

HAZARDOUS SUBSTANCES USE, SYNTHESIS, PURCHASE AND IMPORTATION PROCEDURES

Section	Health and Safety
Contact	University Health and Safety Manager
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Approval	AVC Operations, International and University Registrar for non-teaching use, AVC Research Academic and Enterprise for teaching and research

Purpose:

To provide for safe and responsible use of hazardous substances at Massey University in a way that protects the environment, and the health and safety of people and communities.

Procedure:

Where hazardous substances are used, synthesised, or imported for small scale teaching and research the hazardous substances and laboratory will be managed to satisfy the requirements of the Code of Practice (CoP) for CRI and University Exempt Laboratories, and a Safe Method of Use developed for all types of hazardous substance used in the laboratory. Steps to achieve these requirements are detailed in the [Studio and Laboratory Hazardous Substances COP Guideline](#).

The above provisions satisfy the requirements of the Hazardous Substances and New Organisms Act (HSNO Act) relating to the requirement for Environmental Risk Management Authority (ERMA) approval (section 33) and requirements specified in the HSNO (Exempt Laboratory Regulations) 2001.

The above policy does not apply if:

1. The hazardous substance or any substance created from the exempt use of the hazardous substance is sold as a substance or in a product containing or derived from that substance.
2. The use creates or involves a hazardous substance for which any application for approval has been declined for approval by the Environmental Risk Management Authority.
3. The hazardous substance is being evaluated in field trials. Field trials are considered to be research in containment and are subject to section 31 of the HSNO Act.
4. The use of the substance creates or involves a persistent organic pollutant (as defined by the Stockholm Convention Amendment Act, 2003).

Hazardous substances use which fits any of the conditions of four scenarios above requires ERMA approval using appropriate approval methodology.

Where approved hazardous substances are manufactured, imported, used or sold and are not covered by the small scale teaching and research provisions, then those substances shall be subject to the Hazardous Substances and New Organisms Act (HSNO Act). The manager that controls the hazardous substances shall ensure the substances are always under the control of an Approved Handlers and that the area has a relevant Test Location Certificate if required. Health and Safety Advisors in each campus will coordinate the annual Location Test Certificate for the relevant region. The Health and Safety Office will arrange training for approved handlers.

All hazardous substances covered by this procedure are to be recorded in the chemical inventory system. Disposal information is also to be entered. Highly hazardous substances which require tracking must be assigned an “owner” in the chemical inventory system. If an owner is not assigned for substances used in a laboratory, the laboratory manager will be deemed to be the owner.

The above procedure does not include the use of radioactive materials which is regulated by the Radiation Protection Act and its associated Regulations. Use of such materials (above exempt quantities) must be undertaken by a holder of a license issued by the National Radiation Laboratory (NRL) or under instruction or supervision of that license holder. Use of radioactive materials is subject to separate Massey University policy statement.

Definitions:

Approved handler - means a person who has a test certificate that certifies that the person meets the competency requirements for approved handlers specified in the Hazardous Substances and New Organisms (Personnel Qualifications) Regulations 2001

Hazardous Substance - means, unless expressly provided otherwise by regulations, any substance- with one or more of the following intrinsic properties:

- (a) Explosiveness
- (b) Flammability
- (c) A capacity to oxidise
- (d) Corrosiveness
- (e) Toxicity (including chronic toxicity)
- (f) Ecotoxicity, with or without bioaccumulation; or which on contact with air or water (other than air or water where the temperature or pressure has been artificially increased or decreased) generates a substance with any one or more of the properties specified in paragraph (1) of this definition.

The Hazardous Substances (Minimum Degree of Hazard) Regulations 2001 define what constitutes a Hazardous Substances for each hazardous property. There is a level below which a substance is not considered hazardous under this legislation.

Laboratory - means a vehicle, room, building, or any other structure set aside and equipped for scientific experiments or research, for teaching science or technology, or for the development of chemical or medicinal products.

Location Test Certificate - means that an area meets the safety requirements as specified in Hazardous Substances and New Organisms (Classes 1 to 5 Controls) Regulations 2001. A location test certificate is required above generic quantities specified in the regulations. However, the quantities can be varied by substance as identified in gazette notices.

Safe Method of Use - a method detailing storage, precautions, disposal and emergency response for a hazardous substance or group of hazardous substances.

Substance – means:

- a) Any element, defined mixture of elements, compounds, or defined mixture of compounds, either naturally occurring or produced synthetically, or any mixtures thereof;
- b) Any isotope, allotrope, isomer, congener, radical, or ion of an element or compound which has been declared by the Authority, by notice in the Gazette, to be a different substance from that element or compound;
- c) Any mixtures or combinations of any of the above;
- d) Any manufactured article containing, incorporating, or including any Hazardous Substance with explosive properties.

Audience:

Managers, and all staff.

Relevant legislation:

Hazardous Substances and New Organisms Act 1996.
Health and Safety in Employment Act 1992.

Related Procedures:

[Studio and Laboratory Hazardous Substances Used in Teaching and Research Guidelines.](#)
[Radiation Manual](#)
[New Organisms and Restricted Biological Products Procedure](#)
[Genetic Modified Organisms Procedure](#)

Document Management Control:

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