

**Reference:** SAFETY  
**Section:** GENERAL  
**Title:** CHEMICAL CONTROL  
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## **I. PURPOSE**

The purpose of this policy is to establish the requirement for purchase and control of all chemicals and other related materials that are known to or potentially known to introduce a hazard to employee health or the environment, and to effectively control chemical and potentially hazardous material inventories throughout the entire Niagara Frontier Transportation Authority and the Niagara Frontier Transit Metro System, Inc. (collectively referred to as "NFTA" or "Authority") organization.

## **II. POLICY**

This policy covers all Authority employees and vendors that are involved in the purchase of chemical or other potentially hazardous materials.

This policy is administered jointly by the Health, Safety & Environmental Quality Department (HSEQ), Procurement Department, and the Inventory Control Departments.

Controlling the risk of chemical exposure to employees, environment, and property is vital in providing a safe and healthy workplace. The control of chemicals in the Authority's facilities will reduce risks to employees and the environment. At the same time, by controlling and reviewing chemical purchases, the Authority can achieve significant cost savings with the elimination of waste and redundancy.

## **III. PROCEDURE**

All new chemicals and products must be approved using the following procedures. Chemicals shall not be ordered/purchased through any other system or means.

New chemicals/materials that require a Material Safety Data Sheet (MSDS), sales samples/test trials and vendor substitutions must be approved by HSEQ and Authority Maintenance (if applicable) before they can be purchased or used.

Employees who purchase chemicals without proper approvals are subject to disciplinary action.

## **IV. DEFINITIONS**

*Chemical* - a liquid, gas, or solid that could pose a potential safety, health and/or environmental issues. A chemical will always require an MSDS. Examples include but are not limited to oils, fuels, greases, paints, solvents, cleaning compounds, adhesives, caulks, glycols, compressed gases, coolants, de-icers, etc.

*Product Requiring an MSDS* - These items can be defined as products that when used, modified, worked on, or enter a trash stream could pose a potential safety, health and/or environmental hazard. Examples include but are not limited to bagged concrete, pressure treated wood, galvanized metal that is intended to be welded on, fluorescent light bulbs, plastics that are heated or formed, etc.

## **V. GENERAL**

All employees should consider using currently approved chemicals before requisitioning new replacement chemicals that are used for the same purpose as those already in inventory.

## 1. CHEMICALS/PRODUCTS CURRENTLY IN USE

All chemicals in use at Authority facilities must be approved for use. Approved and denied items can be found in the chemical/material approval catalog in the HSEQ section of the intranet. Click [here](#) to view. Any chemical/material (as defined above) not found on this list must be submitted for approval. Approvals are assigned in conjunction with Authority subject matter experts and our approved safety vendor.

## 2. CHEMICAL/MATERIAL APPROVAL PROCESS

Vendor Substitutions:

A chemical substituted by a vendor in place of a current chemical in use must be approved and added to the approved chemical catalog. Such substitutions shall not be used until approval is assigned.

Requisitioning Chemicals:

Chemicals found on the approved list can be requisitioned as normal. All other chemicals must be approved prior to being requisitioned. The electronic Approval Request Form is located in the HSEQ section of the intranet. Click [here](#) to view form and instructions. The approval number must be placed in the purchasing instruction field of the requisition before sending to Procurement.

Procurement Department:

The Procurement Department will check special requests for any information that may indicate the item is a chemical or an item that may require an MSDS. If the item is a special request for a chemical, Procurement will ensure the approval number and item matches the item in the approval catalog. If there is no number and/or Procurement suspects the material may require an MSDS, Procurement will contact the requisitioner to determine what the material is and what it is to be used for.

If the material is not approved, Procurement will inform the requester to fill out the Approval Request Form.

Vendors Bidding:

All bids for chemicals shall specify that an MSDS must be provided for each chemical. Vendors should be briefed on this policy and be prepared to provide the needed time for substitution approvals.

**For more information please click [here](#) to go to the Health Safety & Environmental Quality page.**