

# **Dangerous Goods Management System**

## **Operations Guidelines**

The purpose of Dangerous Goods Management System (DGMS) is to help the laboratory owners in managing their chemicals logistic process while all the guidelines for the DG Management System are to protect the laboratory owners and ensure that the University complies with the legislative requirements in safety.

### **I. General Guidelines**

- 1.1. All the chemicals must be procured through the Dangerous Goods Management System.
- 1.2. All chemicals should be labeled and updated to the database of the Dangerous Goods Management System except for those chemicals specified in the exemption list of exemptions with effect from 1 Sep 2012.
- 1.3. The quantity of Dangerous Goods stored in the laboratory should not exceed the legislation maximum level.
- 1.4. Chemicals handling, storage and disposal should meet the University / Department safety guidelines.

### **II. Chemicals Request (Chemicals Procurement)**

- 2.1 Users should review their chemical stocks before chemical ordering.
- 2.2 All received chemicals should be updated to the system.
- 2.3 For license requested chemicals, import / export license must be obtained before the chemical delivery. The license should be kept by the chemicals /equipment owner and the owner is responsible to send a copy of the license record to FO.
- 2.4 The chemical request would not be processed if the ordered chemicals exceed the maximum level allowed for laboratories.
- 2.5 Any change in chemical delivery dates should inform the Departmental Representative for updating the records.
- 2.6 Reminder emails should be sent to the responsible persons and the chemicals buyers for the incomplete chemical orders if the delivery date is exceeded more than 30 days, 60

days and 90 days.

- 2.7 Chemical buyers should follow-up the incomplete chemical requests that are 30 days overdue.
- 2.8 Departmental representative should follow-up any incomplete chemical requests that are 60 days overdue.
- 2.9 Representative from Finance Office should follow-up any incomplete chemical requests that are 90 days overdue and inform the responsible persons if the payment of the request has been made.
- 2.10 The DGMS's functions of chemical request for the concerned buyer would be locked if he has any overdue 90 days incomplete chemical request after 7 days (start on 1 Sep 2012).

### III. Returning Empty Chemical Containers after Consumption

- 3.1 The returning process for all empty chemical containers in DGMS should be handled by authorized persons.
- 3.2 All empty chemical containers should have the chemical barcode labels removed or blackout after the returning process.
- 3.3 With effect from 1 May 2012, all the consumed chemicals without barcode labels must be recorded in the log sheet and signed by the users before they return the empty chemical containers after consumption. The log sheet would be numbered and filed.

### IV. Stock Take Exercise (new guidelines effective 1 May 2012)

- 4.1 All the chemicals in the laboratories and DG stores should be included except those non-dangerous goods store in freezer.
- 4.2 The laboratory chemicals stock take exercise should be performed biennially.
- 4.3 The DG store chemicals stock take exercise should be performed annually.
- 4.4 All the misplaced chemicals should be verified within 1 month after the stock take exercise.
- 4.5 All the non-inventory chemicals should be verified within 3 months after the stock take exercise

- 4.6 All the chemicals missing in 2 consecutive stock take exercises would be treated as consumed chemicals.
- 4.7 After the stock take exercise of each laboratory, Department/ Centre should complete the standard stock take result form and send it to the convener of DG Workgroup by the end of the stock take year.
- 4.8 All the raw data of each laboratory should be sent to the convener of DG Workgroup together with the stock take summary.
- 4.9 The performance target for matched chemical percentage is over 80%. The non-complied laboratory should be reported to the corresponding laboratory owner and Department head.

## V. Relocation of Chemicals

- 5.1 Relocation of chemicals between laboratories is not allowed except having the approval from laboratories owners.
- 5.2 All approved chemical relocations should be reported (by email or signed document) to the Department Representative for updating the system's records before moving the chemicals.
- 5.3 Relocation of chemicals between laboratories is not allowed if the laboratory stock level would exceed the legislative requirements after the chemical relocation.
- 5.4 Relocation of chemicals from laboratory to DG stores is not allowed except having the approval from laboratories owner.
- 5.5 All approved chemical relocations from laboratory to DG stores should be requested in DGMS by authorized persons.
- 5.6 Chemicals released from DG stores to laboratory should be requested in the DGMS by authorized persons.
- 5.7 Chemicals released from DG stores are not allowed if the laboratory stock level would exceed the legislative requirements after moving in the released chemicals.
- 5.8 All chemical movements should comply with the University Safety Guidelines.