



FINANCE AND ADMINISTRATION

218-755-2012 / Fax 218-755-3153

**Bemidji State University and Northwest Technical College
Chemical Donation/Gift Policy
Effective September 1, 2013**

To promote compliance with Federal and State environmental and safety regulations, and Minnesota State College and University policy, the following conditions will apply to the acceptance of any chemicals and chemical products offered to Bemidji State University or Northwest Technical College departments, employees, or programs as free samples, donations, gifts, or through other methods outside of normal purchasing and procurement procedures:

- All chemicals or chemical products that are offered as free samples, donations or gifts to Bemidji State University or Northwest Technical College, for use by University or College departments or employees, require approval from Bemidji State University Environmental Health & Safety, prior to being accepted; and
- A Material Safety Data Sheet (MSDS) or Safety Data Sheet (SDS) must be provided with each chemical or chemical product approved for acceptance.

Decisions made by Environmental Health & Safety may be appealed to the Bemidji State University Vice President of Finance and Administration.

Contact BSU Environmental Health & Safety as follows:

Richard B. Marsolek
Environmental Health & Safety Coordinator
Bemidji State University
1500 Birchmont Dr NE #16
Bemidji, Mn 56601

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Reference: Minnesota State Colleges and Universities Board Policies System Procedure 5.24.1

