



California State University  
**MONTEREY BAY**

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# Procurement Card Program Handbook

Administration and Finance  
Business and Support Services

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## **SECTION 1: GENERAL INFORMATION**

- 1.0 The Procurement Card (Pro-Card or P-Card) has been implemented to provide an easy and expeditious method for campus departments to make purchases. P-Cards are issued in the name of the individual (Cardholder) whose purchases are reviewed and authorized by their Approving Official.
- 1.1 **Activation:** To activate the card, call US Bank Customer service number (800) 344-5696. You will be directed through an automated system, or a customer service representative will assist you. You will need to provide the following information.
- a) Your credit card number
  - b) And the last four (4) digits of your Otter ID (e.g., OTTR1234). This is CSUMB's generic social security number or employee ID.
- 1.2 *The Cardholder is the only one who may purchase with the card. Cardholders must sign a Cardholder Participation Agreement before receiving a card.*
- 1.3 CSU Monterey Bay uses various methods to purchase goods and services, including purchase orders, direct pay, petty cash, and the Procurement Card.
- 1.4 Cardholders are encouraged to use the Pro-Card to achieve cost savings and improve processing time (*See Sections 2-4 for Appropriate Uses, Restricted and Prohibited Purchases*). The appropriate use of the Pro-Card is one way to meet each department's needs better.
- 1.5 Most Cardholders have a spending limit of \$2500 per purchase and \$5000 per month. These limits can be temporarily raised by an email from the Approving Official or permanently increased by the Procurement Department using the Procurement Card Revision form found on the Procurement website under Procurement Card Documents. Temporary increases will automatically return to the original limits at the end of the monthly cycle.
- 1.6 Subordinates or peers may NOT be designated as approving officials. Approving officials cannot approve their own purchases.

## **SECTION 2: USES OF THE PRO-CARD**

**Allowable Purchases:** *Visit the Campus-wide Service Agreements. CSUMB has many preferred vendors and contracts that provide favorable terms, i.e., printing, catering, charter buses, rentals of tables, chairs, tents, etc.*

- 2.0 **What can be purchased with the Card:** Allowable purchases include items acceptable via petty cash or direct pay, office supply orders, and cell phone charges. The card *can* be used for the following types of transactions:
- a) Expendable items such as paper and toner.
  - b) **Office Supplies** should be purchased through the CSUBUY portal. Visit the CSU Marketplace found on the Business and Support Services website.
  - c) Subscriptions and memberships.
  - d) Conference and training registrations, seminars.

- e) Professional dues.
- f) Advertisements.
- g) Cell phone accessories and monthly cell phone bills.
- h) Computer supplies/accessories (e.g., extended memory, mouse, keyboards, external drives, and speakers).
- i) Miscellaneous supplies.
- j) Items from campus Bookstore (e.g., textbooks, office supplies, training materials, etc., NO PERSONAL ITEMS such as items for personal use/consumption).
- k) Printing (stationery, business cards, letterhead, etc.) through a contracted vendor.
- l) **Catering** through the on-campus contracted vendor only. Must have prior approval by completing the Catering Approval form found on the Procurement website under miscellaneous forms. **NO on-campus or off-campus restaurants, pizza parlors, or fast food places, including gratuity. Food cannot be for personal consumption.**

NOTE: Hospitality expenses must be directly related to or associated with the active conduct of the official university business. When determining whether hospitality is appropriate, the approving authority must evaluate the importance of the event in terms of the costs that will be incurred, the benefits to be derived from such an expense, the availability of funds, and any alternatives that would be equally effective in accomplishing the desired objectives. Payment of or reimbursement for hospitality expenses is not permitted when these expenses are related to employee celebrations farewell gatherings that are not associated with the active conduct of official university business.

### **SECTION 3: RESTRICTED PURCHASES**

**3.0** *Unless previously arranged with Procurement, these items are restricted (must obtain **prior approval**):*

- a) **IT-Hardware/Software and license fees:** Some software/hardware products are available at a reduced cost or no charge through site licenses. To ensure compatibility with existing equipment, you must obtain approval or specification from Software Resource BEFORE making any computer hardware or software purchase. Attach a copy of IT/Software Resource's written authorization to your monthly Procurement Card Report, along with the receipt. Adherence to this notification procedure will establish verifiable proof that all software installations are based on legally obtained software. Make a note of the "software" when reconciling your charges.
- b) **Sensitive Equipment** (greater than \$1,000) such as desktop/handheld computers, laptops, iPad's, cameras, video equipment, CPUs, etc., must be flagged on the PeopleSoft Pro-Card Reconciliation Report and the equipment tagged "property of CSUMB" by the department for tracking purposes.
- c) **Computer** hardware (including printers) connected to the campus network; anything connecting to the network must be approved by IT and satisfy ATI requirements.
- d) **Fixed assets**, including any equipment valued at \$5,000 or more, including tax and shipping, must be tagged with an identifying number. Fixed Assets must be reported to Asset Management for tagging purposes. Please contact Property or email [assetmanagement@csumb.edu](mailto:assetmanagement@csumb.edu).

- e) **Custom promotional items with imprints:** any item imprinted or engraved with university logos must have prior written approval from University Advancement.  
**Printing and Duplicating** involving university logos/trademarks: Purchases of off-site printing or duplicating services that include promotional items and any use of university logos or trademarks must be approved by University Advancement. BEFORE purchase, attach a copy of the written approval from University Advancement to your monthly Procurement Card report, along with the receipt. Prior consent from Procurement is not required.
- f) **Leases and Rentals of facilities or equipment** require an agreement signed by an authorized University Agent and a copy attached to documentation.
- g) **Contractual purchases or services** which require a contract must be signed by an authorized University Agent. It must include specific terms and conditions and a detailed scope of work, e.g., construction, public works contracts, and special repairs.
- h) **Service agreements:** All agreements need to be signed by an authorized University Agent. Services may include maintenance/repair, installation, training, window washing, pick up/delivery of an item to be serviced, or any other ongoing service contracts. Any vendor who drives on campus is considered an on-campus service provider and requires proof of insurance.
- i) **Personal services** such as consulting, sign language interpreters, guest speakers, band performances require a contract/agreement.
- j) **Furniture** must be processed through Campus Planning & Development to verify the items are compliant with ADA and safety requirements. Requests for ergonomic evaluations should include a description of any specific areas of concern.
- k) **Gift cards** departments must first acquire permission from the Director of Accounting to purchase gift cards and provide the purpose of the purchase. Since the purchase of gift cards is restricted and only permitted under certain circumstances, the Accounting Department needs to review that the purchase is appropriate for the purpose before doing such. The gift card procedure is located on the Accounting website.
- l) **Postage** postal stamps are restricted.
- m) **Hospitality, Payment, or Reimbursement:** It is the policy of the California State University (CSU) that hospitality expenses may be paid to the extent that such expenses are necessary, appropriate to the occasion, reasonable in amount, and serve a purpose consistent with the mission and fiduciary responsibilities of the CSU. This policy applies to activities that promote the CSU to the public and the provision of hospitality in connection with official CSU business and specifies the university and auxiliary funds used for such purposes. Each campus and its auxiliaries are required to develop written procedures consistent with this policy regarding the payment of ordinary and necessary hospitality expenses.
- n) **Restricted Hazardous Materials or equipment** may include certain hazardous chemicals, compressed gases, radioactive materials/equipment, biological organisms/equipment, controlled substances, precursor chemicals, and emergency equipment as defined by federal, state, and local regulations and University policies. The cardholder or Department Card Administrator is responsible for receiving and documenting written approval from their Department Chair, Director, Administrator, or Authorized Individual, who is responsible for authorizing the purchase of hazardous materials for use in their department. The Environmental Health, Safety & Risk Management (EHSRM) department should be consulted for any questions related to restricted dangerous materials or equipment purchase authorization.

The Department Chair, Director, Administrator, or designated safety coordinator shall ensure all hazardous material purchases are included in their department's hazardous materials inventory and maintain the updated list in the electronic chemical inventory system.

*Please see Appendix A for more details on Restricted Hazardous Materials or Equipment purchasing.*

## **SECTION 4: PROHIBITED PURCHASES**

**4.0** The following transactions are ***strictly prohibited*** as CSU regulations require specific controls for purchasing such items. The Procurement Card shall **NOT** be used for these purchases.

- a) **Splitting** of purchases to circumvent the single purchase limit.
- b) **Travel-related expenses** include hotel, rental car, taxis, Uber, gasoline, airfare, and meals while traveling.
- c) **Cash Advances or cash withdrawals** from ATMs.
- d) Office decorations.
- e) **Personal purchases** for yourself or your department, such as coffee, cups, creamer, Kleenex, appliances, etc., are strictly prohibited. The Pro-Card must only be used for allowable University purchases.

It is not acceptable for the cardholder to make a personal purchase. If your card was used accidentally for a personal purchase, you must reimburse the charge through the Cashier's Office with a written explanation. Attach your receipt and letter of explanation to your monthly Pro-Card Statement.

- f) **Donations** to charities, including tickets to charity events, are strictly prohibited.
- g) **Minor capital outlay projects** or special repairs (modifications or alterations to a State" or "leased" facility) is strictly prohibited.

**4.1** If in question about whether a particular item is allowed under the card program, please contact the Procurement Card Administrator or email [Procurement@csumb.edu](mailto:Procurement@csumb.edu).

## **SECTION 5: RESPONSIBILITIES**

**5.0** **Cardholder Responsibilities:** Cardholders are responsible for ensuring the Procurement Credit Card is used according to the policies outlined in this handbook. All purchases must comply with CSU procurement and contracting policies and procedures.

- a) Cardholder is responsible for the security of the Pro-Card. If kept in a personal office, it should be kept out of sight, preferably someplace that can be locked when not in use.
- b) Card is to be used **only** by the Cardholder.
- c) Immediately report lost or stolen cards to the Bank, Program Administrator, and Approving Official.
- d) Appropriate use of the Procurement Card, ensuring no prohibited uses are conducted.
- e) Comply with University Procurement Card Program Handbook.

- f) Obtain ***itemized*** sales receipts for each transaction when goods are received.
- g) E-mail the Receiving Department when an item is being shipped to central Receiving, so the Receiving Department will be expecting your shipment to know where to deliver.
- h) Obtain credit from the merchant on returned goods and disputed items. Credit receipts must be included with the monthly reconciliation report.
- i) Review purchases online and distribute them to appropriate fund accounts before the deadline.
- j) Maintain current default accounts through the Procurement Department.
- k) Reconcile monthly report with receipts and deliver to Approving Official within sufficient time to meet the deadline to Procurement. Please note that late submissions of reports must be received by procurement no later than the end of the following cycle; otherwise, card privileges may be temporarily suspended.
- l) Establish an internal tracking method for credit card purchases to be aware of the outstanding charges on the account.
- m) Notify the Program Administrator before leaving the university or transferring to another department on campus where the card will not be used.
- n) If the Approving Official changes, the Cardholder must submit the *Approving Official Change* form found on the Procurement website.
- o) Contact the current Pro-Card provider found on the back of the Procurement Card for questionable items and disputes within five (5) days after reconciling the report in CFS Finance.

## 5.1 Sales Receipt Requirements

- a) The Cardholder must obtain a detailed "***itemized***" receipt and match the amount showing on the P-Card report.
- b) ***Itemized*** receipt is defined as a description of the goods secured, the quantity, the amount, tax and shipping charges (if applicable), and total. If the merchant's receipt is not itemized (e.g., merely states miscellaneous supplies), the Cardholder must write in the required information in detail.
- c) If a receipt/invoice is not itemized, the Cardholder must write an itemization of the purchase on the receipt/invoice and include it in the PeopleSoft description field during the monthly reconciliation process.
- d) If a receipt is lost, complete the Lost Receipt Form located on the Procurement website and attach this form to the reconciliation report.
- e) If there are excessive instances of lost receipts, Procurement Card privileges may be suspended or revoked.

## 5.2 Disputed Charges

- a) The Cardholder is responsible for resolving questionable items on the Procurement Card reconciliation report with the merchant and the current Pro-Card provider. Be sure that the **dispute box is checked** in PeopleSoft when reconciling the report.
- b) If an item is billed incorrectly, the Cardholder should first contact the merchant, if possible, to resolve the problem. If a resolution is not reached, the Cardholder must dispute the item by contacting the bank.
- c) Credit receipts must be kept until the credit transaction appears on the Pro-Card

reconciliation report. Credits shall be listed on the monthly procurement card report with credit receipts attached.

**NOTE: It's the Cardholder's responsibility to track and confirm that credit is applied on future statements.**

### 5.3 Approving Official Responsibilities

- a) Review all transactions and certify they are all reasonable bona fide business expenses and are made in accordance with the policy.
- b) Review receipts and reconciliation reports in a timely manner.
- c) Submit reconciliation report to Procurement before the deadline.
- d) Follow up with the Cardholder when the card has been misused to ensure that they know its use policies.
- e) Notify the Procurement Card Program Administrator when a Cardholder leaves the university or transfers within the university.

## **SECTION 6: CONSEQUENCES FOR FAILURE TO COMPLY WITH PROGRAM**

### 6.0 Individual Cardholder and department card privileges may be suspended, revoked or the Cardholder may face other disciplinary measures for the following reasons:

- a) Splitting of orders.
- b) Excessive late submittals of reconciliation reports, including receipts.
- c) Reconciliation reports will not be accepted unless **all** receipts are matched and attached.
- d) Excessive instances of lost receipts/invoices.
- e) Purchasing of prohibited items.
- f) Purchasing restricted items without prior written approval from the appropriate authority.
- g) Loaning the Procurement Card out to others.
- h) Irresponsible use of the Procurement Card.
- i) Upon the occurrence of any of the above violations, i.e., late or missing documents, your account may be suspended, and retraining may be required.
- j) If violations continue, the card may be canceled.
- k) Cancellation of card; reinstatement request must be forwarded to the Director of Business & Support Services for review.

## **SECTION 7: PROCUREMENT CARD RECONCILIATION IN CFS**

### 7.0 Billing Cycle

- a) The current billing cycle for the Procurement Card is from the 16th of the first month to the 15th of the following month. Charges and credits made during this period should appear in CFS Finance detail file. At the close of each monthly billing cycle, the Cardholder will be notified by email that their charges are available to review and reconcile in CFS Finance. The reconciled Pro-Card reports are to be submitted to Procurement **no later than the scheduled deadline noted on the Pro-Card Reconciliation Schedule** located on the Procurement website. CFS Finance would



generate no report if no purchases were made during the current month.

- b) In the event a Cardholder will be away from the office when the online reconciliation is due, they **MUST** plan for someone in their department (or their Approving Official) to complete the reconciliation process in CFS Finance. If no one is available to do the reconciliation by the cutoff date, all charges will be posted against the default chart-field string, and an Expense Transfer may be needed to change the chart-field string. The signed report with receipts must be submitted by the due date.

## 7.1 Cardholder

- a) At the close of each monthly billing cycle, the Cardholder will review all electronic transactions for accuracy and reconcile them with the merchant's receipts/invoices.
- b) If an item is billed incorrectly or is questionable (e.g., purchases which the Cardholder does not believe they made), the Cardholder must contact the bank and complete a Dispute Form from the bank.
- c) Cardholder statements will be paid in full, including disputed items, to avoid late fees and penalties. It's the Cardholder's responsibility to secure a reversal of the charges (credit) from the bank, ensuring that the dispute box is checked in PeopleSoft.
- d) At the close of each month, Cardholders will receive an email with specific deadlines to review and reconcile their transactions in CFS Finance.
- e) Cardholder is responsible for attaching to the monthly Procurement Card report the corresponding receipts/invoices listed in the *same order* as they are listed on the Pro-Card reconciliation report and forward to Procurement.

## 7.2 Approving Official

- a) Establish a date by which all Cardholders must submit their statements and receipts to the Approving Official under their purview.
- b) Review the monthly reconciliation report for the following:
  - Charges made by the Cardholder's to make sure they were appropriate, that prohibited items were not purchased;
  - All receipts are present, and the appropriate account numbers are assigned to each charge.
  - Any required prior written approvals are included.
- c) Sign the Cardholder's Pro-Card report with receipts and forward it to Procurement ***no later than the deadline indicated on the P-Card Schedule.***

## SECTION 8: KEY CONTACTS

<p><b>Procurement Card Bank</b></p> <ul style="list-style-type: none"><li>▪ US Bank (800) 344-5696 (24-hour number)</li></ul>	<ul style="list-style-type: none"><li>▪ Report questioned/dispute item(s) charged on report</li><li>▪ Report lost or stolen cards</li></ul>
<p><b>Procurement Card Program Administrator</b></p> <ul style="list-style-type: none"><li>▪ Eva Salas (831) 582-3751 <a href="mailto:esalas@csumb.edu">esalas@csumb.edu</a></li></ul>	<ul style="list-style-type: none"><li>▪ Contact to apply, terminate, replace the card or make changes</li><li>▪ Contact to clarify Procurement card procedures</li><li>▪ Contact to request re-establishment of canceled cards</li><li>▪ Training</li><li>▪ Declined transactions</li></ul>
<p><b>Accounts Payable</b></p> <ul style="list-style-type: none"><li>▪ Accounting Department 831-582-4022 <a href="mailto:Accounts_payable@csumb.edu">Accounts_payable@csumb.edu</a></li></ul>	<ul style="list-style-type: none"><li>▪ Accounting Information</li></ul>

## **Appendix A – Procurement of Restricted Haz Hazardous Materials or Restricted Equipment**

This program helps ensure that faculty, staff, and auxiliary organizations consider applicable safety and environmental compliance issues before obtaining restricted hazardous materials or restricted equipment.

### **I. Purpose/Scope**

**Purpose:** The use of hazardous materials at CSU Monterey Bay creates a variety of potential safety and environmental compliance issues. The purpose of this Procedure is to ensure that applicable compliance issues are considered and addressed before a restricted hazardous material or equipment is procured.

**Scope:** This procedure applies to all faculty, staff and students who purchase hazardous materials that will be stored or used on campus. Also included are purchases by CSUMB auxiliary organizations (Corporation), purchases for sponsored projects, and hazardous materials that are obtained as free samples or gifts.

### **II. Definitions**

**Authorized Individual:** Person within a department, college, or other administrative unit who has received the necessary training, and is authorized to review and approve hazardous materials procurement requests.

**Carcinogen:** The term carcinogen refers to any substance that is an agent directly involved in the promotion of cancer or in the increase of its propagation.

**Environmental Health, Safety & Risk Management (EHSRM)** – the department responsible for oversight of hazardous materials compliance campus wide

**NIOSH (National Institute of Occupational Safety & Health):** Federal Agency that conducts scientific research, develops guidance and authoritative recommendations, disseminates information, and responds to requests for workplace health hazard evaluations.

**OSHA: (Occupational Safety and Health Administration)** Federal and State agencies responsible for establishing and enforcing occupational safety and health regulations.

**Restricted Hazardous Material:** For the purposes of this procedure is defined as regulated or highly toxic chemical or biological substances that require special review, approval, and documentation prior to purchase and delivery to campus. See Section IX. for list of restricted hazardous materials.

**SDS (Safety Data Sheet):** Product safety and handling information supplied by the product manufacturer. It is a requirement of the OSHA Hazard Communication Standard that a copy of a chemical's SDS be made available to any person working with or around a hazardous material.

### **III. Exemptions/Exclusions**

Consumer products (those that do not require a Safety Data Sheet) are excluded from this procedure.

### **IV. Responsibilities**

**Hazardous Materials Requestor:** Responsible for ensuring all provisions of these procedures are followed when requesting and procuring restricted hazardous materials.

**Authorized Individuals:** Responsible for reviewing all restricted hazardous material requisitions to ensure applicable compliance issues have been addressed prior to purchase.

**EHSRM:** Responsible for maintaining the list of Authorized Individuals and for providing periodic training for these individuals. Will also maintain and monitor the effectiveness of the program.

**Departments and Colleges:** Responsible for ensuring these procedures are followed in their department or college. Must ensure that there are an adequate number of Authorized Individuals to prevent excessive delays when restricted hazardous materials are requested.

**Purchasing (including The University Corporation):** Monitor all mechanisms for restricted hazardous material or equipment procurement (PeopleSoft, Procurement Card, and manual requisitions) to ensure review by an Authorized Individual has occurred.

### **V. Training**

Authorized Individuals will be provided training as required. This training will cover the relevant safety and environmental issues that must be considered when reviewing a request for hazardous materials.

### **VI. Forms Used**

See latest version of *Request for EHSRM Approval to Purchase Restricted Chemical or Equipment* form at the EHSRM website: <https://csumb.edu/risk/health-and-safety>

### **VII. Procedures**

These procedures apply to any mechanism that is used to obtain a restricted hazardous material or equipment. The most common methods currently used are:

Online requisition (PeopleSoft)

Credit Card purchases (Procurement Card) Purchase order via the University Corporation Donation

All restricted hazardous materials requests will be routed to an Authorized Individual within the department or college.

The Authorized Individual will review the request to ensure all applicable safety and environmental compliance impacts have been considered using the guidelines found in Section VIII.

If the Authorized Individual has concerns about a request, the concern must be resolved with the requestor as soon as possible.

If the material is listed on the restricted hazardous material or equipment list, then the Authorized Individual will submit the *Request for EHSRM Approval to Purchase Restricted Chemical or Equipment* form to EHSRM.

Once the request has been reviewed, and any concerns addressed, the Authorized individual will submit the request for purchase. Note: for donations, the Authorized Individual will notify the requestor that the donation request has been approved.

Purchase orders that are sent to the University Corporation shall be marked in a manner that indicates they have been reviewed and approved by an Authorized Individual.

The Authorized Individual will indicate (in a text field on the requisition) if an SDS is required from the material supplier.

On a periodic basis, EHSRM will audit the records of purchases to ensure hazardous materials requisitions are being reviewed by Authorized Individuals.

### **VIII. Guidelines/Rules**

Restricted hazardous materials or equipment purchase requests (including donations) will be evaluated to ensure applicable safety and environmental compliance issues have been addressed.

### **IX. List of Chemicals Requiring EHSRM Approval Prior To Purchase**

<b>MATERIAL TYPE</b>	<b>REASON FOR PURCHASE CONTROL</b>
Cal/OSHA <u>Regulated</u> Carcinogens (see list below)	Cal/OSHA regulations 8 CCR 5198-5220 have specific requirements for these materials including: SOPs, training, signage for designated work areas, carcinogen use notification to CalOSHA, air exposure monitoring
Highly Toxic Gases (see list below)	Highly toxic, route of exposure, exposure monitoring, release monitoring and alarm systems
Radioactive Isotopes	NRC and Radiologic Health Branch License requirements require strict tracking controls, RSO approval, training, exposure monitoring, signage, periodic inspection
Controlled Substances (Drugs)	DEA requirements require strict tracking, locked storage, periodic inspection
Human Blood or Unfixed Human Tissue	Written Exposure Control Plan (ECP) required. Bloodborne Pathogen training required.
BioSafety Level 2 or 3 Biohazards	Potentially infectious material. Controls required. Biosafety training required.

Pesticides, Insecticides, etc.

Personal and public exposure concerns require prior approval by EHS

Diethyl Ether > 2L Size Container

Fire Hazard. Handling hazard.

**CSUMB List of Chemicals Requiring EHSRM Approval for Purchase: CalOSHA Regulated Carcinogens**

	<b>Chemical</b>	<b>CAS</b>	<b>§CCR</b>
1	1,2-Dibromo-3-Chloropropane (DBCP)	96-12-8	<u>§5212</u>
2	1,3-Butadiene	106-99-0	<u>§5201</u>
3	2-Acetylaminofluorene	53-96-3	<u>§5209</u>
4	3,3'-Dichlorobenzidine (and its salts)	91-94-1	<u>§5209</u>
5	4,4-Methylenebis (2-Chloroaniline)	101-14-4	<u>§5215</u>
6	4-Aminodiphenyl	92-67-1	<u>§5209</u>
7	4-Dimethylaminoazobenzene	60-11-7	<u>§5209</u>
8	4-Nitrobiphenyl	92-93-3	<u>§5209</u>
9	Acrylonitrile	107-13-1	<u>§5213</u>
10	alpha-Naphthylamine	134-32-7	<u>§5209</u>
11	Asbestos	77536-68-6	<u>§5208</u>
12	Benzene	71-43-2	<u>§5218</u>
13	Benzidine (and its salts)	92-87-5	<u>§5209</u>
14	Beryllium	7440-41-7	<u>§5205</u>
15	beta-Naphthylamine	91-59-8	<u>§5209</u>
16	beta-Propiolactone	57-57-8	<u>§5209</u>
17	bis-Chloromethyl ether	542-88-1	<u>§5209</u>
18	Cadmium	543-90-8	<u>§5207</u>
19	Chromium (VI)	7440-47-3	<u>§5206</u>
20	Coke Oven Emissions	n/a	<u>§5211</u>
21	Ethylene Dibromide (EDB)	106-93-4	<u>§5219</u>
22	Ethylene Oxide	75-21-8	<u>§5220</u>
23	Ethyleneimine	151-56-4	<u>§5209</u>
24	Formaldehyde	50-00-0	<u>§5217</u>
25	Inorganic Arsenic	7440-38-2	<u>§5214</u>
26	Inorganic Lead compounds	7439-92-1	<u>§5198</u>
27	Lead	7439-92-1	<u>§5198</u>
28	Methyl chloromethyl ether	107-30-2	<u>§5209</u>
29	Methylene chloride	75-09-2	<u>§5202</u>
30	Methylenedianiline	101-77-9	<u>§5200</u>
31	N-Nitroso dimethylamine	62-75-9	<u>§5209</u>
32	Non-Asbestiform Tremolite, Anthophyllite, or Actinolite.		<u>§5208.1</u>
33	Respirable Crystalline Silica		<u>§5204</u>
34	Vinyl Chloride	75-01-4	<u>§5210</u>

\* = Currently Present on Campus Inventory

**CSUMB List of Chemicals Requiring EHSRM Approval for Purchase: Highly Toxic Gases**

<b>CHEMICAL</b>	<b>CAS</b>	<b>REASON FOR LISTING</b>	<b>Formula</b>
Arsenic pentafluoride	7784-36-3	Highly Toxic Gas	AsF <sub>5</sub>
Arsine	7784-42-1	Highly Toxic Gas	AsH <sub>3</sub>
Bis(trifluoromethyl)peroxide	927-84-4	Highly Toxic Gas	C <sub>2</sub> F <sub>6</sub> O <sub>2</sub>
Boron tribromide	10294-33-4	Highly Toxic Gas	BBr <sub>3</sub>
Boron trichloride	10294-34-5	Highly Toxic Gas	BCl <sub>3</sub>
Boron trifluoride	71217637	Highly Toxic Gas	BF <sub>3</sub>
Bromine chloride	13863-41-7	Highly Toxic Gas	BrCl
Bromomethane	74-83-9	Highly Toxic Gas	CH <sub>3</sub> Br
Carbon monoxide	630-08-0	Highly Toxic Gas	CO
Chlorine	7782-50-5	Highly Toxic Gas	Cl <sub>2</sub>
Chlorine pentafluoride	13637-63-3	Highly Toxic Gas	ClF <sub>5</sub>
Chlorine trifluoride	7790-91-2	Highly Toxic Gas	ClF <sub>3</sub>
Chloropicrin	76-06-2	Highly Toxic Gas	CCl <sub>3</sub> NO <sub>2</sub>
Cyanogen	460-19-5	Highly Toxic Gas	C <sub>2</sub> N <sub>2</sub>
Cyanogen chloride	506-77-4	Highly Toxic Gas	CNCl
Diazomethane	334-88-3	Highly Toxic Gas	CH <sub>2</sub> N <sub>2</sub>
Diborane	19287-45-7	Highly Toxic Gas	B <sub>2</sub> H <sub>6</sub>
Dichloroacetylene	7572-29-4	Highly Toxic Gas	C <sub>2</sub> Cl <sub>2</sub>
Dichlorosilane	4109-96-0	Highly Toxic Gas	H <sub>2</sub> Cl <sub>2</sub> Si
Fluorine	7782-41-4	Highly Toxic Gas	F <sub>2</sub>
Formaldehyde (anhydrous)	50-00-0	Highly Toxic Gas	CH <sub>2</sub> O
Germane	7782-65-2	Highly Toxic Gas	GeH <sub>4</sub>
Hexaethyl tetraphosphate	757-58-4	Highly Toxic Gas	(C <sub>2</sub> H <sub>5</sub> O) <sub>6</sub> P <sub>4</sub>
Hydrogen azide	7782-79-8	Highly Toxic Gas	HN <sub>3</sub>
Hydrogen cyanide	74-90-8	Highly Toxic Gas	HCN
Hydrogen selenide	71517783	Highly Toxic Gas	H <sub>2</sub> Se
Hydrogen sulfide	61417783	Highly Toxic Gas	H <sub>2</sub> S
Hydrogen telluride	91717783	Highly Toxic Gas	H <sub>2</sub> Te
Nickel tetracarbonyl	13463-39-3	Highly Toxic Gas	Ni(CO) <sub>4</sub>
Nitrogen dioxide	10102-44-0	Highly Toxic Gas	NO <sub>2</sub>
Osmium tetroxide	20816-12-0	Highly Toxic Gas	OsO <sub>4</sub>
Oxygen difluoride	7783-41-7	Highly Toxic Gas	OF <sub>2</sub>
Perchloryl fluoride	7616-94-6	Highly Toxic Gas	ClFO <sub>3</sub>
Perfluoroisobutylene	382-21-8	Highly Toxic Gas	C <sub>4</sub> F <sub>8</sub>
Phosgene	75-44-5	Highly Toxic Gas	COCl <sub>2</sub>
Phosphine	7803-51-2	Highly Toxic Gas	PH <sub>3</sub>
Phosphorous pentafluoride	7647-19-0	Highly Toxic Gas	PF <sub>5</sub>
Selenium hexafluoride	7783-79-1	Highly Toxic Gas	SeF <sub>6</sub>
Silicon tetrachloride	10026-04-	Highly Toxic Gas	SiCl <sub>4</sub>

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Silicon tetrafluoride	7783-61-1	Highly Toxic Gas	SiF4
Stibine	7803-52-3	Highly Toxic Gas	H3Sb
Disulfur decafluoride	5714-22-7	Highly Toxic Gas	S2F10
Sulfur tetrafluoride	7783-60-0	Highly Toxic Gas	SF4
Tellurium hexafluoride	7783-80-4	Highly Toxic Gas	TeF6
Tetraethyl pyrophosphate	107-49-3	Highly Toxic Gas	C8H20O 7P2
Tetraethyl dithiopyrophosphate	3689-24-5	Highly Toxic Gas	C8H20O 5P2S2
Trifluoroacetyl chloride	354-32-5	Highly Toxic Gas	C2ClF3 O
Tungsten hexafluoride	7783-82-6	Highly Toxic Gas	WF6

**X. List of Restricted Equipment Requiring EHSRM Approval Prior to Purchase**

<b>EQUIPMENT TYPE</b>	<b>REASON FOR LISTING</b>
AEDs	Periodic Inspection required. Locations must be mapped in F.I.S.
Air Pollution Abatement Equipment	BAAQMD requires a Permit to Construct and a Permit to Operate. Annual Fees are also required.
Biosafety Cabinets	CalOSHA requires annual monitoring and certification to ensure effectiveness.
Chemical Fume Hoods	CalOSHA requires annual monitoring and certification to ensure effectiveness.
Class 3 or 4 Lasers	Laser Safety Training, PPE, and Controls are required.
Deluge Showers and Emergency Eye Wash Stations	CalOSHA requires monthly monitoring to ensure effectiveness.
Emergency Generators (50 HP or greater)	<u>MBARD</u> requires an Authority to Construct and a Permit to Operate. Annual Fees are also required.
Fire Extinguishers	CalOSHA requires monthly, annual, 6-year and 12-year inspections. Locations must be mapped in for maintenance
Fire Suppression Systems	CalOSHA requires inspections. Locations must be mapped in F.I.S.



Ionizing Radiation-Producing Equipment

Radiological Health Branch requires machine registration and annual fees. Radiation monitoring may be required.