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|  | **cid:image005.png@01CEBAB9.C89224A0Pre-Purchase Checklist for Materials (e.g. Specimen or Sample)****This checklist is to be used for the initial purchase of Materials, not commercial products, listed in Point 1.** |
| **Operational Area***(School/ Research Group/ Project/ Area)* |  | **Date****Completed by****Authorised by***(Laboratory/Facility Manager)* |  /--\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| **Description of material** **Quantity requested****Supplier***Quantity to be approved by Laboratory/Facility Management (Total storage capacity of each Operational Area must be assessed prior to purchase)* |  | **Location of storage and use***(Identify building, laboratory and storage locations, may be multiple locations)* |  |

**Record Keeping:**

It is the responsibility of the Faculty/Area to store all relevant records re: the purchase of materials.

|  | **Complete this section prior to the material order being placed**To be completed by the Laboratory/Facility Manager of the area requesting purchase of the Materials.  |
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|  | **Checklist** |  | **Additional Notes** |
| **1** | **LEGISLATION and SDS** |  |  |
|  | Is the material a:* Prohibited or restricted carcinogen/poison/substance (refer to [Schedule 10 of the WHS](http://www.slp.wa.gov.au/pco/prod/FileStore.nsf/Documents/MRDocument%3A26010P/%24FILE/Occupational%20Safety%20and%20Health%20Regulations%201996%20-%20%5B09-e0-00%5D.pdf?OpenElement) (General) Regulations 2022)?
* scheduled substance in the [Standard for Uniform Scheduling of Medicines and Poisons](http://www.tga.gov.au/industry/scheduling-poisons-standard.htm#electronic)? *For advice contact Health and Safety on ext. 4900*
* ozone depleting substance as defined by the [Ozone Protection and Synthetic Greenhouse Gas Management Act 1989](http://www.environment.gov.au/protection/ozone/legislation)? *For advice* *contact Properties, Facilities & Development Planning Department*
* hazardous substance?
* dangerous good?
* nano-material?
* biological material?
* quarantine material?
* radioactive material? *For advice* *contact the Radiation Safety Advisor ext. 1708 or provide approval number : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*
 | Yes ☐ No ☐Yes ☐ No ☐Yes ☐ No ☐Yes ☐ No ☐Yes ☐ No ☐Yes ☐ No ☐Yes ☐ No ☐Yes ☐ No ☐Yes ☐ No ☐ | *If yes, what additional controls or regulatory requirements need to be in place prior to purchase?* |
|  | Is the material a:* sample taken from the environment, outside of Australia?
* sample taken from the environment, from the Eastern States of Australia?
* sample of/from a living creature taken from the wild in Western Australia?
* sample taken from a person or an animal?
 | Yes ☐ No ☐Yes ☐ No ☐Yes ☐ No ☐Yes ☐ No ☐ | *If yes, please outline the controls in place prior to bringing the sample/s onto campus* |
|  | Have you obtained and reviewed formal written information from the supplier or other experts in the field regarding any risks associated with this material? | Yes ☐ No ☐ | *If no, contact the supplier/other experts in the field to obtain this information* |
| **2** | **FACILITIES and EMERGENCY MANAGEMENT** |  |  |
|  | Would the material be hazardous to the environment or landfill? *(e.g. emissions into the atmosphere, dust, contaminated animal carcasses, glassware, sharps, PCB’s, rock samples or asbestos)*  | Yes ☐ No ☐ | *If yes, please outline how the material/s will be disposed of* |
|  | Is the area in which the material is to be handled appropriate? *(e.g. restricted access, adequate ventilation, biosafety cabinet, laminar flow)*.  | Yes ☐ No ☐ | *If no, contact the Laboratory/Facility Manager* |
|  | Are there appropriate emergency procedures and equipment in place to manage any incident associated with the material? *(e.g. safety showers, eye wash, spill kits, fire extinguishers, first aid)* | Yes ☐ No ☐ | *If no, contact the Laboratory/Facility Manager* |
| **3** | **RISK ASSESSMENT and SAFE WORK PROCEDURES** |  |  |
|  | Have the required risk assessments for the use of the material been undertaken and approved? *(this will include, elimination, substitution, isolation, engineering, administration and PPE requirements)* | Yes ☐ No ☐ |  *If no, complete the risk assessments and forward to your Laboratory/Facility Manager for approval* |
|  | If these materials are to be purchased for use in a research project, has the [RIG](https://rig.curtin.edu.au/home) process been completed? | Yes ☐ No ☐ | *If no, please contact* [*Research Office Curtin*](https://research.curtin.edu.au/) *and complete the required paperwork before purchasing any materials.* |
|  | Is area monitoring or health surveillance required?  | Yes ☐ No ☐ |  *If yes, provide details* |
| **4** | **TRAINING** |  |  |
|  | Is any particular training on the handling and storage of the material required? *(e.g. Radioactive Material, Biological Substances or Hazardous Substances and Dangerous Goods)*. | Yes ☐ No ☐ | *If yes, provide course details, booking information or evidence of completion* |

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| **Laboratory/Facility Manager Acknowledgement:** All hazards have been identified and adequately controlled and all appropriate documentation is in place prior to purchase of the material/s. |
| **Name:** | **Signature:** | **Role:** | **Date:** |
| **Comments:**  |