Procedure for Purchasing Hazardous Substances
School of Psychology

This document outlines the steps that must be followed when purchasing chemicals or any other potentially hazardous substance.

1. The user must download and fill out the pre-purchase checklist for hazardous chemicals, biological and radioactive substances.

2. Purchase of chemicals must be done by raising a purchase order through one of the School financial officers (Richard Guerreiro or Ravi Rajana) via email. University policy prohibits the use of corporate cards to purchase chemicals. The purchase order request form should include a note to indicate the eventual location of the chemicals, and the email should have the appropriate MSDS as an attachment.

3. The completed pre-purchase checklist must accompany the purchase order form when raising a purchase order with Ravi or Richard. The order will not be raised without a completed form. If the request is to purchase a chemical for which a pre-purchase checklist has already been completed within the last 5 years, a copy of the previously submitted checklist can be submitted again.

4. If any item has been checked in Section 2, under GHS classification, Sections 3 to 7 of the pre-purchase checklist must be completed.

5. Any high risk chemical, or chemical that meets criteria in Section 4 of form, requires a full risk assessment be completed and submitted to the HoS for approval.

6. After the order has been raised, the checklist will be held with Philip Leung in GT 472c.

7. All chemicals or hazardous substances must have delivery address to GT 472c. Any goods for which there is not a pre-purchase checklist will not be released.

8. On delivery of goods, Philip Leung will update the Chemical Register. The designated location of the chemical will be recorded on the container.
9. When a chemical is finished, the empty container must be left in the **Empty Chemical Area** in the Badham courtyard, and Philip Leung must be notified. Philip will remove that contained from the Chemical Register.