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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:26010P/$FILE/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:** | | | |