

# Procedure – SDS requirement for chemicals purchased at RSC

## Background

Due to changes in legislation and ANU policy we are required to tighten up our processes and controls around the arrival and distribution of chemicals in the RSC.

All commercial chemicals ordered by, used in, and stored in the RSC must have an Australian Safety Data Sheets (**SDS**) issued by the manufacturer or importer (supplier) as required by legislation.

Without the correct SDS in ChemWatch, chemical containers cannot be correctly entered into the Chemical Management System (**CMS**). Chemicals that are not entered into the CMS will not be released into the laboratories.

## Process

The first step is to ensure that, as required by the legislation, chemicals arriving at the RSC have a compliant, Australian SDS from the supplier containing the supplier's name, Australian address and business telephone number. For clarification on what a compliant SDS entails, please see [WHS Regulations 2011](#), Chapter 7 - Division 2 and Schedule 7, and the [Code of Practice for Preparation of Safety Data Sheets for Hazardous Chemicals](#).

Where suppliers do not provide an Australian SDS (A.K. Scientific is a common example), the research group becomes the importer of the chemical, in which case the research group has to generate and provide the Australian SDS. The cost of having a SDS generated is around \$80 (through ChemWatch). Please factor this extra expenditure into the purchase price for any future purchases.

The cost of generating an SDS will be charged to the General Ledger (**GL**) account(s) you provided to purchase the chemical. If you wish to nominate a different account, please email the details to [rsc.safety-officer@anu.edu.au](mailto:rsc.safety-officer@anu.edu.au) including approval from the GL account holder.

Where an Australian SDS has to be generated, this will take time (up to 4 weeks), and as such, you should expect delays in the chemical being released from the RSC stores. The process can be expedited if you (or relevant group members) obtain the relevant overseas SDS compliant with the Globally Harmonised System (**GHS**) for labelling hazardous chemicals, and email the request to have an Australian SDS generated to the above email addresses prior to the chemical arriving (e.g. at time of purchase). Please provide:

- Name of chemical as given on the container or in the catalogue;
- Chemical Abstracts Services (**CAS**) number;
- Catalogue number;
- Supplier;
- RSC Research Group ordering the chemical.

If a research group orders a chemical from overseas that does have an Australian SDS (e.g. because they go through an Australian agent/vendor), but the SDS is not available on ChemWatch, then that AUSTRALIAN SDS (must be Australian) can be uploaded to ChemWatch at no cost.

An Australian SDS must be on ChemWatch for us to be able to enter the chemical into the inventory prior to releasing the chemical from the RSC stores (which is an ANU requirement).

So in general, the steps involved in purchasing/receiving a chemical would be:

- Check whether an Australian SDS from the supplier *and/or* an Australian SDS in ANU's name (i.e. with ANU's emergency contact details on it) is available on ChemWatch;
- If not available, retrieve an Australian SDS from the supplier and have it uploaded onto ChemWatch free of charge;
- If a compliant Australian SDS cannot be retrieved, raise a request for an Australian SDS to be generated that will entail additional costs charged to the purchaser.

### Procedure Version Control

- 1) The master version of this procedure is kept on the RSC Business Server. The RSC WHS Manager may keep a copy on the local hard drive temporarily at times where changes to it are made.
- 2) Changes to the procedure are generally made by the RSC WHS Manager or a delegated RSC Staff member supervised by the RSC WHS Manager.
- 3) Changes generally require approval by the RSC WHS Committee or at least the Chair/Deputy Chair of the Committee and the RSC School Manager.
- 4) Any changes are to be recorded in the revision history table below.
- 5) Following any changes, the updated version is to be sent to all current members of the RSC WHS Committee for approval.
- 6) Once an updated version of the procedure has been approved, it is to be published either on the RSC WHS Safety Noticeboard and/or the RSC intranet, whatever is applicable. The availability of the updated version is to be broadly circulated to the wider RSC community by common means of communication (e.g. RSC screens, emails, monthly safety news).
- 7) The procedure is to be reviewed regularly (at least every 3 years), or following significant changes to RSC/ANU protocols and/or legislative requirements, or following significant incidents, whatever comes first.

Revision Date	Changes made by [Name(s)]	Changes approved on [Date]	Updates communicated on [Date]	Comments (e.g. reason for review, section(s) reviewed)
02/07/2018	Torsten Schwich, Deanne Drummond, Mal McLeod	N/A	03/07/2018	First version, drafted and reviewed by listed staff. Presented to RSC WHS Committee on 03/07/2018.
10/08/2018	Torsten Schwich			Required changes (explanation of terms/abbreviations) had been discussed during RSC WHSC 18/2
25/10/2018	Torsten Schwich	26/10/2018	26/10/2018	Adam Barlow has left ANU, so his email address had to be removed. Reviewed by D. Drummond and M. McLeod