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Parent Policy: [Supply of Goods and Services Policy](#)

Purchase of Restricted Items Procedure

Office of Administrative Responsibility:	Supply Management Services
Approver:	Associate Vice-President (Finance & Supply Management Services)
Scope:	Compliance with this university policy/procedure extends to all Academic Staff and Colleagues and Support Staff as outlined and defined in Recruitment Policy (Appendix A and Appendix B).

Contact for questions about this procedure:	SMS Customer Service 780-492-4668 customerservice@sms.ualberta.ca
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Overview

In the interest of user and public safety, the purchase, use and disposal of **restricted items** is subject to provincial, federal and, in some cases, international legislation and regulations. Non-compliance may result in large fines to the University. To ensure compliance and to demonstrate its commitment to workplace and public safety, the University has established standardized procedures for the purchase of restricted items. In addition, the purchase of restricted items is subject to the purchasing policy and procedures, donor/sponsor terms and conditions, legislation and regulations applicable to all University purchases.

Purpose

The purpose of this procedure is to specify guidelines for the acquisition of restricted items to which University departments must adhere in order to ensure compliance with applicable legislation, regulations and University policies and procedures.

PROCEDURE

1. REQUISITIONING PROCESS FOR RESTRICTED ITEMS

a. Complete a Purchase Requisition clearly indicating the restricted goods to be purchased, the intended usage of the goods, the supplier's legal name and the appropriate speed code and account number to which the purchase should be charged. Attach any associated documents (i.e. applicable permits/licenses/letter of approval, supplier quote, drawings, etc.). The Purchase Requisition is the authorization to initiate the procurement process; it enables a Purchase Order and/or agreement/contract to be generated.

b. The requisition must be approved by authorized University employees in accordance with the *Signing Authority and Approval Procedure*.

c. Requisitions for controlled substances (see 3. below), ethyl alcohol and specially denatured alcohol (see 4. below) and pressure equipment (see 9. below), should be submitted directly to Supply Management Services (SMS).

d. Requisitions for radiochemicals and radioisotopes (see 5. below), designated radiation equipment (see 7. below) and biological safety cabinets and biomedical centrifuge equipment (see 8. below) are to be submitted to various University offices as specified for each category, not directly to SMS.

e. Proposed purchases in excess of the *Competitive Bid Thresholds* are subject to a competitive bid process as outlined in the *Competitive Bid Procedure*.

f. SMS will issue a Purchase Order to the supplier on behalf of the ordering department.

g. All acquisitions must be made in compliance with all sponsor terms and conditions and the University's purchasing policies and procedures.

2. CHANGING A PURCHASE ORDER

Any revisions/corrections to a Purchase Order for restricted items must be completed by way of a *Change Order Draft*.

3. CONTROLLED SUBSTANCES

Controlled substances are defined by *Health Canada, Office of Controlled Substances (OCS)* as any type of drug that the federal government has categorized as having a higher-than-average potential for abuse or addiction. Controlled substances are listed in Schedules I, II, III, IV and V of the *Controlled Drugs and Substances Act (CDSA)* of Canada and Part G (Controlled) and Part J (Restricted) of the *Food and Drug Regulations*, under the *Food and Drugs Act* of Canada. Controlled status applies to the drugs themselves, their salts and derivatives and to diagnostic or test kits containing these drugs.

Some examples of controlled substances are:

- narcotics (such as morphine)
- amphetamines
- barbiturates
- anabolic steroids
- benzodiazepines
- precursor chemicals (such as ephedrine, acetone, toluene)

4. ETHYL ALCOHOL AND SPECIALLY DENATURED ALCOHOL

Supply Management Services (SMS) on behalf of the University campus, maintains user registrations with Canada Revenue Agency (CRA) for both **ethyl alcohol** and specially denatured alcohol (SDA). These registrations allow for the duty-free purchase of commercial-use alcohols from authorized suppliers. SMS also maintains an Industrial Use Licence with the Alberta Gaming and Liquor Commission in accordance with the province of Alberta requirements.

5. RADIOISOTOPES AND SEALED SOURCES

The possession, transfer, import, export, use and storage of nuclear substances and radiation devices are regulated by the *Canadian Nuclear Safety Commission (CNSC)* under the *Nuclear Substances and Radiation Devices Regulations* of Canada.

The most common nuclear substances used at the University of Alberta are radioactive nuclides or radioisotopes, but

the regulations also encompass sealed sources and radiation devices such as certain irradiators and x-ray equipment.

6. HUMAN PATHOGENS AND TOXINS

All aspects of research activity, including possession, use, import and export of human pathogens and toxins is regulated by the Public Health Agency of Canada (PHAC) under the *Human Pathogens and Toxins Act* of Canada. The Biosafety Division in Environment, Health and Safety (EHS) holds the required registration which allows University labs to conduct restricted activities with pathogens and toxins.

- a. New Principal Investigators (PIs) or existing PIs expanding research activities to include pathogenic material must contact EHS Biosafety Division to update the registration.
- b. Human pathogens and toxins purchased or obtained from outside of Canada require an import permit prior to ordering. Permit applications may be found on the *PHAC* website.
- c. The ordering department or unit, on behalf of the PI, completes a Purchase Requisition and submits to Supply Management Services (SMS) along with the import permit if applicable. The purchase of human pathogens and toxins are not permitted by using the Low Dollar Purchase or Corporate Purchasing Card methods.
- d. SMS creates a Purchase Order (PO) and submits the document to the supplier, with the import permit if applicable.

7. DESIGNATED RADIATION EQUIPMENT

Designated radiation equipment, including class 3b/4 lasers and most x-ray emitting equipment, must be officially registered before it can be used.

- a. Submit a Purchase Requisition for x-ray or laser equipment to the Environment, Health and Safety Office (EHS), Radiation Safety Office. The Radiation Safety Office will provide the end user with instructions on how to submit a *Designated Radiation Equipment Registration Application Form* to register the equipment. Once the registration application form has been received, the Radiation Safety Office will forward the Purchase Requisition to SMS.
- b. SMS will issue a Purchase Order on behalf of the end user.

8. BIOLOGICAL SAFETY CABINET AND BIOMEDICAL CENTRIFUGE EQUIPMENT

To ensure optimum safety performance and ease of maintenance servicing, the EHS, Biosafety Division has developed standards based on federal guidelines for the proper placement of biological safety cabinets and biomedical centrifuges within the University research space.

- a. Submit a Purchase Requisition for biological safety cabinet or biomedical centrifuge equipment to EHS, Biosafety Division. A cover letter or email is to be attached to the Purchase Requisition outlining the name of the purchasing research group as well as the proposed location for the equipment. The Biosafety Division will review the requisition and will contact the purchasing group to advise of any placement restrictions on the equipment.
- b. Once the Biosafety Division review is completed, the Biosafety Office will forward the Purchase Requisition to SMS.
- c. SMS will issue a Purchase Order on behalf of the end user.

9. PRESSURE EQUIPMENT

a. The manufacture, operation, repair and alteration of **pressure equipment** in the province of Alberta is governed by the requirements specified within the *Safety Codes Act* and supporting pressure equipment regulations. The government of Alberta has appointed the Alberta Boilers Safety Association as the jurisdictional authority responsible for the administration of the Safety Codes Act and the Regulations covered under the Act.

b. Departments ordering pressure equipment will be subject to the University's Pressure Equipment Integrity Management Program where equipment identified below will need to comply with the Safety Codes Act and supporting pressure equipment regulations.

- pressure vessel
- air dryer
- autoclave/sterilizer/fermentation vessel/kettle cooker /steam kettle
- blow down tank
- boiler (fire and water tube)
- chillers condenser/evaporator
- cushion tank/expansion tank
- de-aerator
- flash tank
- glycol fill tank
- heat exchanger
- pressure relief device
- refrigerant vessels
- separator
- steam and glycol converter

c. Submit a Purchase Requisition to SMS. If the equipment is deemed by SMS to be pressure equipment, the requisition will be forwarded to the Utility Services Manager (Heating Plant) for review.

d. Upon approval from the Utility Services Manager, the requisition will be returned to SMS.

e. SMS will place the order on behalf of the end user.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [[▲Top](#)]

Restricted Items	Any substance or equipment which is controlled by any Act of Parliament in Canada or the Province of Alberta through the issuance of permits, licences or user registrations
Ethyl alcohol	The substance with the chemical composition C ₂ H ₅ OH; also referred to as absolute alcohol, ethanol, pure alcohol, commercial or industrial alcohol
Designated Radiation Equipment	Equipment which is regulated under the <i>Radiation Protection Act and Regulations</i> of Alberta and includes x-ray equipment, Class 3b lasers, Class 4 lasers and particle accelerators.

Pressure Equipment

The manufacturing, operation, repair and alteration of pressure equipment in the province of Alberta is governed by the requirements specified within the Safety Codes Act and supporting pressure equipment regulations.

FORMS

Should a link fail, please contact uappol@ualberta.ca. [[▲Top](#)]

[Change Order Draft](#)

[Designated Radiation Equipment Registration Application Form](#)

RELATED LINKS

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[Alberta Boilers Safety Association](#) (ABSA)

[Alberta Radiation Protection Regulation](#) (Government of Alberta)

[Canadian Nuclear Safety Commission](#) (CNSC)

[Competitive Bid Procedure](#) (UAPPOL)

[Competitive Bid Thresholds](#) (University of Alberta)

[Controlled Drugs and Substances Act](#) (Department of Justice)

[Food and Drug Regulations](#) (Health Canada)

[Human Pathogens and Toxins Act](#) (Department of Justice)

[Office of Controlled Substances](#) (Health Canada)

[Operation of Designated Radiation Equipment Procedure](#) (UAPPOL)

[Public Health Agency of Canada](#) (PHAC)

[Radiation Safety Information](#) (University of Alberta)

[Signing Authority and Approval Procedure](#) (UAPPOL)