- **Department and research labs will:**
 1. Make sure that the containers are empty by turning them upside down over the appropriate waste container. If no material comes out, the containers are considered empty according to federal hazardous waste rules.
 2. Rinse each empty container with water at least five times.
 3. Return empty containers through the department CLTs, who will then be responsible for checking and placing the empty containers into an "Empty Chemical Container Drum".
- **The ChemTracker Room and CLT Prep-rooms will:**
 1. Track and collect the empty chemical container drums from CLT Prep-rooms, scan the barcodes, and delete the chemicals from the ChemTracker System inventory.
 2. Before the disposal of containers, use a permanent marker to remove the name of the chemicals and take off the College's address from the labels.
 3. Place the containers in boxes, and call B&G to dispose of the boxes