

**ORDERING, RECEIVING AND INVENTORY OF CHEMICALS AND BIOLOGICALS
IN THE FACULTY OF SCIENCE WORK INSTRUCTION #8****PREPARED BY: SAINT MARY'S UNIVERSITY****CREATED: 10/31/2004****APPROVED: 01/27/2006****REVISED: 04/25/2014****V-20****1. SCOPE**

- 1.1. This instruction outlines how all chemicals and biologicals are to be ordered, received and inventoried in the Faculty of Science.
- 1.2. Enforcement of these instructions is the responsibility of the Dean of Science and departmental chairs.
- 1.3. These instructions apply to all employees in teaching and research laboratories within the Faculty of Science.

2. HEALTH, SAFETY AND ENVIRONMENT

- 2.1. The health of persons can be affected from exposures via route of entry.
- 2.2. Exposure controls and/or monitoring devices recommended by the MSDS or the manufacturer shall be present and used as required.
- 2.3. All personal protective equipment mandated by policy and/or this instruction shall be worn from start to finish during the receipt of chemicals and biologicals. The Science Safety Technician shall be consulted prior to any decision to not use protective equipment.
- 2.4. The "Prohibited activities within laboratories (research and teaching) safety policy" shall be adhered to during the receipt of chemicals and biologicals.

3. DEFINITIONS

- 3.1. **Chemical/Biological** - For the purposes of this Work Instruction, shall be defined as any substance used for either research or teaching, regardless of inclusion under WHMIS.
- 3.2. **Synthesized Products & Extracted Biologicals:** For the purposes of this Work Instruction, shall be defined as such compounds deemed "novel" and not having a corresponding CAS # nor MSDS.
- 3.3. **MSDS** – Material Safety Data Sheet
- 3.4. **PSDS** – Pathogen Safety Data Sheet
- 3.5. **Route of entry** shall reflect those definitions provided by WHMIS: <http://www.hc-sc.gc.ca/ewh-semt/occup-travail/whmis-simdut/exposure-exposition-eng.php>
- 3.6. **Owner** – For the purposes of this Work Instruction, for research, shall be defined as the individual(s) who ultimately request any particular chemical and/or biological. Departmental technicians will be recognized as "owners" of all chemicals and/or biologicals for teaching activities.

4. PROCEDURE**4.1. Ordering**

- 4.1.1. All chemicals and biologicals for teaching laboratories shall be ordered through the assigned technician(s) in each department.
- 4.1.2. Researchers may themselves purchase chemicals and/or biologicals for their own research needs. Should they wish to delegate such tasks, it may be only onto their respective departmental technicians.
- 4.1.3. The "Disclosure of activities requiring outside governance in order to operate safety policy" shall be adhered to in the procuring of chemicals and biologicals.

4.2. Receiving

**ORDERING, RECEIVING AND INVENTORY OF CHEMICALS AND BIOLOGICALS
IN THE FACULTY OF SCIENCE WORK INSTRUCTION #8****PREPARED BY: SAINT MARY'S UNIVERSITY****CREATED: 10/31/2004****APPROVED: 01/27/2006****REVISED: 04/25/2014****V-20**

- 4.2.1. All chemicals and biologicals ordered for teaching laboratories are to be received by the ordering technician(s). Where there is a possibility that the technician may be unavailable, an alternate contact shall be put in place.
- 4.2.2. All chemicals and biologicals ordered by researchers are to be received by the researcher or their delegate.
- 4.2.3. Care must be taken to ensure that all packing slips and other relevant materials are kept from received shipments for credit card reconciliation purposes.
- 4.2.4. The received date (Month DD, YYYY) shall be written directly on the supplier container upon receipt and shall not deface other label information.
- 4.2.5. Owners must ensure that all chemicals and biologicals received have a current paper copy of the MSDS or PSDS in the areas where it is to be stored and used.
- 4.3. Inventory**
- 4.3.1. All chemical and biologicals are to be inventoried using the Saint Mary's University Chemical Database in order to remain compliant with Section 59 of the Nova Scotia Occupational Health and Safety Act http://nslegislature.ca/legc/statutes/oceph_s.htm
- 4.3.2. The inventory shall be updated for every new acquisition (or preparation) and removal (or disposal) of a chemical or biological, this also extends to all synthesized products & extracted biologicals acquired through research.
- 4.3.3. For the sake of practicality and in order to mitigate redundancies, those chemicals and/or biologicals which are purchased frequently due to high turn-over or due to limited shelf life, it is sufficient that the database reflect only the expected average amount at any given time. Synthesized products and extracted biologicals may be grouped by some means of similarity (as dictated by the owner) should individual inventorying prove too laborious.
- 4.3.4. Database access will be managed by the Science Safety Technician and limited to only relevant personnel for security purposes.