

## CHEMICAL PRE-PURCHASE CHECKLIST

February 2018

The following requirements must be checked prior to the purchase of new chemicals.

- Verify that the Safety Data Sheet (SDS) for the chemical is already present in the University's ChemWatch SDS database. If the SDS is not already held, notify ChemWatch, so that the SDS can be sourced and added to the database;
- Verify if your chemical falls into the following categories:
  - Scheduled Poison**
    - Check Section 15 of the SDS to determine if your chemical is categorised as a Scheduled poison,
    - If "Yes", check with your Faculty or Department to determine if they hold a Poisons Permit relevant for the chemicals being purchased.
  - Scheduled Carcinogens**
    - Check if the chemical appears on the WorkSafe website under the [Scheduled Carcinogens list](#),
    - If "Yes", has your area notified WorkSafe that you intend to purchase a Schedule 1 or Schedule 2 carcinogen?
  - Chemicals of Security Concern**
    - Does the chemical you are purchasing appear in the "National Code of Practice for chemicals of security concern"
    - If "Yes", you must notify your Supervisor and the guidelines with the "National Code of Practice for chemicals of security concern" must be followed in order to assess if the chemicals may be purchased and used at Monash University.
  - Safeguards Material**
    - Does the substance you are purchasing contain uranium, thorium or plutonium in any form?
    - If "Yes", you must check with OH&S to determine if the substance and the location of use are listed on the University's Safeguards permit.
  - NICNAS Notification**
    - Are you a 1<sup>st</sup> importer?
    - Is there an Australian SDS?
    - Does the chemical appear on the NICNAS Website?
    - If the Chemical does not appear on the NICNAS website, notify NICNAS of the new chemical to be imported into Australia.

**Pre-Cursor Chemical and Apparatus**

- Does your chemical appear in the “Drugs, Poisons and Controlled Substance (Precursor Supply) Regulations 2010” as Category 1 or Category 2 pre-cursor chemical,
- Does your apparatus appear in the “Drugs, Poisons and Controlled Substance (Precursor Supply) Regulations 2010” as a Category 3 pre-cursor apparatus
- If “Yes” you must provide a declaration to the supplier prior to purchase, the declaration is to include:
  - Name and address
  - Receivers proof of identity
  - Name and quantity of the precursor
  - Proposed required date
  - Intended use

Check SDS to ensure controls are in place prior to work commencing.

Requirements and availability of suitable storage for the class of chemical and the quantity to be ordered.

Availability of appropriate handling conditions for the chemical process, e.g. fume cupboard, local ventilation, fume cupboards with wash down facilities (Perchloric acid).

Availability of appropriate emergency facilities and procedures required for the chemical process.

Appropriate waste disposal and spill procedures required for the chemical or for any chemical products arising from the process to be used.