

ChemPro Training

Chemical Pre-procurement Approval Process



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Sandia National Laboratories

Today's Presentation

- Purpose of ChemPro
- Requirement
- History of Development
- ChemPro Use Slides
- Interface with Sandia Purchasing Storefront (SPS)
- Demonstration



Purpose for Development

- ***Help Ensure*** compliance with federal, state, local, and corporate requirements.
- ***Reduce*** corporate liability.
- ***Improve*** chemical management and material accountability.
- **Protect** human health and the environment.



Requirement

- All purchase requests of barcoded chemicals and biological materials must be processed and approved via ChemPro and a Chemical Approval Number (CAN) will be required for all chemical purchases.
- Use of the ChemPro application will be an SPS requirement.

Definitions

- Chemical - Any element or mixture of elements or compounds that are CIS bar-coded. Includes solids, liquids, gas, and aerosols.
- Biological Material - A microorganism, virus, biological toxin, toxin subunits, cell lines, or tissues that is trackable in CIS.
- Barcoded- The Chemical Information System (CIS) provides a guidance on which chemicals and biological materials need to be barcoded.



History of Development

- **2010** - Identified the life-cycle management of materials concerns and the need for a policy change on purchasing chemicals in order to better manage the chemical onsite and met with requirement owner SMEs.
- **2011** - Received approval to implement (Corporate Clearinghouse Committee).
- **2012** - Development of Implementation Plan that specified creating an on-line tool for purchasing chemicals.
- **2013** - Begin development of ChemPro.
- **2014** - Complete development of ChemPro.
- **End of FY14** - Full implementation, CAN required for all chemical purchases (October 8, 2014).



How to use...

- Web-based application allows submitter/requester to enter storage location, chemical, and quantity.

New Chemical Pre-Procurement Request

Submitter Name Nagy, Michael David ?	This field is automatically filled.
Requester Name ?	Optional - if submitter is different than the requester.
Storage Location ?	Enter building number and a drop-down list will appear. Select the building/room combination.
Search for an SDS SDS Number <input type="text"/> <input type="button" value="Find SDS"/> ?	

How to use...

Continued

- Select a chemical and quantity.

New Chemical Pre-Procurement Request

Submitter Name
Smith, Joe ?

Requester Name
[Empty field]

Storage Location
SNLNM\823\4270\

Search for an SDS *please lookup and select an SDS*

SDS Number
SDS Number
Barcode Number
Product Number
Exact Chemical Name
CAS Number
Chemical Name
Trade Name

acetone

Find SDS

Add to Cart

A drop-down list provides search options.

Enter a chemical name or other identifier.

Click 'Find SDS'.



How to use...

Continued

• Select an SDS.

Select an SDS from the list, or choose "I Can't Find The Correct SDS."

Select an SDS from the list, or choose "I Can't Find The Correct SDS."		
I Can't Find The Correct SDS		
Select OHS00140 - ACETONE	• 2-PROPANONE	Primary
Select OHS14460 - METHYL ETHYL KETONE	• METHYL ACETONE	Primary
Select OHS68937 - ACETONE-D6	• 2-PROPANONE 1,1,1,3,3,3-D6 • HEXADEUTERIOACETONE • HEXADEUTEROACETONE • PERDEUTERIOACETONE • PERDEUTEROACETONE	Primary
Select OHS00270 - ACETYLACETONE	• PENTANE-2,4-DIONE • ACETOACETONE	Primary
Select OHS14550 - METHYL ISOBUTYL KETONE	• ISOPROPYLACETONE	Primary
Select OHS09691 - FERRIC ACETYLACETONATE	• TRIS(ACETYLACETONE)IRON	Primary

If these are not what you are looking for, click "I can't find..."

Select the chemical by clicking.

Hyperlink to the SDS(s) within CIS.

How to use...

Continued

- Enter a quantity and unit.

New Chemical Pre-Procurement Request

Submitter Name
Smith, Joe ?

Requester Name

Storage Location
SNLNM\823\1238\

Selected SDS
OHS00270 - ACETYLACETONE [Change SDS](#)

Quantity
500

GALLON
CUBIC CENTIMETER
CUBIC FEET
FLUID OUNCE
GALLON
LITER
MICROLITERS
MILLILITER
PINT
QUART

Enter the total quantity for the requested chemical.

Select a unit from the drop down list.

Add to Cart



How to use...

Concluded

- Selection of biological materials.

New Chemical Pre-Procurement Request

Submitter Name
Smith, Joe ?

Requester Name

Storage Location
SNLNM\823\2079\

Selected SDS
NL233807 - WEST NILE VIRUS MAB Change SDS

Quantity
1 GRAM

Bio
Is this a biological material?
☐ No
☒ Yes
Please enter the IBC Number:

10 Add to Cart

If material is identified as a biological material on the SDS, a new window will appear asking to verify.

If no, click no, and click "Add to Cart".

If yes, enter the Institutional Biosafety Committee (IBC) number (if established), and click "Add to Cart".



How to use...

Continued

- Can not find correct SDS.

New Chemical Pre-Procurement Request

Submitter Name
Smith, Joe ?

Requester Name
[Empty field]

Storage Location
SNLNM\823\1238\

Search for an SDS
Chemical Name [dropdown] acetone [Find SDS]

Chemical Description
[Empty text area]

Physical State
[dropdown]
Solid
Liquid
Gas
Aerosol

Quantity
[Empty field] [Empty field] [dropdown]

Bio
Is this a biological material?
☒ No
☐ Yes

Add to Cart

Additional information on the chemical.

Select from the drop-down list.

Enter the total quantity and units for the requested chemical.

Is it a biological material?



What happens next...

- Review the shopping cart.

Edit or delete a line item within the shopping cart

<i>Substance Requested</i>	<i>Quantity</i>	<i>Location</i>	<i>Status</i>	<i>Available in CEP</i>	
<u>OHS12510 - LEAD</u>	1 LBS	SNLNM/823/0/	Unsubmitted	Not Available in CEP	Edit Delete
<u>OHS00140 - ACETONE</u>	1 FLOZ	SNLNM/823/0/	Unsubmitted	Not Available in CEP	Edit Delete
<u>OHS02610 - BENZENE</u>	1 FLOZ	SNLNM/823/0/	Unsubmitted	Not Available in CEP	Edit Delete
<u>OHS02610 - BENZENE</u>	1 GAL	SNLNM/9830/RACK/	Unsubmitted	Not Available in CEP	Edit Delete
<u>OHS12510 - LEAD</u>	1 LBS	SNLNM/9830/RACK/	Unsubmitted	Not Available in CEP	Edit Delete
					Add another chemical

[Submit chemicals for processing](#)

Select “Add another chemical” to continue placing order

If order is correct and complete click “Submit...”

12



What happens next...

continued

The system will run a series of queries for compliance with regulations related to the following areas:

- Fire Protection
- Industrial Hygiene
- Air Quality Control
- Emergency Management
- Safety Basis

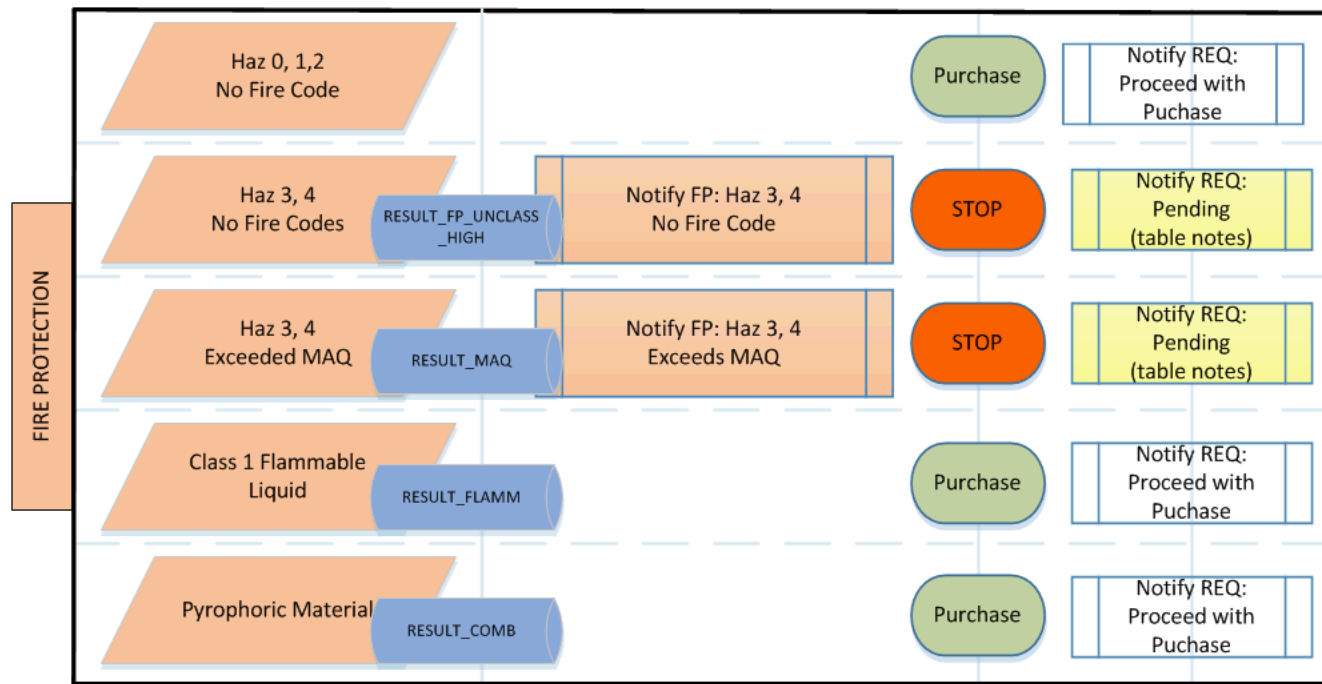
The system will check if the requested chemical is already available in the chemical storage location. The system will also check the inventory in the Chemical Exchange Program and notify submitter if the material requested is available. Submitter will have the option to use the available material or proceed with request.

- The request(s) will either be approved or placed in a pending status.



Query Example

Fire Protection: 5 Queries



What happens next...

continued

- The request(s) will either be approved or placed in a pending status.

One item was placed in a pending status.

Thank you. You have submitted 5 requests.

Your confirmation email is being delivered with additional instructions for any hazardous or unapproved chemical requests

Any items requiring additional scrutiny by ES&H SMEs will be listed as PENDING and processed within 2 business days

Four items were approved for purchase and chemical approval number is provided.

Substance Requested	Quantity	Location	Status	Approval Number	Notes
<u>OHS27150 - 2-ACETYLAMINOFLUORENE</u>	1 KG	SNLNM/823/1238/	APPROVED	246766	
<u>OHS26970 - 1,4-DIOXANE</u>	1 KG	SNLNM/800/JANITOR	APPROVED	766725	FLAMM ? ADDL_STORAGE_PEROX ?
<u>OHS08700 - ETHYL ALCOHOL</u>	1 GAL	SNLNM/823/1238/	APPROVED	902211	FLAMM ? POTABLE_ALC ?
<u>OHS05382 - COCAINE HYDROCHLORIDE</u>	1 GR	SNLNM/823/1238/	APPROVED	781406	CTRL_SUB ?
<u>OHS00140 - ACETONE</u>	10000 GAL	SNLNM/702/1125/	PENDING	-----	MAQ ? FLAMM ?

[Return to chemical input form](#)

Notes on chemical management requirements. One chemical in pending highlighted in yellow.



Email Examples

Chemical approved for purchase.

The Chemical Pre-Procurement (ChemPRO) Approval Process has processed your chemical purchase request and the chemical approval numbers (CAN) are provided below. You may proceed with your chemical purchase by entering the CAN(s) via the Sandia Purchasing Storefront.

Item	Quantity	Location	Location Owner	Status	Chemical Approval #	Note
<u>OHS02800 - BENZYL ALCOHOL</u>	1 GAL	SNLNM/823/1085/	<u>Stephens Daryl M.</u>	APPROVED	2014-148767	<u>Peroxidizable organic compound</u>

Peroxidizable organic compound

The item listed is a peroxidizable organic material. This material has special handling requirements per Corporate Procedure ESH100.2.IH.4 Evaluate and Control Chemical Hazards. Please contact the Industrial Hygiene SME for further assistance at IH@sandia.gov.

The item listed is a peroxidizable organic chemical. The use/storage of this material may impact the hazard classification of your activity. Please check to ensure the hazards associated with peroxidizable organic chemicals are addressed within the Chemical section (question 5) and/or the User Specified Other Hazards section (question 25) of your approved Primary Hazard Screening (PHS) document. This addition of this chemical may require an evaluation from the Industrial Facilities Safety Basis SME. Please contact Industrial Facilities Safety Basis for further assistance.



Email Examples

Chemical purchase pending.

The Chemical Pre-Procurement (ChemPRO) Approval Process has processed your chemical purchase request and the chemical approval numbers (CAN) are provided below. You may proceed with your chemical purchase by entering the CAN(s) via the Sandia Purchasing Storefront. Any chemical requiring additional ES&H scrutiny are listed below as pending with additional contact information and will be addressed within 2 business days.

Item	Quantity	Location	Location Owner	Status	Chemical Approval #	Note
OHS19350 - POTASSIUM CYANIDE	100 LBS	SNLNM/823/1015/	Kelley, Melissa	PENDING	-----	MAQ exceeded*

MAQ exceeded

This item listed exceeds the Maximum Allowable Quantity (MAQ) established by the Fire Codes and purchase request must be reviewed. Please contact the Fire Protection SME for further assistance [Fire Protection](#).



Behind the Scenes with the SMEs

The SME review process.

HIGH_RISK_NO_EA Approval Page

Request Details

ID: **2188 - 1**

Submitted by: **Stephens, Daryl M.**

Location: **SNLNM/897/1085/**

Quantity: **1 CUBIC FEET**

Chemical: **OHS04600 - CHLORINE**

Reviewer: **Griffith, Stacy R**

Internal Comment (non public)

Requestor Comment (Emailed to Requestor when Approved or Declined)

Save **Decline Request** **Approve Request**



Email Examples

Chemical approved for purchase from SME Workbox.

The Fire Protection SME has approved your request that appears to have exceeded Maximum Allowable Quantity (MAQ) for the space. If there are no additional approvals required, the chemical approval numbers (CAN) are provided below and you may proceed with your chemical purchase by entering the CAN via the Sandia Purchasing Storefront or providing the CAN to your JIT vendor. If there are any additional approvals required, you will soon receive notice of action by the remaining SMEs.

Item	Quantity	Location	Location Owner	Status	Chemical Approval #	Note	Comment To Requestor
NL245361 - AMMONIUM HYDROXIDE 29%	8 GAL	SNLNM/858N/1964/	Garcia, David Longoria	APPROVED	2014-267116	MAQ exceeded*	H-5 Occupancy - no limit for toxic or corrosive liquids.



Email Examples

Chemical denied for purchase from SME Workbox.


This chemical purchase has been denied by Biosafety based on chemical management requirements. For further information contact [Biosafety](#).

Item	Quantity	Location	Location Owner	Status	Approval #	Note	Comment To Requestor
NL222354 - ATCC MICROBIAL CULTURES (BIOSAFETY LEVEL...	1 CUFT	SNLNM/832/1033/		DENIED	----		This request was denied because this is not an approved biological lab. Please schedule a facility risk assessment with the Biological Safety Officer at BSO@sandia.gov . Thank you.



Order History

Using the history tab.

 **Chemical Pre-Procurement Approval Process**

<i>REQUEST</i> <i>CART</i> HISTORY				
<i>Submitter</i>	<i>Date Created</i>	<i>Date Submitted</i>	<i>Number of Items</i>	
Gomez, Jamie Lynn	06/30/2014	06/30/2014	5	Click Here for Detail
Gomez, Jamie Lynn	06/26/2014	06/26/2014	1	Click Here for Detail

Select to duplicate
a previously
placed order

Order History

Continued

Duplicating an Order

Select chemicals for purchase

<i>SDS</i>	<i>Quantity</i>	<i>Location</i>	<i>Status</i>	<i>Select</i>	<i>Notes</i>	<i>Other Comments</i>	<i>Date Submitted</i>
NL109297 - LEAD	1.00 LBS	SNLNM/823/0/	APPROVED	<input type="checkbox"/>		Comments	06/30/2014
OHS00140 - ACETONE	1.00 FLOZ	SNLNM/823/0/	APPROVED	<input checked="" type="checkbox"/>	Class 1 flammable liquid	Comments	06/30/2014
OHS02610 - BENZENE	1.00 FLOZ	SNLNM/823/0/	APPROVED	<input checked="" type="checkbox"/>	Class 1 flammable liquid	Comments	06/30/2014
OHS02610 - BENZENE	1.00 GAL	SNLNM/9830/RACK/	APPROVED	<input checked="" type="checkbox"/>	Class 1 flammable liquid	Comments	06/30/2014
OHS12510 - LEAD	1.00 LBS	SNLNM/9830/RACK/	APPROVED	<input checked="" type="checkbox"/>		Comments	06/30/2014

Add Selected to Current Shopping Cart

Select to go to Shopping Cart



Order History

Concluded

<i>Substance Requested</i>	<i>Quantity</i>	<i>Location</i>	<i>Status</i>	<i>Available in CEP</i>	<i>Show Query Results</i>	
<u>OHS00140 - ACETONE</u>	1 FLOZ	SNLNM/823/0/	Unsubmitted	Not Available in CEP	Edit	Delete
<u>OHS02610 - BENZENE</u>	1 FLOZ	SNLNM/823/0/	Unsubmitted	Not Available in CEP	Edit	Delete
<u>OHS02610 - BENZENE</u>	1 GAL	SNLNM/9830/RACK/	Unsubmitted	Not Available in CEP	Edit	Delete
<u>OHS12510 - LEAD</u>	1 LBS	SNLNM/9830/RACK/	Unsubmitted	Not Available in CEP	Edit	Delete
					Add another chemical	

Edit order capability

Submit chemicals for processing

Select to place request for CAN



Sandia Purchasing Storefront

Input information in the Storefront

snl_logo2.bmp

Navigator Favorites Preferences Diagnostics Personalize Page Home Logout Help

GOODS: Potentially Hazardous Products/Supplies
* Indicates required field

Request Type: Chemicals and Gases
Item Type: Goods billed by quantity
Item Description:
* Category:
* Quantity:
* Unit of Measure: EACH
* Unit Price:
* Currency: USD
☐ RFQ Required
☐ Negotiated

Contract Number:
☐ New Supplier
Supplier Name:
Site:
Contact Name:
Phone:
Supplier Item:

Clear All Add to Cart Add to Favorites

Shopping Cart
Your cart is empty.

*** Chemical Approval Number (CAN)** 2014-367868

AEA Export Controlled Nuclear Weapon (NW) Items
For more information regarding the requirements on the acquisition of AEA Export Controlled Nuclear Weapon (NW) items, please reference AEA Policy and Tier Guidance Document [Tier 23](#). For assistance with the Tier Determination Product database and part number application, reference the [Tier Database](#). For access to the NAP-23 approved suppliers, reference the [AEA Approved Suppliers](#) site. If you have specific questions or concerns, contact [JETC](#).
AEA-controlled (Nuclear Weapons related) includes all classified or unclassified policies, practices, information, technical data, items, materials, facilities, equipment, software, technologies or services used to design, assess, detect, develop, fabricate, qualify, maintain, transport, render safe, or dispose of devices implementing a military application of atomic energy.
* NW Applicability:

SNL Hazardous Material - Chemicals
For more information regarding the requirements on chemicals and gases acquisition and management, please reference [ESH100.2 ENV.27 Maintain an Accurate Chemical and Biological Material Inventory](#). If you have specific questions or concerns please contact your division POC from the [CIS Support Team](#).
A Chemical Acquisition Number (CAN) is required for all chemical purchases. The CAN may be obtained through the [ChemPro](#) hyperlink.
* Chemical Approval Number (CAN):

Additional Information
* SECURITY CLASSIFICATION: UNCLASSIFIED
UNCLASSIFIED

Clear All Add to Cart Add to Favorites



Contact Info

ChemPro Web Address: <https://webprod.sandia.gov/CIS/svPreProcurement>

ChemPro SharePoint Web Address:

https://sharepoint.sandia.gov/sites/ChemProTest/_layouts/15/start.aspx#/

Contact Information:

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