

PROCUREMENT SERVICES POLICY 18 SAFETY OF PURCHASED PRODUCTS

The University of North Carolina at Greensboro

Approved by Paul Forte, Interim AVC for Finance, August 4, 2021

Revised August 4, 2021

1. Purpose

This policy addresses the responsibility for safety of purchased products.

2. Scope

This policy applies to all University employees, departments, units and divisions.

3. Definitions and Roles and Responsibilities

Not relevant for this policy.

4. Policy

By the purchase of specific goods, materials and equipment, campus departments create liabilities for the use of such items and their introduction into the workplace which the University must assume. These items include but are not limited to: equipment and furniture where safety standards may apply; hazardous materials such as chemicals and biological agents; construction materials and products used to alter or modify facilities; portable heating and cooling equipment acquired by departments other than Facility Operations, Residence Life and Auxiliary Services. To ensure the proper compliance of these purchases, campus departments are required to observe the procedures prescribed by the University's [Safety and Health Policy and Procedure Manual](#) in the identification, purchase, use and disposal of goods, material and equipment. Specific sections of the manual requiring action include: Section 0020, Hazard Communication Program; Section 0030, Chemical Hygiene Program; Section 0230, Safety of Purchased Goods. All shipments of hazardous materials\chemicals are required to include the Safety Data Sheets (SDS) with the packaging. Campus departments may be required to respond to periodic surveys and inspections of the Office of Environmental Health and Safety, and any review requirements of equipment and safety equipment requirements

and purchases. [Reference Section 6.3b of the State of NC Procurement Manual](#)

5. Compliance and Enforcement

The Director of Procurement Services is responsible for ensuring compliance with this policy.

6. Additional Information

6.1 Supporting Documents

[UNCG Environmental Health & Safety](#)

[State of NC Procurement Manual](#)

6.2 Approval Authority

This policy will be approved by the Interim Associate Vice Chancellor for Finance.

6.3 Contacts for Additional Information and Reporting

- Responsible Executive: Michael Logan, Director of Procurement Services, (336)334-4104, mflogan@uncg.edu
- Responsible Administrator: Richard Fleming, Assistant Director of Procurement Services, (336)334-3078, rrflemin@uncg.edu
- Other Contacts: Tim Slone, Director of Environmental Health and Safety, (336)334-5179, tjslone@uncg.edu