THE POLICY

In order to provide a safe working environment in U-M research facilities, OSEH has instituted a program with U-M Procurement Services which requires written OSEH approval for a relatively narrow range of hazardous gas purchases (see list below). These gases are of particular concern due to high toxicity, flammability, or reactivity - particularly in quantities that could defeat normal precautions and emergency responses. Under no circumstances should a researcher purchase more than a 1 year supply.

Departments must complete an authorization form to purchase restricted gases. OSEH must approve the request before the department orders the gas from a Strategic Supplier. A list of the restricted gases, a copy of this policy and procedure, and the authorization form are posted on the U-M Procurement Services web page:

- Cryogenic Gases
- Airgas

<table>
<thead>
<tr>
<th>RESTRICTED HAZARDOUS GASES</th>
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<tbody>
<tr>
<td>All of the hazardous gases listed below, in cylinder sizes larger than a lecture bottle (size LB), are included in this policy.</td>
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<tr>
<td>1. Carbon Monoxide</td>
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<td>2. Hydrides (arsine, disilane, diborane, germane, phosphine, silane)</td>
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<td>3. Hydrogen</td>
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<td>4. Toxic (NFPA Health Rating of 3 or 4)</td>
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<tr>
<td>5. Oxidizers (chlorine, fluorine)</td>
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<td>6. Oxygen (over 25% volume)</td>
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The Following Are Exempted From This Policy:

- Lecture bottles
- Hydrogen ≤ 5% with inert gas balance
- Oxygen cylinder < 30 ft³, no more than 330 ft³ in a single purchase request
- Lurie Nanofabrication Facility (LNF)*
- Plant Operations department*
- University of Michigan Health System and off-site clinics*
- School of Dentistry patient clinics*

*These departments are already under restrictions and audits through separate programs.

THE PROCEDURE

1. Department completes the Restricted Hazardous Gases Authorization form and emails it to the Strategic Supplier Program at sspapproval@umich.edu.

2. Upon receipt of the email, a Strategic Supplier Program staff member replies to the requestor that OSEH approval is required and that he/she will be notified as soon as OSEH approves or denies the request.

3. The SSP staff member forwards the request to OSEH and waits for OSEH’s reply.
4. If **OSEH approves** the request, the SSP staff member emails the approved request form to the department and the supplier’s order sales representative:

   For Cryogenic Gases: Beth Frey  [Sales@cryogenicgas.com](mailto:Sales@cryogenicgas.com)

   For Airgas: Amy Rentschler  [amy.rentschler@airgas.com](mailto:amy.rentschler@airgas.com)

   Teri Dezwaan  [teri.dezwaan@airgas.com](mailto:teri.dezwaan@airgas.com)

   The language used in the email is:

   “Your request for Restricted Hazardous Gas has been approved by OSEH. A copy of this authorization has been sent to the supplier. It is the responsibility of the Department to contact the supplier, place the order, and provide the necessary ShortCode and delivery instructions.”

5. If **OSEH denies** the request, the SSP staff member forwards the email to the department and uses this statement:

   “Your request for authorization to purchase products listed on the Restricted Hazardous Gas List has been denied by OSEH. For further information contact:  OSEH Laboratory Safety 734-763-6973”