

Purchase of Controlled Drugs, Veterinary Medicines, Radio-chemicals, Imported Risk Goods and Highly Hazardous chemicals

A. Introduction

The University is required to track a number of compounds (Controlled Drugs, Veterinary Medicines, Radiochemicals and Goods Imported under a Restricted Permit) and account for their purchase. Rather than resort to extensive laboratory level lists, utilising PeopleSoft purchasing data is the most obvious or workable way to achieve information capture.

B. Procedure for those Requisitioning Items

In order to improve the capture of purchasing information by PeopleSoft, purchasing staff need to be supplied the following additional information on departmental requisitioning forms.

1. Purchase of Chemicals

Those making a request to purchase any chemical must supply a UN Hazard Class. In supplying this UN Hazard Class, the requestor is recognising the hazardous properties of the chemical they are requesting.

Note that while most chemicals have hazardous properties, only a very small proportion of chemicals are classified as “Highly Hazardous” – that is UN Class 2.3 (toxic gas), UN Class 4.1 (highly reactive or desensitised explosive) or UN Class 6.1 Packing Group 1 (highly toxic).

Those making a request to purchase any toxic chemical qualifying as UN Hazard Class 6.1 must further stipulate the Packing Group OR stipulate that chemical is UN Hazard Class 6.1, BUT NOT Packing Group 1.

The Hazard Class of any chemical and its packing group is easily obtained from ChemGold MSDS summary page which is available on line via LEARN Database on a 24/7 basis.

It is likely that > 95% of most chemical purchases will fall into the category “Not Restricted”

2. Purchase of Sealed and Unsealed Sources of Radioisotopes

Those making a request to purchase any radiochemical must supply simple three letter code (“RAD”) to denote a radioactive compound.

3. Purchase of Controlled Drugs and Veterinary Medicines

Those making a request to purchase any Controlled Drug or a Veterinary Medicine must supply a simple two letter code (“CD”).

4. Purchase of Biologicals

Those making a request to purchase any biological or GMO which would normally require a restricted permit to import (cell line, highly competent bacteria, serum) must supply a two letter code to denotes a Restricted Biological (“RB”).

5. Other items

For items that are chemical or biological in nature (DNA probes, dyes, antibodies, cell growth media) that clearly do not qualify as requiring tracking (ie not a radiochemical, controlled drug, veterinary medicine, imported risk good or highly hazardous chemical) are denoted as Not Restricted (“NR”).

Purchasing staff are instructed not to proceed with request until the coding requirement is fulfilled.

C. Actions required of PeopleSoft Purchasing staff

The following actions would then be required of purchasing staff:

- Only compounds that are deemed “Highly Hazardous” [i.e. UN Class 2.3 (toxic gas), UN Class 4.1 (highly reactive or desensitised explosive) or UN Class 6.1 Packing Group 1 (highly toxic)] requires prior approval from Hazards and Containment Manager (HCM) before purchase could continue. The HCM will notify the appropriate Laboratory Manager and Departmental Manager of the chemical to be brought into their areas so that they could take any appropriate mitigating measures. Purchase would then proceed against Account Code 775095.
- All other chemical purchases proceed unhindered against Account Code for Chemicals 775020
- Any compound with a “CD” Classification would require prior approval from Animal Welfare Officer or Hazards and Containment Manager. Note this approval is already required. Purchase proceeds against Account Code 775095
- Any Compound with a “RAD” designation is entered against the Restricted Compounds Account Code 775095.
- Any Compound with “RB” designation would be entered against the Restricted Compounds Account Code 775095.
- Other non-hazardous items would be put against appropriate account code

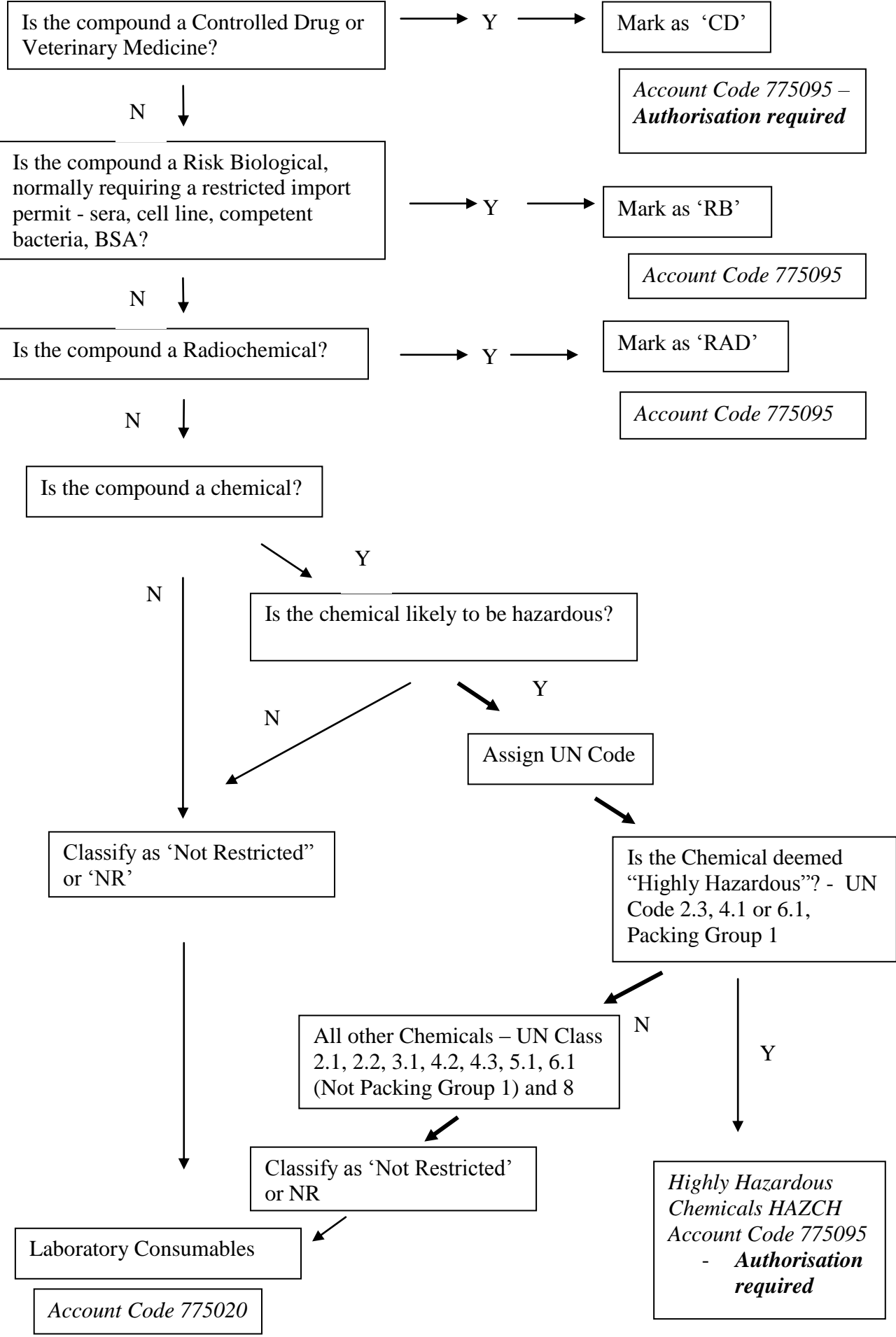
Summary of Account Codes:

775020	Consumables – Chemicals
775095	Restricted Compounds – includes Controlled Drugs and Veterinary Medicines **, Highly Hazardous Chemicals** and Risk Biologicals

** For Controlled Drugs or Highly Hazardous Chemicals an additional approval step is required

For Controlled Drugs and Veterinary Medicines email: awo@auckland.ac.nz

For Highly Hazardous Chemicals email: d.jenkins@auckland.ac.nz



In the case of n-butanol the requisitioner indicates the UN Class 3 (flammable liquid) and the Profile is NR (Not Restricted). In the case of Tetrodotoxin the requisitioner indicates the UN Class 6.1 Packing Group 1 and the Profile is therefore Highly Hazardous chemical and the purchase is coded to 775095.

If you are unsure about the UN Code of the purchaser and consult with your Laboratory Manager.