



## Purchasing of Hazardous Substances

### 1. Purpose

To assist staff and students, in the School of Chemistry, to purchase hazardous substances which meet OHS requirements within the University purchasing guidelines.

### 2. Scope

This guideline applies to all students and staff from the School of Chemistry who are authorised to purchase, handle and store hazardous substances in the laboratories

### 3. References

PER-OHS-GUI-070.4 OHS Purchasing Guidelines  
PER-OHS-GUI-114.3 Working with Hazardous Substances  
PER-OHS-GUI-048.4 UOW Laboratory Safety Guidelines

### 4. Definitions

*ChemAlert* - University of Wollongong chemical database which hold the inventory of chemicals on site and their associated MSDS

### 5. Procedure

#### 5.1. Before Ordering the Chemical

##### 5.1.1. Discuss the purchase your with lab supervisor

###### Cost

Get a quote from the Supplier and be sure to include delivery costs  
Check with your supervisor the appropriate account number. Is there enough the funds in the account to cover the purchase?

###### Quantity

How much do I need?  
Often larger quantities do work out cheaper to buy, but if the chemical is not used, it takes up valuable storage space within a lab and in the long term costs money to dispose. Only buy what you will need. If you only need a few grams, it may be possible to borrow some from another laboratory. Try e-mailing a request for the chemical or checking the ChemAlert database (contact Sandra to access the read only username/ password which will permit you to access Chemistry stock holdings)

###### Risk

Do I need to buy this compound or is there a substitute? Is their appropriate storage, PPE, Waste Disposal, Fire fighting equipment in the laboratory for this chemical. Much of this information can be found on the MSDS but some chemicals may require licensing or health surveillance or locked storage. Investigate the requirements for the hazardous substance you are about to purchase by consulting your supervisor or the School OHS advisor or [UOW Hazardous Substances Guidelines](#)

##### 5.1.2. Check for entry on ChemAlert Database

a) **Source the MSDS** of the chemical **BEFORE** Ordering.



You will need the MSDS to fill out the OHS requirements on the Purchasing order form and by sourcing MSDS at the time of ordering it allows time for the MSDS to be placed in the ChemAlert database prior to the chemical arriving.

If the Chemical is not on the ChemAlert database they can be sourced from:

- Supplier Websites – often downloaded as a pdf – see Appendix A.
- E-mail a request to the Supplier – remember chemical manufacturers and suppliers must, by law, present an MSDS. If you are sourcing an MSDS from an overseas supplier ensure the MSDS is compliant with Australian regulations.
- Scanning a hardcopy MSDS but check copyright procedures.

b) **Send the MSDS** to UOW OHS Unit (Ellen Manning [emanning@uow.edu.au](mailto:emanning@uow.edu.au)) so that it can be sent to RMT, the controller of the ChemAlert database.

c) **Alert your stock manager** that the MSDS is to be placed in ChemAlert database. Your Laboratory group should have a procedure to alert the stock manager. It may be to include the laboratory Stock Manager in the e-mail to the OHS unit or to record that the MSDS is needed, in an order book. Remember the Stock Manager will need to know the location within the lab and the quantity of material to add the item into the laboratory stock holdings.

## 5.2.Fill out the purchasing form

To complete a purchasing form for hazardous materials OHS requirements must be considered. This involves consulting the MSDS and carrying out a risk assessment. However, the depth of this risk assessment depends on a number of factors:-

### 5.2.1. The Hazardous substance has been ordered before and controls are in place.

Then all requirements such as storage, PPE and waste disposal should have been met previously. The risk assessment may simply be a mental check.

- Is their adequate storage for the chemical when it arrives?
- Is my PPE in good order?
- Do I need more waste disposal containers?

The purchasing form would be completed as follows:

d) Have all OH&S Requirements been considered	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> n/a <input type="checkbox"/>
Does the item you are ordering require a risk assessment	Y <input type="checkbox"/> N <input checked="" type="checkbox"/> n/a <input type="checkbox"/>
Has the risk assessment been completed ?	Y <input type="checkbox"/> N <input checked="" type="checkbox"/> n/a <input type="checkbox"/>

Qty	Pack Size	Description	OHS requirement
			<b>MSDS</b>



### 5.2.2. New Hazardous substance has been ordered before and controls are in place.

In this case the MSDS of the new substance would be sourced and checked. All requirements of the MSDS are found to be in place and the chemical is considered low risk. There is no need to document the risk assessment.

d) Have all OH&S Requirements been considered	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> n/a <input type="checkbox"/>
Does the item you are ordering require a risk assessment	Y <input type="checkbox"/> N <input checked="" type="checkbox"/> n/a <input type="checkbox"/>
Has the risk assessment been completed ?	Y <input type="checkbox"/> N <input checked="" type="checkbox"/> n/a <input type="checkbox"/>

Qty	Pack Size	Description	OHS requirement
			<b>MSDS</b>

### 5.2.3. New Hazardous substance has not been ordered before and new controls are needed.

After consulting MSDS uncontrolled hazards have been identified. This item is a higher risk substance. A Hazardous Substance risk assessment needs to be completed to ensure controls are put into place (PPE, storage, monitoring). This document should be archived. More information, other than that on MSDS may be required. For example: health surveillance, monitoring, specific training, a licence, reference to an Australian Standard or Code of practice may be required.

d) Have all OH&S Requirements been considered	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> n/a <input type="checkbox"/>
Does the item you are ordering require a risk assessment	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> n/a <input type="checkbox"/>
Has the risk assessment been completed ?	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> n/a <input type="checkbox"/>

Qty	Pack Size	Description	OHS requirement
			<b>Risk Assessment</b>

A risk assessment can be re-used for repeated purchases of the same item.

## 5.3. Delivery of the Chemical

- Ensure that you have been supplied with the correct item.
- Put your group name and the arrival date on the container.
- Ensure that the stock manager has all the correct information to enter the item into your ChemAlert laboratory stock holdings. Remember the Stock Manager will need to know the location within the lab and the quantity of material to add the item into the laboratory stock holdings. Laboratories should develop processes to ensure that stock holdings are updated.



## 5.4. Maintaining Stock registers for Laboratories

A Stock Manager can be one or several people within a group who are responsible for updating the ChemAlert laboratory stock holdings. The stock manager monitors entry of chemical in ChemAlert database and adds a chemical from the ChemAlert database to ChemAlert Laboratory stock holdings. A stock manager should undergo ChemAlert stock manager training. The time commitment needed to be a stock manager depends on number of factors; the number of 'new' chemicals for the group, size of group, nature of research undertaken etc.

A laboratory group needs to develop procedures within the group for notifying the stock manager that a chemical needs an; MSDS, entry to be added to ChemAlert database or a stock holding. Other duties involved in group stock management may include monitoring the ordering and the purchasing process, training new purchasers and organising the stock-take.

## 5.5. Chemical Stock-take

The annual School stock-take is generally undertaken on one day in early December. All members of a laboratory group should participate. It is an opportunity for the group to:-

- Minimise chemicals – dispose of unused items
- Check storage and labelling
- Update ChemAlert stock holdings by:-
  - Deleting chemicals no longer present in the lab.
  - Updating quantities
  - Adding items to ChemAlert laboratory stock holdings

## 6. Reference Personnel

All changes to this document shall be referred to the School Safety Committee prior to implementation.

## 7. Documentation

Hazardous Substance Risk Assessment

<http://staff.uow.edu.au/content/groups/public/@web/@ohs/documents/doc/uow017028.pdf>



## 8. Appendix A: Supplier Details for obtaining MSDS

Company	Website/Contact	MSDS download
<b>Amersham Biosciences</b> Pharmacia	Ph. 1800 150 522	
<b>APS</b> Ajax Finechem	<a href="http://msds.apsg.com/MainMenu.asp">http://msds.apsg.com/MainMenu.asp</a> infosafe Need username, password	Yes
<b>Auspep</b> Upstate Biotechnology Accurate Chemical Co.	<a href="http://www.auspep.com.au/">http://www.auspep.com.au/</a> Ring or e-mail to obtain Ph. 03 9328 1211 auspep@auspep.com.au	No
<b>Biolab</b> Rhome Poulenc BDH Mallinckrodt JT Baker Ajax	<a href="http://www.biolabgroup.com/aus">www.biolabgroup.com/aus</a> <a href="http://www.biolabgroup.com/bu.asp?c=aus&amp;u=lab&amp;mid=aus/lab/chemicals/msds-form.htm">http://www.biolabgroup.com/bu.asp?c=aus&amp;u=lab&amp;mid=aus/lab/chemicals/msds-form.htm</a> <a href="http://www.biolabgroup.com/bu.asp?c=aus&amp;u=lab&amp;mid=aus/lab/downloads/chemicals/decon/index.htm">http://www.biolabgroup.com/bu.asp?c=aus&amp;u=lab&amp;mid=aus/lab/downloads/chemicals/decon/index.htm</a> <a href="http://uk.vwr.com/app/GenericPage?page=/search/msds.jsp">http://uk.vwr.com/app/GenericPage?page=/search/msds.jsp</a> ph. 1300 735 292 info@aus.biolabgroup.com	
<b>Bioscientific</b> Strem Chemicals Lancaster	<a href="http://www.biosci.com.au/">http://www.biosci.com.au/</a> ph. 1300 BIOSCI (246724) <a href="mailto:info@biosci.com.au">info@biosci.com.au</a> <a href="http://www.strem.com/code/index.ghc">http://www.strem.com/code/index.ghc</a>	
<b>Boron Molecular</b>	e-mail <a href="mailto:alennox@BORONMOLECULAR.com">alennox@BORONMOLECULAR.com</a>	e-mail
<b>ChemSupply</b> Lomb Scientific	<a href="http://www.chemsupply.com.au">www.chemsupply.com.au</a>	Yes
<b>Crown Scientific</b>	<a href="http://www.crownscientific.com.au">www.crownscientific.com.au</a> <a href="http://www.crownscientific.com.au/index.php?option=com_content&amp;view=article&amp;id=8&amp;Itemid=15">http://www.crownscientific.com.au/index.php?option=com_content&amp;view=article&amp;id=8&amp;Itemid=15</a> ph. 1300 727 696	Yes
<b>Invitrogen</b>	<a href="http://www.invitrogen.com/content.cfm?pageid=1">http://www.invitrogen.com/content.cfm?pageid=1</a> ph. 03 9558 9622 ph. 1800 331 627	
<b>Merck</b> BDH	<a href="http://www.chemdat.info">www.chemdat.info</a> ph. 03-9728 5855 (1800 335 571)	Yes
<b>MP Biomedicals</b> Were ICN Biomedical	<a href="http://www.mpbio.com/australia">http://www.mpbio.com/australia</a> ph 02 98387390	
<b>Novachem</b> (radiochemicals)	<a href="http://www.novachem.com.au">www.novachem.com.au</a> ph 03 8415 1255 e-mail: novachem@novachem.com.au	Ring or e-mail
<b>ProSciTech</b>	<a href="http://www.proscitech.com.au">www.proscitech.com.au</a> <a href="http://www.proscitech.com/cataloguex/msds.asp">http://www.proscitech.com/cataloguex/msds.asp</a> ph. 07 4773 9444	Yes
<b>Quantum Scientific</b> Pierce	<a href="http://www.quantum-scientific.com.au">www.quantum-scientific.com.au</a> <a href="http://www.piercenet.com/resources/browse.cfm?fldID=449">http://www.piercenet.com/resources/browse.cfm?fldID=449</a>	
<b>Sigma-Aldrich</b> Fluka Sigma Aldrich Supelco Riedel de Hahn (Fisons) FSE	<a href="http://www.sigmaaldrich.com">www.sigmaaldrich.com</a> login: uowscience password: science ph. 1800 800 097 This company is no longer in operation	Yes

### Other MSDS sites

Third party MSDS may be suitable for an initial assessment of risks, but be aware that MSDS for the chemical register are supposed to be from the actual chemical supplier. Below are list some generic MSDS websites

<http://www.msdonline.com/FindMSDS/Default.aspx>

Vermont Safety Information Resources <http://siri.org/>

<http://www.chemicalregister.com>