

# Chemical Pre-Purchase Checklist

This checklist is to be used for the initial purchase and storage for the operational area.

The purpose of this checklist is to inhibit the unauthorised purchase or acquisition of chemicals.

<b>Operational Area</b> <i>(School/ Department/ Research Group/ Project/ Area)</i>		<b>Date</b>  <b>Completed by</b>  <b>Authorised by</b> <i>(Line-manager/ Lab Management)</i>	<hr/> <hr/>
<b>Description of chemical</b>  <b>Quantity requested</b>  <b>Supplier</b>  <i>Quantity to be approved by Laboratory Management as the total storage capacity of each Operational Areas must to be assessed prior to purchase</i>		<b>Location of storage and use</b>  <i>(Identify building, laboratory and storage locations, may be multiple locations)</i>	

Complete this section prior to ordering the chemical			
	Checklist		Additional Notes
<b>1</b>	<b>LEGISLATION and SDS</b>		
	Have you obtained and reviewed the current Australian compliant SDS from the supplier?	Yes    No	<i>If no, obtain the SDS and review for compliance.</i>
	Has the SDS been added to ChemAlert and local area registers?	Yes    No	<i>If no, arrange with Laboratory Manager.</i>
	Is the substance a:	Yes    No	<i>If yes, what additional controls or regulatory requirements need to be in place prior to purchase?</i>
	- restricted carcinogen/poison/substance (refer to <a href="#">Schedule 10 of the Work Health and Safety Act 2022</a> )	Yes    No	
	- scheduled substance in the <a href="#">Standard for Uniform Scheduling of Medicines and Poisons</a> ? (Only S5 and S6 do not require a permit for purchase) <i>For advice contact the Health and Safety Department ext. 4900</i>	Yes    No	
	- <a href="#">Chemical of Security Concern</a> ?	Yes    No	
	- ozone depleting substance as defined by the <a href="#">Ozone Protection and Synthetic Greenhouse Gas Management Act 1989</a> ? <i>For advice contact Portfolio Manager Sustainability ext. 2019</i>	Yes    No	
	- hazardous substance?	Yes    No	
	- dangerous good?	Yes    No	
	- nano-material?	Yes    No	

**Complete this section prior to ordering the chemical**

	Checklist		Additional Notes
	- radioactive material? <i>For advice contact the Radiation Safety Advisor ext. 1708 or provide approval number : _____</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>2</b>	<b>FACILITIES and EMERGENCY MANAGEMENT</b>		
	Is the area in which the chemical is to be handled appropriate for the use of that chemical? (e.g. fume cupboard.)	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>If no, consult with the Laboratory Manager</i>
	Are there appropriate emergency procedures and equipment in place to manage any incident associated with the chemical? (e.g. Safety showers, eye wash, spill kits, fire extinguishers, first aid)	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>If no, consult with the Laboratory Manager</i>
	Are there appropriate and compliant storage facilities available to store and handle the chemical? (consider <a href="#">Chemical Management Plan</a> )	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>If no, consult with the Laboratory Manager</i>
<b>3</b>	<b>RISK ASSESSMENT and SAFE WORK PROCEDURES</b>		
	Have the required risk assessments for the use of the chemical been undertaken and approved? (this will include, elimination, substitution, and PPE requirements)	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>If no complete and forward to your Manager/Supervisor for approval.</i>
	Is area monitoring or health surveillance required?	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>If yes, provide details.</i>
<b>4</b>	<b>TRAINING</b>		
	Is any specific training on the handling of the chemical required? (e.g. Use of HF, handling pyrophorics)	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>If yes, provide course details and booking or evidence of completion</i>
<b>5</b>	<b>DISPOSAL</b>		
	Is a waste storage, disposal criteria and disposal procedure in place to manage the waste product?	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>If no, consult with the Laboratory Manager</i>

**Supervisor Acknowledgement:** All hazards have been identified and adequately controlled. All appropriate documentation is in place prior to purchase of the chemical.

<b>Name:</b>	<b>Signature:</b>	<b>Role:</b>	<b>Date:</b>
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**Comments:**

**Local Area Manager Acknowledgement:** All hazards have been identified and adequately controlled. All appropriate documentation is in place prior to purchase of the chemical.

<b>Name:</b>	<b>Signature:</b>	<b>Role:</b>	<b>Date:</b>
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**Comments:**

**Record Keeping:** It is the responsibility of the Faculty/Area to store all relevant records regarding the purchase of all chemicals.

<b>REVISION HISTORY</b>		
<b>Revision #</b>	<b>Date</b>	<b>Amendment Description</b>
1	29/09/2015	New Document
2	21/01/2016	Update to Radiation information section 1
2.1	01/07/2016	Additional notes added to section 1
3.0	11/12/2019	Updates reflect legislative references and MSDS to SDS
4.0	19/02/2024	Updated links and referred to Health and Safety Regulations 2022