



ADDY TIPS



Creating a Requisition to Purchase Hazardous Materials

This Addy Tip highlights some key components to include in a requisition involving the purchase of hazardous materials. In addition, this tip provides guidance in selecting the proper category for the purchase and clarifying the status of “Reviewer” and “Approver”.

A hazardous material is any material that – because of its quantity; concentration; or physical, chemical, or biological characteristics – may pose a hazard to human health or the environment. Examples include flammable gases like propane or welding gases, solvents, and epoxies or adhesives.

Some requisition categories involve licensing and permits. Generally, items that require licensing or a permit will also require Environmental Health and Safety (EH&S) approval. If there is any equipment requested that generates X-Rays, the appropriate category to use is 42201800 (X-Ray Producing Equipment). All X-Ray equipment, whether research related or diagnostic, will be routed to EH&S for approval via workflow before a PO will be created. For information and to obtain the appropriate application form for hazardous materials that require permits or licensing, contact EH&S at (407) 823-1470.

Other categories will trigger workflow notifications because of their environmental interest to EH&S. These notifications, however, are informational only and do not require action by an approver.

Preparing the Requisition

Adhere to the requirements listed below when preparing a requisition to purchase hazardous materials. A requisition may have a different category code for each line.

Hazardous Materials

When you prepare a requisition to procure hazardous materials, list the materials on a **separate line**. This requirement applies especially to “blanket” requisitions.



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Radioactive Isotopes

The procedure for creating a requisition to purchase radioactive isotopes (category 12142207) has some unique requirements. For these requisition be sure to:

- Prepare a **separate requisition** for the radioactive isotope.
- Designate EHS as the Ship To location, and
- Add a free form comment to specify that EH&S must receive the item

Selecting the Correct Category

Specific categories exist for hazardous material purchases. Choosing the right category is important because workflow uses the category to properly route the requisition and notify EH&S that a hazardous material is being purchased.

Table 1 contains a list of categories of environmental and safety interest to EH&S and a description of the types of items that may fit the categories.

- For Fiscal Year 2017, two new requisition categories for Lasers, 41115307 and 4115307A, have been created, which route to EH&S for approval. The existing Generator category, 26100000 will also be routed to EH&S, since there is mandatory documentation required for certain generator sizes.

Table 1. Categories of environmental and safety interest to EH&S

Category	Description
12130000	Explosive materials
12131800	Propellants
12140000	Elements & Gases
12142100	Industrial Use Gases
12142200	Isotopes
12142207	Isotopes- Radioactive
12161500	Indicators/Reagents
12350000	Compounds and Mixtures
12352104	Ethanol, tax free alcohol – 190 and 200 proof (95 and 100 percent) ethanol



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Category	Description
12352200	Biochemicals
41100000	Laboratory and Scientific Asset
41110000	Measure Observe & Test Instmnt – testing and measuring instruments
41115307	Lasers
4115307A	Lasers > \$5K
42000000	Medical Equipment Asset
42201800	X-Ray Producing Equipment
51100000- 51240000	Miscellaneous Drug Categories – prescription drugs, medical oxygen and/or quantities of diethyl ether greater than 2.5 liters for non-human use in research
60104010	Biological Agents (an agent of biological origin that has the capacity to produce deleterious effects on humans, i.e., microorganisms, toxins, and allergens)
60104020	Select Agents – (biological agents and toxins that have the potential to pose a severe threat to public, animal or plant health, or to animal or plant products)



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Refer to the chart below to see which category will route to EH&S for Notification only, and which other categories will require EH&S Approval before the requisition will be sourced to a PO.

 HAZ MAT NOTIFICATION - Haz Mat'l for EHS Notification
 [12352104] - Ethanol, tax free alcohol
 [41100000 - 41110000]
 [42000000] - Medical Equipment
 [51100000] - Anti Infective Drugs
 [51110000] - Antineoplastic Agents
 [51120000] - Cardiovascular Drugs
 [51130000] - Hematologic Drugs
 [51140000] - Central Nervous System Drugs
 [51150000] - Autonomic Nervous System Drugs
 [51160000] - Respiratory Tract Drugs
 [51170000] - Gastrointestinal System Drugs
 [51180000] - Hormones/Hormone Antagonists
 [51190000] - Agent Affect Water/Electrolyte
 [51200000] - Immunomodulating Drugs
 [51210000] - Miscellaneous Drug Categories
 [51240000] - Drugs for Ears/Eyes/Nose/Skin
 [60104010] - Biological Agents
 HAZ MAT APPROVAL - Haz Mat'l for EHS Approval
 [12130000] - Explosive Materials
 [12131800] - Propellants
 [12142207] - Isotopes-Radioactive
 [26100000] - Generators Motors & Engines
 [41115307] - Lasers
 [4115307A] - Lasers > \$5K
 [42201800] - Med Diagnostic X Ray Produced
 [60104020] - Select Agents



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Table 2 contains a list of key categories that should NOT be used for hazardous material purchases and description of the types of items that do fit the categories.

Table 2. Categories that should NOT be used for hazardous materials

Category	Description
41120000	Laboratory Supplies
42140000	Medical Supplies
42300000	Medical Training & Educ Supplies

For the most up-to-date list of categories, including hazardous material categories, consult the resources listed below, which will make it easy to find and select a suitable category code.

- [List of Categories for Requisitions & Purchase Orders](#)

Approval Process

All requisitions in UCF Financials go through an approval process. When a requisition is created, the specific requisition approvers/reviewers assigned to a requisition can be viewed in the “Preview Approvals” link before the requisition is submitted. Once the requisition has been submitted, the specific requisition approvers can be reviewed on the Manage Requisitions screen by searching for the requisition and selecting the “Approvers” option. Below is an example of the approval process for a sample requisition:



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▼ Review/Edit Approvers

Department/Project Approval

▼ **Line 1:Pending**
MEDICAL EQUIPMENT

Accounting Line 1

Pending

⌚ Addy Approver
Chartfield Approval

Hazardous Mat'l Notification

▼ **Lab Supplies:Awaiting Further Approvals**

Hazardous Mat'l Notification

Reviewer

68 Carver, Renea C
Reviewer

Reviewer

68 Hick, Sandra M
Reviewer

Asset Information Review

▼ **Line 1:Awaiting Further Approvals**
MEDICAL EQUIPMENT

Property Office Data Review

Not Routed

📁 Multiple Approvers
Asset Information Review

In the approval process, employees can have either the status of an Approver or Reviewer. Approvers have the ability to approve a requisition, thus authorize the purchase. They will have the classification of “Approver” listed and a requisition will not proceed without each required approver submitting their individual approval of the requisition. An example of an Approver in the process is displayed below:

▼ Review/Edit Approvers

Department/Project Approval

▼ **Line 1:Pending**
MEDICAL EQUIPMENT

Accounting Line 1

Pending

⌚ Addy Approver
Chartfield Approval

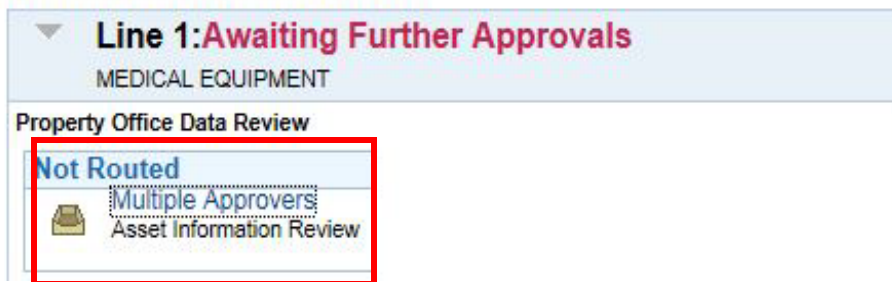


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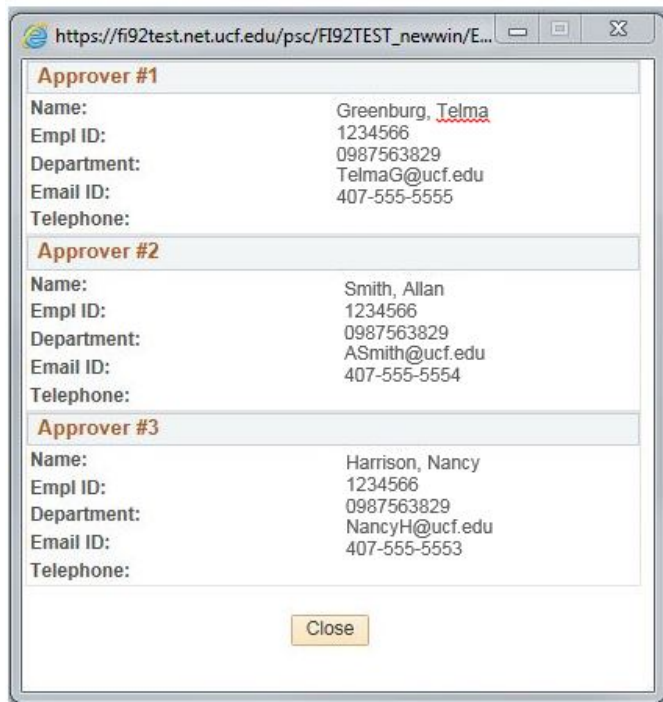


If there are multiple approvers at a particular step, it will be listed as “Multiple Approvers” as shown below:

Asset Information Review



This Multiple Approvers is a link to a pop up window that displays the approvers in order as show below:





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The other status a person may have in the approval process is a Reviewer. A Reviewer will be notified of the purchase in their Work List, but **Reviewers are not required to take action to advance the requisition through the approval process.** They will be listed as a Reviewer on the approval process as shown below:

Hazardous Mat'l Notification

▼ Lab Supplies: Awaiting Further Approvals

Hazardous Mat'l Notification

Reviewer	
	Carver, Renea C Reviewer
Reviewer	
	Hick, Sandra M Reviewer

If you need assistance in selecting the proper category or the roles of Approvers/Reviewers, call the Financials Service Desk at (407) 823-5117, option 6, or email them at fntrain@ucf.edu.