

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:

- The purchase of products containing biological material may require [import permits](#)
- 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](#)
- The purchase of products containing biological material may require [import permits](#)

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

Chemical is non-hazardous

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.

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.