



All chemicals purchased within the Faculty of Science and Health should be assigned to an approved chemical buyer. See the [Chemical procurement flow](#) chart below.

This is a reference guide for chemical buyers to assist in the chemical procurement process.

### Instructions for buyers

User guides and instructions for buyers can be found via the following link [Unimarket user guides](#)

### How to review a requisition including chemicals

As a chemical buyer you are required to ensure that all requisitions for Hazardous chemicals and Scheduled Substances have the required documentation attached as part of the justification. If any of the required information is not included, the buyer should contact the requestor to provide further documentation before proceeding to checkout.

	<b>Instruction</b>	<b>Actions</b>
<b>Safety Data Sheet (SDS)</b>	All chemicals purchased should include a copy of a current SDS.  Please note that in some cases, non-hazardous chemicals may not have an available SDS. Some form of statement referring to the non-availability of an SDS should be included.	If SDS is included : <ul style="list-style-type: none"> <li>• Check SDS matches chemical to be procured.</li> <li>• Check if the chemical is hazardous or non-hazardous.</li> </ul> If SDS (or non-hazardous statement) is not included: <ul style="list-style-type: none"> <li>• Contact requestor to provide SDS before proceeding.</li> </ul>
<b>Imported chemical</b>	Chemicals that are imported to Australia are regulated. For all industrial chemicals being imported, there should be evidence that the Industrial Chemical Register has been completed attached to the requisition	Check location of supplier. If in Australia, not required. If outside Australia, required.  If Industrial chemical register has been completed: <ul style="list-style-type: none"> <li>• No further action</li> </ul> If Industrial register has not been completed: <ul style="list-style-type: none"> <li>• Contact requestor to complete register before proceeding.</li> </ul>
<b>Hazardous chemical risk assessment</b>	All hazardous chemicals MUST have an approved Hazardous Chemical Risk Assessment attached (HCRA).  If multiple hazardous chemicals are being ordered together, each chemical requires a risk assessment	Approved HCRA attached: <ul style="list-style-type: none"> <li>• No further action required.</li> </ul> RA attached – no approval signature: <ul style="list-style-type: none"> <li>• Contact requestor to provide approved HCRA</li> </ul> RA not attached: <ul style="list-style-type: none"> <li>• Contact requestor to provide approved HCRA</li> </ul>
<b>Quantity</b>	Details of the maximum quantity of the chemical to be purchased at one time is listed on the HCRA	Check the chemical quantity requested does not exceed the allowed amount on the HCRA
<b>Storage</b>	Details where the chemical will be stored should be included. This should be consistent with the HCRA.	Appropriate storage location identified: <ul style="list-style-type: none"> <li>• No further action required.</li> </ul> No Storage details:

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	e.g. Campus, building, room, any hazardous chemical cabinets etc	<ul style="list-style-type: none"> <li>Contact requestor to provide correct details. HCRA will need correcting if this is not stated</li> </ul>
<b>Purpose</b>	Justification should include Yes/No for PhD, Masters or Honours	<p>If yes, supervisor approval must be included.</p> <p>Supervisor approval included:</p> <ul style="list-style-type: none"> <li>No further action</li> </ul> <p>Supervisor not approval included:</p> <ul style="list-style-type: none"> <li>Contact requestor to provide approval email from supervisor.</li> </ul>
<b>Scheduled substances</b>	Scheduled substances requisitions must include appropriate approval and be requested by authorised individuals only	<p>Approval included:</p> <ul style="list-style-type: none"> <li>No further action</li> </ul> <p>No approval included :</p> <ul style="list-style-type: none"> <li>Contact requestor to provide approval documentation before proceeding.</li> </ul>

### After chemical has been received

Individuals using/purchasing the chemical are responsible for updating the ChemFFX chemical manifest with the chemical details, storage location and quantity.

As a chemical buyer for FOSH it is recommended that a quick check of ChemFFX chemical manifest is performed following the receipt of hazardous chemicals. If a chemical has not been added to the manifest, a reminder should be sent to the person purchasing the chemical to update the chemical manifest.

FOSH Technical Services will complete biannual audits of chemicals for all FOSH facilities. This process is being implemented to improve compliance and assist in maintenance of up-to-date chemical manifests.

### FAQs

#### How do I know if a chemical is hazardous?

See [Hazardous chemicals - Overview | Safe Work Australia](#)

- A hazardous chemical is any substance, mixture or article that satisfies the criteria for any one or more hazard classes in the GHS (including a classification referred to in Schedule 6 of the WHS Regulations), unless the only hazard class or classes for which the substance, mixture or article satisfies the criteria are any one or more of the following:
  - acute toxicity—oral—category 5
  - acute toxicity—dermal—category 5
  - acute toxicity—inhalation—category 5
  - skin corrosion/irritation—category 3
  - aspiration hazard—category 2
  - flammable gas—category 2
  - acute hazard to the aquatic environment—category 1, 2 or 3
  - chronic hazard to the aquatic environment—category 1, 2, 3 or 4
  - hazardous to the ozone layer.

#### Where can I locate the Hazardous Chemical risk assessment form?

- [Forms and Templates - Faculty of Science and Health \(csu.edu.au\)](#)

#### A researcher is ordering a chemical to be used at a non-CSU facility. Is a HCRA still required?

- Yes, researchers should perform a risk assessment for all research work even if the research is not being conducted within CSU

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***A researcher is ordering a kit containing small amounts of hazardous chemicals. Is a HCRA still required?***

- Yes, a risk assessment should be completed for all the hazardous chemicals in the kit.

***A Technical officer is ordering hazardous chemicals for classes. Is a HCRA still required?***

- Yes, all hazardous chemicals require a HCRA

***Can a CSU purchase card be used to purchase hazardous chemicals?***

- No, all hazardous chemical orders must be ordered through Unimarket

***I have a question not listed here. Who do I contact for assistance?***

- Technical Support unit may be able to assist. FOSH-Tech-SupportUnit [techsupportunit@csu.edu.au](mailto:techsupportunit@csu.edu.au)

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# CHEMICAL PROCUREMENT FLOW CHART

## Chemical to be procured

Chemical may be hazardous or non-hazardous, including but not limited to:

- Laboratory chemicals e.g. ethanol, Sodium hydroxide, sodium chloride
- Reagents, calibrators etc. for equipment/instrumentation
- Test Kits, e.g. kits for DNA extraction, agglutination test kits
- Gases e.g. oxygen cylinder, argon cylinder
- Handrub e.g. 3M Avagard Antiseptic CHG Handrub
- Household chemicals only if purchased in large quantities, i.e. not a household amount

## Is this chemical to be purchased directly from an international supplier?

Importing a chemical from an overseas supplier has specific legislative requirements.

(Please note, international orders also incur an importation charge which is separate to the Unimarket purchase order. The cost is determined by Customs. FedEx or a similar company will provide an invoice to CSU Accounts which will be passed on to you, the importer.)

NO

YES

You must categorise your chemical as per [AICIS requirements](#) AND complete the [Industrial chemical register](#)

## Determine if chemical is hazardous or a scheduled substance

Obtain an SDS from the supplier. If the chemical is non-hazardous, an SDS may not be available. In this case, please request the supplier to provide a document stating the chemical is non-hazardous.

### Chemical is hazardous / a scheduled substance

#### Prepare a Hazardous Chemical Risk Assessment\*

Using the SDS and *Risk Assessment Procedure Summary* as a guide, complete a [Hazardous Chemical Risk Assessment](#).

- Storage location must be stated: building, room and any other storage requirement, e.g. on bench, DG cabinet, etc.
- How to dispose of the chemical must be stated, e.g. annual chemical waste disposal, gas cylinders returned to supplier

The assessment must then be approved, including name, signature, and date of approver.

### Chemical is non-hazardous

#### Unimarket requisition

- Attach SDS or other document showing the chemical is non-hazardous to 'Justification Attachments'
- In Justification state "(Chemical name) is non-hazardous. See attachment."
- Leave 'Justification Type' as General (unless another chemical that is hazardous is on the same order)

#### Unimarket requisition

- Attach SDS and approved Hazardous Chemical Risk Assessment to 'Justification Attachments' in Unimarket
- Under 'Justification Type', select 2 – Hazardous Chemicals/Scheduled Substances/Imported chemicals. Answer the automatically generated questions
  - Include a copy of the authority for all schedule 8 substances in the 'Justification Attachments'
  - If purchase is for a PhD, Masters or Honours student or project, the supervisor's approval must be attached in 'Justification Attachments'.

#### Assign requisition to an approved chemical buyer

Buyer must check all appropriate documentation provided.

#### Chemical storage & chemical manifest

- Upon receipt of chemical, the chemical should be handled and stored in accordance with SDS and risk assessment
- The chemical manifest must be updated with chemical name, quantity, and storage location.
- Technical services staff should be notified of the arrive of chemical.
- An SDS must be made available for hazardous chemicals where chemical used/stored.

\* Exemptions may apply for chemicals purchased by CSU clinics. Please also see the FOSH Chemical Handling Policy and Scheduled Substances Management procedure

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