Griffith UNIVERSITY
Queensland, Australia

Procedure

Acquiring and Transferring in Chemicals

1.0 Purpose

This procedure outlines the requirements for acquiring chemicals at Griffith University. The procedure aims to minimise risks to personnel and property and ensure continuing legislative compliance.

2.0 Scope

This procedure applies to all staff, students, contractors and other relevant persons engaged by Griffith University that procure, import, receive and transport chemicals as part of their work, research or study. It encompasses all aspects of chemicals management, except for managing asbestos, biological or radioactive materials (refer to specific procedures for these hazards).

3.0 Procedure

3.1 Identifying Chemicals

3.1.1 Identifying the Chemical Classification and Categorisation

Accountability: Chemical Custodians

Refer to the Safety Data Sheet (SDS) to identify the classification and category applicable of the chemical to be used. The classifications and categories will detail the hazards associated with the chemical and the recommended controls to minimise any risk to humans or the environment.

The categories covered within this procedure and the source documents for the classification are listed below:

- Hazardous chemicals: Defined in the current edition of the Globally Harmonized System (GHS) and Schedule 6 of the *Work Health and Safety Regulations 2011* (Qld),
- Dangerous goods: Defined in Schedule 11 of the Work Health and Safety (WHS) Regulation and the *Australian Dangerous Goods (ADG) Code*,
- Scheduled medicines and poisons: Defined in the *Therapeutic Goods (Poisons Standard—July 2023) Instrument 2023* (Cwlth),
    - Medicines: Regulated under the *Medicines and Poisons Act 2019* (Qld),
    - Poisons: Regulated under the *Medicines & Poisons (Poisons & Prohibited Substances) Regulation 2021* (Qld),
- Prohibited and restricted carcinogens: Defined in Schedule 10 of the WHS Regulation,
- Chemicals of security concern: Defined in the *National Code of Practice for Chemicals of Security Concern 2016* (Cwlth),
- Chemicals requiring health monitoring: Defined in Schedule 14 of the WHS Regulation,

- Placard and Manifest Quantities: Defined in Schedule 11 of the WHS Regulation,
- Hazardous cryogens and cryogenic or refrigerated liquids: Those classified as hazardous in GHS and/or the ADG Code, and
- Nanomaterials: as defined by the Australian Industrial Chemical Introduction Scheme (AICIS/previously NICNAS).

3.1.2 Safety Data Sheets (SDS)

Accountability: Chemical Custodians

Obtain a copy of the SDS before acquiring a chemical and ensure the SDS is readily accessible to all personnel involved in the chemical process or those exposed to the chemical. SDSs may be obtained and stored in the Chemwatch Manifest function.

Verify that the SDS complies with the requirements of Schedule 7 of the WHS Regulation.

An overseas SDS is acceptable if:

- A translation of the SDS is attached to the original SDS,
- The attached information clearly states that the translation is not part of the original SDS,
- The original SDS aligns with the Schedule 7 requirements, and
- There is an Australian supplier and Australian emergency contact details.

If an overseas manufacturer's SDS does not comply with legislative requirements, the importer is responsible for preparing an SDS that does.

If Griffith imports a chemical directly from an international supplier, it assumes the role of importer and is responsible for ensuring the SDS meets the requirements of Schedule 7.

If a chemical is manufactured or supplied by Griffith, it assumes the role of the manufacturer and is responsible for developing the SDS.

If required to prepare the SDS, refer to the *Preparation of Safety Data Sheets for Hazardous Chemicals Code of Practice 2021* (Qld).

Contact crs@griffith.edu.au for guidance on this process.

3.2 Selecting a Sustainable Chemical Vendor

Accountability: Chemical Custodians

Consider the sustainability practices of suppliers when acquiring chemicals. Griffith has the right to prefer socially and ethically responsible vendors where the goods and services impact the environment and human health less. Sustainability issues may include:

- Energy efficiency,
- Water efficiency,
- Packaging,
- Recycled content and recyclability,
- Re-usability or options for extending the life,
- Emissions of pollutants,
- Disposal impacts,
- Eco-design, and
- The sustainability commitment and performance of the supplier.

3.3 Acquiring Chemicals

Accountability: Chemical Custodians

Where possible, purchase chemicals through the **Griffith Marketplace**. If this is not possible or the chemical is a donation, refer to the Special Approvers Guideline and Griffith purchasing requirements – purchases made outside of the Griffith purchasing system risk not being approved for reimbursement.

Before requesting approval to acquire chemicals:

- Review the SDS and provide a copy to the approver,
- Attain necessary permits and licenses,
- Review the quantity of chemicals required against the maximum allowable quantities in Schedule 11, Table 11.1 of the WHS Regulation,
- If the chemicals are time sensitive, only order the minimum amount needed for use within the next 12 months, and
- Verify that storage facilities are available and adequate for the class of chemicals and the quantity ordered.

Do not exceed a solid or liquid container or package quantity of:

Substance Type / Class / Division	Maximum quantity allowed per 50m2	Maximum pack size	Storage conditions
Class 3 primary or sub-risk	10L or kg	*5L or kg	Can be stored in a labelled standard laboratory cupboard or in small amounts throughout the laboratory
Combustible liquids	50L	20L	
Divisions 4.1, 4.2, 4.3, 5.1 or 5.2	20L or kg (but less than 10L or kg of any one division)	10L or kg	Can be stored in a labelled standard laboratory cupboard for classes 4.1, 4.3 and 5.1 in small amounts throughout the laboratory
Division 6.1	10L or kg for PGI 50L or kg for other	10L or kg for PGI 20L or kg for other	Can be stored in a labelled standard laboratory cupboard or in small amounts throughout the laboratory
Class 8	20L for liquids 50kg for solids	20L or kg	
Class 9 and aerosols	50L for liquids 100kg for solids	5L for liquids 20kg for solids	
Maximum aggregate quantity	200 L or kg	-	-
Other chemicals	-	-	Can be stored in a labelled standard laboratory cupboard or in small amounts throughout the laboratory
*Do not keep flammable liquids of PGI, in containers larger than 2.5L in minor storage unless they are essential for daily operations and a risk assessment is in place.			

Exemptions apply for bulk gas and liquid deliveries to approved storage locations.

Restricted and Prohibited Substances and most Scheduled Substances require a licence from the Regulator. Before acquiring one of these substances, contact crs@griffith.edu.au for guidance on the type of application needed.

3.3.1 Chemicals of Security Concern

Accountability: Chemical Custodians

The *National Code of Practice for Chemicals of Security Concern* (Cwlth) prescribes strict requirements for managing these chemicals. Before placing an order for chemicals of security concern, verify that storage facilities that comply with the Code of Practice are available.

3.3.2 Dangerous Goods

Accountability: Chemical Custodians

Griffith maintains a licence to keep dangerous goods.

Do not acquire Class 3, 6 and 8 dangerous goods in quantities and conditions above what is specified by Griffith's licence.

If additional quantities are required, contact crs@griffith.edu.au to verify if additional licences or conditions can be applied for.

3.3.3 Prohibited and Restricted Carcinogens

Accountability: Chemical Custodians

Before acquiring Prohibited and Restricted Carcinogens, contact crs@girffith.edu to verify if a permit is already acquired or a new application is required.

Complete a Prohibited or Restricted Carcinogen Worker Registration Form and forward it to crs@griffith.edu.au.

Create a 'Carcinogen Dealings' application in the Gsafe Activity Register. Contact crs@griffith.edu.au if any assistance is required.

3.3.4 Scheduled Substances

Accountability: Chemical Custodians

Before acquiring scheduled substances, contact crs@griffith.edu.au to seek guidance on the following:

- Whether Queensland Health requires special authorisation or approval,
- The chemical aligns with the general approval already granted to Griffith,
- Applying for authorisation under Griffith's Substance Management Plan (SMP).

Create a 'Scheduled Substance Dealings' application in the Gsafe Activity Register when applying for Schedule 4, Restricted S7, S8 or S9 substances. Contact crs@griffith.edu.au if any assistance is required.

Review the **Griffith University Substance Management Plan** to ensure any activities associated with the scheduled substance complies with regulatory requirements.

Where applicable provide a copy of any individual permits to crs@griffith.edu.au to maintain Griffith records.

3.3.5 Nanomaterials

Accountability: Chemical Custodians

Before acquiring or fabricating nanomaterials, create a ‘Nanomaterial Dealings’ application in the Gsafe Activity Register to seek approval following the Special Approvers Guideline. Contact crs@griffith.edu.au if any assistance is required.

3.4 Importing Chemicals

Accountability: Chemical Custodians

When importing chemicals from an international supplier, verify that:

- The transport packaging meets the requirements of Schedule 9, Part 2 of the WHS Regulation, and
- The container's labelling meets the requirements of Schedule 9. Part 3 of the WHS Regulation.

Check with the Australian Industrial Chemicals Introduction Scheme (AICIS) to determine if they are required to obtain a permit.

Contact crs@griffith.edu.au for any queries or assistance with this process.

3.5 Receiving Chemicals

Accountability: Chemical Custodians

When receiving chemicals into storage:

- Only accept new stock that is manufactured, classified and labelled under GHS 7 if they are manufactured or imported after 1st January 2023,
- Use appropriate manual handling equipment to transfer heavy, bulky or awkward containers from the delivery point, and
- Secure containers to prevent unauthorised access, accidental breakage and spills.

Update the Chemical Register for the area as soon as practicable after receiving the chemicals. Griffith uses the Chemwatch Gold FFX Manifest function for this purpose.

3.5.1 Chemicals of Security Concern

Accountability: Chemical Custodians

When arranging for the delivery of chemicals of security concern:

- Notify crs@griffith.edu.au that the inventory is due to arrive,
- Verify that the receivables process prevents access by unauthorised personnel,
- Select a delivery point that is a supervised chemical delivery point (Griffith has several locations, including the Science Store),
- If using a location without a supervised delivery point, implement alternative arrangements to ensure the security of the materials,
- Maintain a chain of custody and update Chemical Registers used for temporary storage until the chemical of security concern reaches the intended destination, and
- Verify the quantity of product received against the quantity ordered.

3.5.2 Time-Sensitive Chemicals

Accountability: Chemical Custodians

Mark all time-sensitive chemicals immediately with an expiration date upon receipt.

4.0 Definitions

ADG Code is the *Australian Code for the Transport of Dangerous Goods by Road and Rail*, in its current form, approved by the Australian Transport Council. The ADG Code is accessible at the National Transport Commission website.

Chemicals are any substance that has a defined composition.

Hazardous Chemical means a substance, mixture or article that satisfies the criteria for a hazard class in the GHS (including a classification referred to in Schedule 6 of the WHS Regulation).

Chemical Custodians are personnel with operational control over chemicals at Griffith. This includes users of the chemicals, chief investigators and their supervisor.

Chemical Register is a 'hazardous chemical register' as defined by the WHS Regulation, and at Griffith is using the 'manifest' function in Chemwatch.

GHS refers to the 'Globally Harmonized System of Classification and Labelling of Chemicals', in its current form and published by the United Nations.

Label means written, printed or graphical information elements concerning a hazardous chemical that is affixed to, printed on, or attached to the container of a hazardous chemical.

Nanomaterials refer to industrial materials intentionally produced, manufactured or engineered to have unique properties or specific composition at the nanoscale, that is a size range typically between 1 nm and 100 nm, and is either a nano-object (i.e.. that is confined in one, two, or three dimensions at the nanoscale) or is nanostructured (i.e.. having an internal or surface structure at the nanoscale).

SDS refers to a safety data sheet prepared under Section 330 or 331 of the WHS Regulation.

WHS Regulation refers to the *Work Health and Safety Regulation 2011* (Qld).

INFORMATION

Printable version (PDF) Downloadable version (Word)

Title	Acquiring and Transferring in Chemicals Procedure
Document number	2023/0001045
Purpose	This procedure outlines the requirements acquiring chemicals at Griffith University. The procedure aims to minimise risks to personnel and property and ensure continuing legislative compliance.
Audience	Staff and Students
Category	Operational
Subcategory	Safety
Approval date Effective date	24 July 2023 24 July 2023
Review date	24 July 2028
Policy advisor	Associate Director, Health and Safety Standards and Assurance
Approving authority	Director, Health Safety and Wellbeing

RELATED POLICY DOCUMENTS AND SUPPORTING DOCUMENTS

Legislation	Work Health and Safety Act 2011 (Qld) Work Health and Safety Regulation 2011 (Qld) Australian Dangerous Goods (ADG) Code Medicines and Poisons Act 2019 (Qld) Medicines & Poisons (Poisons & Prohibited Substances) Regulation 2021 (Qld) Therapeutic Goods (Poisons Standard—July 2023) Instrument 2023 (Cwlth) National Code of Practice for Chemicals of Security Concern 2016 (Cwlth)
Policy	Health, Safety and Wellbeing Policy
Standard	Managing Chemicals Standard
Procedures	Risk Assessing Chemicals Procedure Maintaining a Chemical Inventory Procedure Handling, Using and Disposing of Chemicals Procedure Transporting Chemicals Procedure Managing Regulated Chemicals Procedure Special Approvers Guideline Griffith University Substances Management Plan
Local protocols	Managing Chemical Incidents and Emergencies Protocols
Forms	Laboratory Demobilisation Checklist