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|  | **Acquisition of Hazardous Materials in the Sciences** |

1. All users of hazardous materials must take the Chemical Safety Training module of the Science Safety Course online on Blackboard.
2. Supervisors and their designates who actually control the purchasing of chemicals must take the Chemical Safety Training for Supervisors module of the Science Safety Course. This course has some additional information added to the module specifically for supervisors.
3. Only Supervisors or their designates shall order chemicals. Supervisors should be aware of the chemicals ordered by their lab personnel.
4. Regulated chemicals (see the Regulated Chemical list at the end of this document) must not be purchased using a credit card. The use and possession of regulated chemicals on campus require additional approvals prior to acquiring the chemical. Please refer to the Regulated Chemical Requirements for additional information. A purchase order (e-requisition) must be used in the case of all Regulated Chemicals. The Purchase order will need the appropriate authorization signatures (Radiation Safety Officer RSO, Biosafety Officer BSO or Chemical Control Officer CCO).
5. Supervisors and their designates should be aware of the safety requirements of all the chemicals they authorize for purchase. Consult the SDS prior to ordering a chemical. Where practicable only the smallest quantity necessary and the least hazardous material suitable for the work should be ordered.
6. Ensure that all orders for chemicals are addressed properly with the name of the supervisor, lab location (building and room number).
7. All chemicals must have the proper WHMIS (2015) labels affixed.
8. Chemicals, when arriving on campus will normally be received at the Shipping and Receiving Center in the ESB. A chemical delivery will then be entered into the HECHMET chemical inventory system and then delivered to the lab. It is important that personnel who order chemicals ensure with the vendor that the Supervisor’s name, building and room number where the material will be stored, are included on the shipping label and documentation. See section 11.
9. If a chemical is acquired in a fashion other than through a commercial vendor, (i.e. received from another lab or non-commercial institution), information on the chemical, including its quantity and manufacturer, and CAS # must be sent to Science Facilities for addition into the Chemical Inventory System (HECHMET).
10. If you wish to transfer ownership of a chemical from one research lab to another, please contact Science Facilities to assist in ensuring the HECHMET Chemical Inventory system is up-dated. This can be completed by email and needs to include the HECHMET barcode number, the existing/original location where the material was stored the name of the new supervisor and lab location where it will now be used/stored).
11. Shipping and Addresses

When ordering chemicals, regardless of the procurement method used (purchase order, credit card, FisherFast, online, or over the phone) it is important that in the “Attention” or “Comments” section of any order that the following information be entered:

CH - indicating the material is a chemical,

The 2 or 3 letter Building designation code;

Room number where the material will be stored.

The last name of the Principle Investigator (Faculty)

For example, if you were to order Hydrochloric acid for room A 202.1 in the Environmental Sciences Building, for Prof John Doe then you would enter as follows:

**CHESBA202.1DOE**

The Building designation codes are as follows:

Life and Health Sciences C and D Block: **LHS**

DNA Blocks A and B:  **DNA**

Environmental Sciences Building: **ESB**

Science Complex and Physics: **SC**

Chemical Sciences Building: **CSB**

The shipping address for all deliveries to Trent University is as follows:

**Trent University**

**Shipping and Receiving Center**

**Environmental Sciences Building**

**2089 East Bank Dr.**

**Peterborough, ON K9L 1Z8**

Please verify that this address is correct on all your orders.