|  |  |  |
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|  | *(Dept. Admin to complete) Order Reference Number:*  |       |
|  | *Date:* |       |
|  | **Chemical Compliance Declaration** |
| **This form must be used when ordering/reordering chemical substances/products, and must be submitted with a completed purchase requisition form to your department administrator.** |
| **INSTRUCTIONS TO PURCHASER** | **INSTRUCTIONS TO LABORATORY MANAGER** |
| 1. Print and read the chemical/product(s) Safety Data Sheet (SDS). If the product is hazardous determine if there is a non-hazardous or less hazardous substitute.
2. If the product is hazardous complete a Hazardous Chemical Risk Assessment form (unless up-to date copy is already on file).
3. For each hazardous substance used, forward a copy of SDS and completed and signed Risk Assessment Form to the lab manager for the nominated area
4. Forward this form with your purchase requisition forms to your department administrator.
 | 1. Check Risk assessments have been signed by the laboratory supervisor and recorded by the Health & Safety Coordinator-Chemical Safety
2. File the SDS and Risk Assessments in the hazardous substances Register
3. Ensure the chemical Inventory is updated
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| **Purchaser and Users Details** *(please print details)* |
| Purchasers Name  |       | Phone Ext: |       |
| Users Name |       | Phone Ext: |       |
| Users Name |       | Phone Ext: |       |
| Users Name |       | Phone Ext: |       |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| CHEMICAL NAME | Supplier | Catalogue Number | Quantity/ No. of Units | UNIT /PACK SIZE | CAS # | Building & Room Number where chemical will be used/stored | Is the Chemical a hazardous substance \* **Yes No** |
|       |  |  |  |  |  |  |[ ] [ ]
|       |  |  |  |  |  |  |[ ] [ ]
|       |  |  |  |  |  |  |[ ] [ ]
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**\* Risk Assessment has been completed and risks are controlled.**

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| **If you have nominated a hazardous substances, complete this section:** |
|  One or more of the chemicals I wish to purchase  |
|[ ]  **Is a** notifiable / prohibited carcinogenic substance and I have made the appropriate notifications to WorkCover (Efforts should be made to eliminate or substitute for a safer product if possible). Copies of WorkCover documents to be held by Health & Safety Coordinator – Chemical Safety. |
|[ ]  **Requires** health surveillance for users ((Work Health & Safety Regulations 2011 Regulations 2011 Part 7.1) Purchaser to advise Health & Safety Unit to arrange appropriate assessments. |
|  | **or** |
|[ ]  **Is a** chemical of National security? Further information can be found at - ([www.chemicalsecurity.gov.au](http://www.chemicalsecurity.gov.au)). |
|  | The chemical product I wish to purchase is a chemical of National security concern. I understand that to be supplied with this product, a signed end-user declaration must be provided together with an order/ purchase**.****INTENDED USE: Please specify details of intended use of the chemical product.****Is the area where this is stored locked and secure?** [ ]   **YES** [ ]  **NO** |  |
|  | **or** |
|[ ]  **NONE** of the above are applicable to the hazardous chemicals being purchased. |

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| **Declaration** |
| I certify that I have obtained and read the Chemical/Product Safety Data Sheet and confirm that the Chemical/Product will be used for the identified legitimate purpose and any remaining chemicals will be disposed of in an agreed too , documented and responsible way. |
| **Name:** |  |
| **Signature:** |  | **Date:** |  |
| **Approval of Laboratory Supervisor (or Laboratory Manager where applicable)** |
| **Name:** |  |
| **Signature:** |  | **Date:** |  |