



Biohazardous Order Procedure

As required by Western's Biosafety Guidelines and ***Procedure Manual for Containment Level 1 & 2 Laboratories*** (Section 8.0) for the Purchase of Biohazardous Material, the following purchasing procedure must be followed.

- Create an on-line Purchase Requisition (Researcher).
- Ensure Researcher Name and Biosafety Approval Number are noted in the comments to Purchasing (This number is assigned and issued by Western Occupational Health and Safety).
- Enter correct part number, appropriate description, quantity, pricing, and unit of measure on the purchase requisition.
- Identify the Purchase Requisition as "BIOHAZARDOUS" in the description area.
- Fill out all other areas of the Purchase Requisition as you normally would.
- Submit your order.
- Purchasing will then:
 - Process the order accordingly
 - Obtain approval for purchase from Occupational Health and Safety
 - Fax the purchase order to the vendor

If you are unsure about your Biohazard Approval number, please contact Tony Hammoud at X88730 or ahammoud@uwo.ca.