

ChemPro Training

Chemical Pre-procurement Approval Process



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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 ? 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 ?

How to use... Continued

- Select a chemical and quantity.

New Chemical Pre-Procurement Request

Submitter Name A drop-down list provides search options.

Requester Name Enter a chemical name or other identifier.

Storage Location

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

SDS Number acetone Click 'Find SDS'.

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

How to use... Continued

- Select an 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 • HEXADEUTEROACETONE • HEXADEUTEROACETONE • PERDEUTEROACETONE • 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 ?

Select a unit from the drop down list.

GALLON

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

Add to Cart



How to use... Concluded

- Selection of biological materials.

New Chemical Pre-Procurement Request

Submitter Name: Smith, Joe

Requester Name: [empty]

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

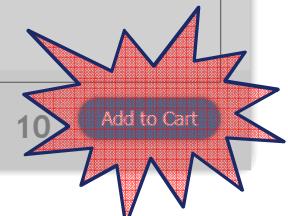
Please enter the IBC Number: [empty]

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:

Storage Location: SNLNM1823\12381

Search for an SDS: Chemical Name: acetone

Chemical Description:

Physical State:

Quantity:

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.

Substance Requested	Quantity	Location	Status	Available in CEP		
OHS12510 - LEAD	1 LBS	SNLNM/823/0/	Unsubmitted	Not Available in CEP	Edit	Delete
OHS00140 - ACETONE	1 FLOZ	SNLNM/823/0/	Unsubmitted	Not Available in CEP	Edit	Delete
OHS02610 - BENZENE	1 FLOZ	SNLNM/823/0/	Unsubmitted	Not Available in CEP	Edit	Delete
OHS02610 - BENZENE	1 GAL	SNLNM/9830/RACK/	Unsubmitted	Not Available in CEP	Edit	Delete
OHS12510 - LEAD	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...”



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

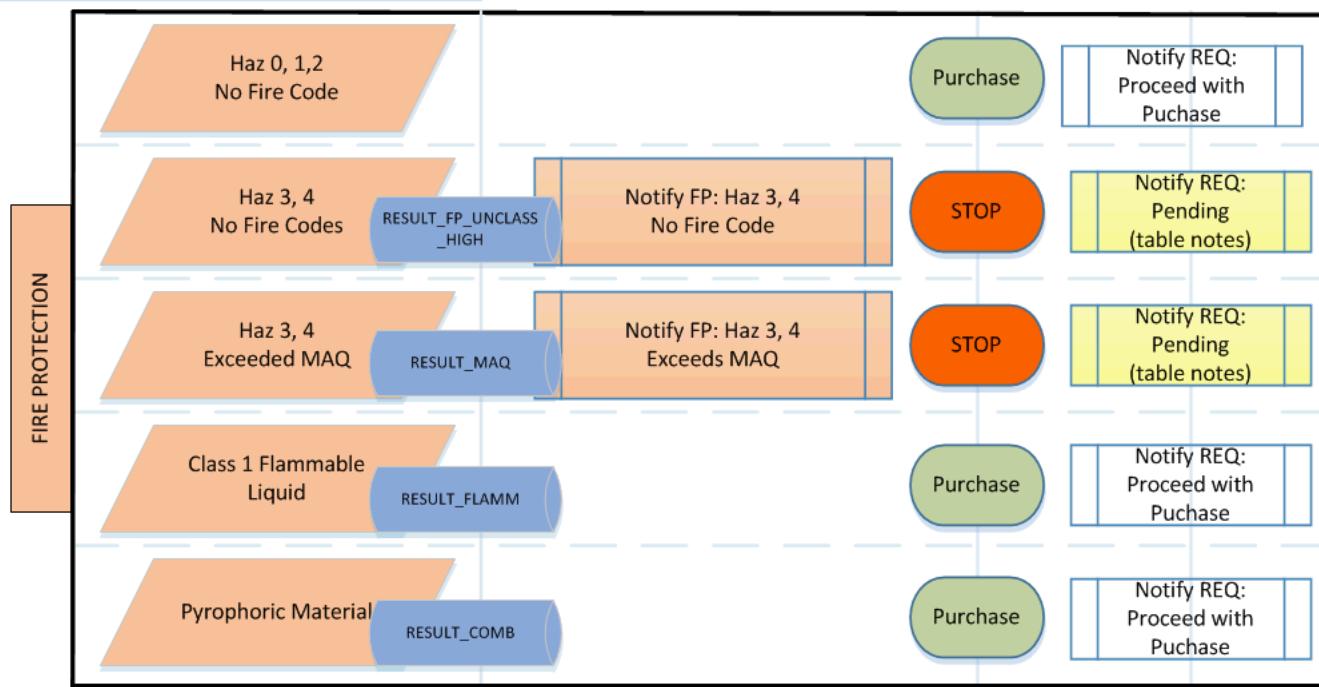
The system will check if the requested chemical is already available in the chemical storage location. The system will also check the inventory in the Chemical Exchange Program and notify submitter if the material requested is available. Submitter will have the option to use the available material or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

Substance Requested	Quantity	Location	Status	Approval Number	Notes
OHS27150 - 2-ACETYLAMINOFLUORENE	1 KG	SNLNFM/823/1238/	APPROVED	246706	
OHS26970 - 1,4-DIOXANE	1 KG	SNLNFM/800/JANITOR	APPROVED	766725	FLAMM ? ADDL_STORAGE_PEROX ?
OHS08700 - ETHYL ALCOHOL	1 GAL	SNLNFM/823/1238/	APPROVED	902211	FLAMM ? POTABLE_ALC ?
OHS05382 - COCAINE HYDROCHLORIDE	1 GR	SNLNFM/823/1238/	APPROVED	781406	CTRL_SUB ?
OHS00140 - ACETONE	10000 GAL	SNLNFM/702/1125/	PENDING	-----	MAQ ? FLAMM ?

[Return to chemical input form](#)

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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
OHS02800 - BENZYL ALCOHOL	1 GAL	SNLNM/823/1085/	Stephens, Daryl M.	APPROVED	2014-148767	Peroxidizable organic compound

[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](#).



The SME review process.

Behind the Scenes with the SMEs

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**

[REQUEST](#) [CART](#) [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

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

Select chemicals for purchase



Add Selected to Current Shopping Cart

Select to go to Shopping Cart

Order History

Concluded

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

Submit chemicals for processing

Edit order capability

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:

Shopping Cart
Your cart is empty.

*** Chemical Approval Number (CAN)**

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 [NAP-23](#). For access to 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 [IEFC](#).

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:

SNI 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 [ChemPro 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:

Craig Wood

cjwood@sandia.gov

844-2880

Michael Nagy

mdnagy@sandia.gov

845-3178