

Procedure –
Purchasing and Receiving of Hazardous Materials

# Adopted:

Effective:

Purchasing of Hazardous Materials

Article 1

General Regulations

* 1. The College encourages employees, students and contractors to use the least hazardous chemical option available and to minimize their use of hazardous substances whenever appropriate.

When there is a need to acquire a product, new or known, controlled or not, an assessment of the risks it poses to individuals or to the environment must take place and alternatives considered. The SDS of the product should be consulted in order for this assessment to be thorough.

* 1. Before any purchase requests are made, the requestor must ensure the availability of the Safety Data Sheet (SDS) in electronic and physical form by contacting the individual responsible for hazardous materials storage areas within his/her department or service.
	2. If the SDS is unavailable, the requestor must include the following note in the purchase request: “*Request SDS for this product”*.
	3. Upon receiving a purchase request with an SDS request, the purchasing department must inscribe on the order the following request:

*“Tout produit contrôlé qui n’est pas accompagné d’une étiquette et d’une fiche signalétique en anglais en conformité au SIMDUT et au Système Général Harmonisé pourra être retourné au frais de l’expéditeur.*

*All hazardous materials received without a label and a SDS in English in conformity with WHMIS and Globally Harmonized System may be returned at the expense of the shipper”*

* 1. Purchase of domestic use products will be done through suppliers able to provide an SDS for their merchandise.

Article 2

Receiving of Hazardous Material

* 1. The receiving and transport of hazardous materials is to take place in low-circulation periods whenever possible.
	2. Products must be handled in a safe manner and, whenever possible, kept in their original container until delivered to the appropriate storage area.
	3. When the product is received, the clerk or technician must ensure the Safety Data Sheet (SDS) is present. **Safety Data Sheets are mandatory, without exceptions.**
* If the SDS has been provided by the supplier, the product may be released to the department or service having ordered it.
* If not, Purchasing must be advised and the product stored with the mention “DO NOT USE” until an adequate SDS is provided by the supplier. The product cannot be delivered to the department or service without a SDS.
* Should a supplier, once informed of the situation, refuse to provide a SDS, the product may be refused and sent back at the expense of the sender.
	1. Products acquired as a gift, test or for research purposes must come through Receiving and have a valid SDS.
	2. If necessary, the product is to be safely stored in the receiving area according to its WHMIS category and incompatibilities (see Procedure – Storage of Hazardous Materials). The Health and Safety Officer may provide support in this matter.

Article 3

Duties of the requestor

* 1. Evaluate alternatives to the purchase of hazardous materials; request help from Health and Safety Officer if needed.
	2. Ensure the SDS is available when ordering hazardous materials. If unavailable, ensure the purchase order mentions the need for an SDS in order to accept any shipment of hazardous materials.
	3. Provide information on purchases to the person in charge of inventories in his/her area.
	4. Communicate with Receiving to coordinate the reception and transport of the hazardous materials, to ensure it is done at an appropriate moment.

Article 4

Duties of the receiving personnel

* 1. Ensure the SDS is available when receiving hazardous materials.
	2. If unavailable, follow the proper procedure for returning or segregating the shipment, as appropriate.
	3. Request help from Health and Safety Officer when needed.
	4. Communicate with departments to coordinate the reception and transport of the hazardous materials, to ensure it is done at an appropriate moment.

Article 5

Duties of the Health and Safety Officer

* 1. Answer requests from the persons responsible for the purchasing and receiving of hazardous material.
	2. In collaboration with Human Resources and other stakeholders, ensure the persons responsible for the purchasing and receiving of hazardous materials receive training as needed.
	3. Periodically verify the compliance to the management of hazardous material policy and procedures, and report back to management.