

 <p>State of Connecticut Department of Correction</p> <p>ADMINISTRATIVE DIRECTIVE</p>	Directive Number 5.8	Effective Date 11/14/2014	Page 1 of 3
	Supersedes Purchasing of New Chemical Products, Dated 8/15/2006		
Approved By  Interim Commissioner Scott Semple	Title Purchasing of New Chemical Products		

1. Policy. The Department of Correction shall contribute to a healthy environment by: procuring the least hazardous and environmentally adverse chemicals to perform a required task; handling, storing and disposing hazardous materials in a safe and environmentally sound manner; and implementing required procedures in the event of a chemical spill or accident.
2. Authority and Reference.
 - A. Connecticut General Statutes, Section 18-81.
 - B. Administrative Directive 5.6, Hazard Communication Protocol.
3. Definitions. For the purposes stated herein, the following definitions apply:
 - A. Chemical. Any element, chemical compound, or mixture of elements and/or compounds.
 - B. Employee. Any person holding a position in state service with the Department of Correction subject to appointment by an appointing authority.
 - C. Safety Data Sheet (SDS). Detailed technical information, produced by chemical manufacturers and importers that evaluate and list the hazards of the chemicals they produce or import.
 - D. New Chemical. A chemical product that has not previously been purchased by or used in a Department facility. A new chemical shall include a chemical product purchased to replace an existing chemical product that has been purchased by or used within a Department facility.
 - E. Use. Package, handle, react (i.e., mix), or transfer a chemical.
4. Purchasing of New Chemical Products.
 - A. Any person requesting a chemical product shall determine if the product has previously been purchased for use within a Department facility in accordance with Section 4(C) of this Directive. If the desired chemical product is a new chemical, the requestor shall complete CN 5801, New Material Review Form, and attach a copy of the Safety Data Sheet and forward the request to the Unit Administrator for review.
 - B. No new chemical product shall be purchased for use or used within any Department facility unless that chemical has been approved for use by:
 1. the administrator of the Department or Unit in which the chemical is to be used;
 2. the District Administrator of the facility;

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3. the Fire/Life Safety Manager; and,
 4. an Environmental Analyst assigned to the Facilities Management and Engineering Services Unit.
- C. The Fiscal Services Unit shall not authorize the purchase of a new chemical product unless it has been approved for use in accordance with the procedures specified herein. In addition, the Fiscal Services Unit shall maintain and make available through a Department-wide shared electronic file a list of chemical products that may be purchased without additional approval.
- D. Purchasing Cards (P-cards) shall not be used to purchase chemical products unless the chemical product has been approved for use in accordance with the procedure specified above or there is a bona fide emergency.
1. If a new chemical product is purchased in an emergency, only quantities of the product necessary to complete the task necessitated by the emergency will be purchased.
 2. At the earliest opportunity, CN 5801, New Material Review Form together with the Safety Data Sheet for the chemical product purchased for emergency use shall be submitted in accordance with this Section.
- E. The Unit Administrator shall ensure compliance with Administrative Directive 5.6, Hazard Communication Protocol, particularly as it applies to the introduction of new chemicals into the workplace.
5. Chemical Product Limitations.
- A. The Facilities Management and Engineering Services Unit shall maintain a list of chemical ingredients that are prohibited, restricted and to be reduced in accordance with Attachment A, Chemical Product Safety Designations.
1. Prohibited Ingredients. Chemical products shall not be purchased, used, or introduced into Department facilities, unless exempted by the Facilities Management and Engineering Services Unit for a specific, limited use.
 - a. The Facilities Management and Engineering Services Unit shall exempt prohibited chemical products on the basis of a specific task to be accomplished and only after careful review of task requirements, alternative methods of accomplishing the task, and alternative chemical products that may be available and do not contain prohibited ingredients.
 - b. Only the least quantity of the exempted chemical product necessary to complete the task for which the product was exempted shall be purchased.
 - c. Upon completion of the use of any restricted chemical product, any remaining product shall be immediately removed from the facility and recycled or properly disposed.

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2. Restricted Ingredients. Chemical products that shall not be purchased, used, or introduced into Department facilities unless approved for use by the Facilities Management and Engineering Services Unit when technically or economically viable alternatives are not available. The Unit Administrator shall request approval to use chemical products with restricted ingredients for specific tasks and shall not use these products other than for the task(s) approved.
3. Ingredients to be Reduced. Chemical products that may be used until a suitable, less harmful chemical product or process is found. The Unit Administrator shall actively seek alternative products to use in place of those with ingredients listed as "to be reduced."
 - B. No chemical product shall be introduced into a facility unless the product has been purchased by the Department, brought into the facility by a contractor for a project for which the contractor has been authorized to perform by the Department, or is considered by the Unit Administrator to be a personal hygiene product for the exclusive use of a single Department employee and remains within the personal control of the employee at all times (e.g., lipstick, hand cream, toothpaste, etc.).
 - C. Vendors shall not provide sample chemical products to any Department employee, nor shall any Department employee accept any chemical product sample from a vendor.
6. Forms and Attachments. The following forms and attachments are applicable to this Administrative Directive and shall be utilized for the intended function:
 - A. CN 5801, New Material Review Form; and,
 - B. Attachment A, Chemical Product Safety Designations.
7. Exceptions. Any exceptions to the procedures in this Administrative Directive shall require prior written approval from the Commissioner.