

PROPOSED HAZARDOUS EQUIPMENT PURCHASE PROTOCOL

Requesting Department: _____ **Campus:** _____

Researcher Requesting this Purchase: _____

Date Submitted: _____

Directions:

Research investigators are entrusted with an essential role in assuring that hazards associated with machines and equipment are properly identified and have adequate control measures in place. As a university, it is our prudent responsibility to be in compliance with applicable OSHA (BLS) and EPA (DEP) regulations and/or policies.

Return this sheet with the following so we can review your purchase request.

- A. Copy of the manufacturer's technical literature.
- B. Complete the enclosed job safety analysis form provided.
- C. Funding source: _____
- D. Abstract: Please provide a brief statement outlining the purpose of the equipment in your research and/or classes.
- E. Where will this equipment be set up and used: _____

- F. Describe any specific utilities that will be required for installation: _____

- G. Describe any specific ventilation that will be required to meet code:

- H. List any special service contracts that may be required for maintenance, service, or calibration: _____

I. Will there be hazardous waste generated with the use of this equipment? _____

If yes, be specific: _____

Proposal Approval Process:

Our office realizes there are grant deadlines and researchers wish to proceed with their research as soon as possible. In order to expedite the need, CES&H will review, evaluate, and approve or disapprove within one week of your requested materials.

NOTE: A longer time frame may be required if there are complicated issues.

Department or School Approval:

NAME

SIGNATURE

Date: _____

OFFICIAL USE ONLY

Date Received: _____
Reviewing Team: _____
Approved: _____ Disapproved: _____
Date: _____