PROCUREMENT OF CHEMICALS

CHECK

- Existing supplies? (Check ChemAlert)
- Hierarchy of controls (less hazardous alternative?)
- Australian supplier

PLAN

- Chemical pre-purchase checklist
- Obtain appropriate approvals/permits /purchase authority
- **Assess 12 month's quantity**
- Consider storage, waste and disposal procedures/costs

REVIEW

- Obtain Australian compliant SDS (within 5 years, specific product code, Australian contact details)
- Ensure SDS is on ChemAlert
- Report international chemical imports to AICIS

ASSESS RISK

- Complete task-based risk assessment
- Complete safe work procedure (user trained and competent?)
- Assess controls (PPE, storage, emergency procedures /equipment)

ORDER

- Order minimum quantity
- Provide appropriate receivals location (controlled environment, DG cabinets)
- Purchase order: CiAnywhere user (Purchasing Procedures)

RESPONSIBILITY

- **Worker conducting task**: obtain/check SDS, complete pre-purchase checklist and task-based risk assessment
- **Supervisor/line managers:** Assessment by competent person, then endorse and approve above items

RECEIVALS, STORAGE AND MAINTENANCE OF CHEMICALS

RECEIVALS

- Signature upon delivery for DGs
- Store in appropriate controlled environment until collection by purchaser

LABELLING

- Unique Container ID Barcoding
- Mark label:
  - Owner's name (supervisor/PI)
  - Receivals date
  - Time sensitive chemicals : Management of Time Sensitive Chemicals Guidelines

STORAGE and MAINTENANCE

- Check SDS and store accordingly:
  - GHS diamond(s)
  - Handling and storage details
  - DG classification
- Properties, stability and reactivity considerations
- Regularly check containers and products - degradation

CHEMALERT

- Enter details into ChemAlert inventory:
  - Unique barcode
  - Specific storage location
  - Owner (supervisor /PI)
  - Time sensitive disposal date

EDIT

- If ownership or storage details change, update on ChemAlert
- Quantities on ChemAlert must reflect full container amounts

RESPONSIBILITY

Supervisors and line managers shall accept responsibility for materials being ordered for their area from receipt until appropriate disposal

The Chemical Management Plan

DISPOSAL OF CHEMICALS

CHECK

- Quarterly licensed waste disposal coordinated by H&S
- Ad hoc collections available
- Instructions and manifest emailed to ChemAlert administrators

REVIEW

- Consult: laboratory managers, chemical users, supervisors
- Check condition of products/containers
- Gather chemicals:
  - legacy/superfluous
  - degraded/unstable products/containers
  - experimental waste
  - time sensitive: expiry in next quarter

PREPARE

- Label:
  - "chemical waste for disposal"
  - UN number
  - Packing group
  - GHS/DG diamonds
  - manifest item number
  - waste composition
  - contact name
  - date of filling
- Ensure container is:
  - clean on outside
  - suitable for contents: repackage as necessary
- Complete and submit manifest to H&S

STORE

- Seal containers
- Bund and segregate by DG class
- Secure appropriately until disposal

UPDATE

- Update ChemAlert to reflect disposed chemicals

RESPONSIBILITY

Heads of Schools/areas: sufficient waste management process in place in local areas

Managers/Supervisors: chemicals must be acquired in minimum quantities that mitigate/reduce waste

Chemical waste remains the responsibility of the **Purchaser/producer** until point of authorised discharge/disposal