

WHS-PRO-011b Approval to Purchase S2, S3, S4, S7, S8, & S9 Substances (attachment for “My Requisition Purchases”)



Electronic copies of this form are current. All other copies are uncontrolled and currency can only be assured at the time of printing

This form is to be completed under guidance of James Cook University's Work Health and Safety Policy and WHS-PRO-011 Drugs and Poisons Procedure which can be viewed via the [JCU Policy](#) page.

End User : (Full Name)						
Are you a member of Staff or Faculty or a Student: (if Student include Supervisor)						
Staff (Y/N)	Student (Y/N)					
Division:						
College:						
Drug Requested: (include quantity)						
Schedule of Drug or Poison (Obtain from Safety Data Sheet)						
Specify the Genuine Research or Teaching the Substance will be used for: (Research name project, teaching name subject & week)						
Storage Location: (Campus, Building Number, Room Number)						
S4, S8 and S9, what secure storage is available? (S4, are to be secure (eg locked cupboard) S8 and S9 must be in a drugs safe)						
A controlled Drug Register is to be kept for S4, S8 and. Who will control the register?						
Purchasing by a person not endorsed by the Health (Drugs and Poisons) Regulation (Qld) 1996. (Application to the Chief Executive for an approval for research or teaching purposes at a University)	Is a Qld Health Approval Required (S7, S8 & S9)?			Yes	No	NA
	S7 Poisons (Schedule 7, Drugs Health (Drugs and Poisons) Regulation (Qld) 1996) require a Qld Health Approval					
	S8 or S9 held by a person not endorsed by the Health (Drugs and Poisons) Regulation (Qld) 1996					
	If required is a copy of the current Qld Health Approval attached:					

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Purchasing as a Registered Professional under the Health (Drugs and Poisons) Regulation (Qld) 1996. Therapeutic use to be by a script.	Name:	Work Address:	Professional Registration Number:	
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Date

Declaration

I, agree to exercise my duty in accordance with the Health (Drugs and Poisons) Regulation 1996 (Qld) and JCU's Health and Safety Management System, Drugs and Poisons Procedure WHS-PRO-011.

[Health \(Drugs and Poisons\) Regulation 1996 \(Qld\)](#)
WHS-PRO-011 Drugs and Poisons Procedure

End User

Please submit signed form for Endorsement to the relevant delegate of your Division (Director, Divisional Operations or Dean, Research)

Approval for this request (Direct Supervisor, or person endorsed by the Health (Drugs and Poisons) Regulation (Qld) 1996)

Direct Supervisor or Dean, Research

Please submit signed copy in "My Requisition"

Approval (Initial Purchase of S8, S9 substances)

I, the undersigned, consider the above End User is an appropriately qualified person, having the qualifications, experience or standing appropriate to possess the drug or poison

Director, Divisional Operations or Dean

Please submit signed copy in "My Requisition"

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My Requisition, Purchase Orders:

In the “My Requisition” system for purchasing please use the following Use Codes and attach the required documentation to your “My Requisition” order:

Use code	Schedule
8432	Schedule 11 (Dangerous Goods) Hazardous Chemicals
8436	Schedule 2 Schedule 3 Schedule 4
8437	Schedule 7, 8 and 9
8438	Schedule 10

- User code: 8432. Is used for Schedule 11 (Dangerous Goods)
- Schedules 5 and 6 have no specific requirement for purchasing. These substances may still be Hazardous or Dangerous Goods (User Code: 8432). Local risk assessments and procedures will need to be in place.

Teaching and Research (S2, S3, S4, S7, S8, S9):

- **Use Code: 8436. Schedules 2, 3 and 4** can be approved by the University Officers that have been delegated by the Vice Chancellor’s Authority.
 - To support the request, attach or write in the comments section, proof of the need to use this substance for genuine teaching and research. This could include:
 - Human or Animal Ethics approvals.
 - Project approvals
 - Description of who requires the substance, for what practical or research project, and detail of storage.
- **Use Code: 8437. Schedules 7, 8, 9** can only be approved by the University Officers that have a Drugs Officer approval from Queensland Health.
 - Personnel that are endorsed by the Qld Drugs and Poisons Act and Regulation to obtain, store and use scheduled drugs and poisons such as registered Veterinarians and Doctors, can request the substances for genuine research and teaching. Include with the request:
 - Name of the professional, their registration number, description of the teaching or research the substance will be used for and location the substance will be stored;
 - S8 substances must be entered into a controlled drug register.
 - Anyone not endorsed by the Qld Legislation must obtain an approval from Qld Health to obtain and use the S7, S8, or S9 substance. The application form can be found at Queensland Health, [Approvals and Authorities](#) page (you will need to scroll down to Use of Scheduled Substances for non-therapeutic purposes, Research and teaching at universities section. The form is to be completed and submitted as instructed on the form (processing can take up to 6 weeks).
 - If purchasing through the approval from Qld Health, attach a copy of the approval to the “My Requisition” order;
 - Qld Health approvals are required for the following S7 Poisons (Schedule 7, Drugs Health (Drugs and Poisons) Regulation (Qld) 1996):
 - azocyclotin
 - cyhexatin
 - demeton
 - 4,4 diaminodiphenylmethane (methyl dianiline)

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- dimetilan
 - ethylene dibromide
 - hydrocyanic acid and cyanide
 - 4,4'-methylenebis [2-chloroaniline]
 - mirex
 - phosphides, metallic
 - strychnine
 - S,S,S-tributylphosphorotrithioat.
- Specific storage and tracking requirements are to be met before the substance is ordered. Consult the storage section of WHS-PRO-011 Drugs and Poisons Procedures.

Therapeutic Use:

- **Use Code: Dependent on the Schedule 8436 or 8437.** To purchase S2, S3, S4, S8, S7, S9 for any therapeutic use attach a copy of a script completed by a person endorsed under the legislation.
 - Call JCU purchasing to arrange quick turnaround of the purchase requisition;
 - Certain S2 and S3 substances may be available over the counter.

Schedule 10 Carcinogens:

- **User Code: 8438. Schedule 10 Carcinogens** are identified in the Work Health and Safety Regulation 2011 (Qld), Schedule 10. These substances require an approval from Workplace Health & Safety Queensland to obtain, use and store. See WHS-PRO-005 Hazardous Chemicals Procedure for guidance.
 - Once you have the approval from WHS Qld attach a copy to your My Requisition request.

Internal Reporting and Auditing:

- Advise the WHS Biological, Radiation and Chemicals Safety Advisor know of your initial purchase of S4, S7, S8, S9 substances.
 - Provide a copy of your Qld Health approval for S4, S7, S8, or S9 substances.
- The following items will be added to the central register:
 - Stocks of S4 and S8 substances will be audited at least annually;
 - S4 and S8 substances must be accounted for in a controlled drug register.