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Approval process

审批过程

	Name 姓名	Title 职务	Signature 签名	Date 日期
Drafted by 起草人	Xu Guangxiang 许光祥	EHS Officer		
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Approved by 批准人		Institute Chancellor		

Reversion records

版本历史记录

Rev. No. 版本号	Publication date 出版日期	Rev. reason/ content modified 再版原因/更改内容
01	2019-07-10	New file 新建文件
02	2021-08-10	Review and update (with blue font) 复审及更新(蓝色字体部分)

Relevant departments (select relevant departments with a “√”)

相关部门 (用√勾选相关部门)

		Operation Dept. 校园运营部	√		
RIGS 研究创新和研究生部	√	U.G. Dept. 本科教学部	√		

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Relevant documents

相关文件

Classification and variety catalogue of precursor chemicals

2017易制毒化学品的分类和品种目录

List of explosive chemicals

易制爆危险化学品名录2017

Hazardous chemicals catalog (including highly toxic chemicals list) 2018

危险化学品目录（含剧毒化学品目录 2018版）

Catalog of highly toxic chemicals (2015)

剧毒化学品目录（2015）

Waste Management Procedure

废弃物管理程序

Leakage Management Regulations

泄漏管理规定

New Chemicals Evaluation Admittance

新化学品评估准入

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1. Purpose 目的

In order to regulate all aspects of the use, storage and disposal of controlled chemicals and to prevent environmental pollution, personal, property or public safety accidents caused by the mismanagement of controlled chemicals, this procedure has been developed.

为规范管制类化学物品的使用、储存和废弃等各个环节，防止因管制类化学物品管理不善而导致的环境污染、人身、财产或公众安全事故，特制定本程序。

2. Scope of Application 范围

The Procedure is applicable to the management of such processes as procurement, transportation, storage, handling, use and discarding of all Controlled Chemicals in Guangdong Technion-Israel Institute of Technology (GTIIT).

本程序适用于广东以色列理工学院(GTIIT)内所有管制类化学物品的采购、运输、储存、搬运、使用和废弃过程的管理。

3. Responsibilities 职责

3.1 Campus EHS Office 校园安全办公室

- Formulate and implement this document.
负责本文件的制定和推行；
- Declare for the procurement permit of explosive, precursor and highly toxic chemicals;
负责学校易制爆、易制毒、剧毒化学品购买许可证的相关申报工作；
- Renew the chemicals information management system according to update inventory information from chemicals warehouse.
根据化学品仓库到货情况更新管制类化学品信息管理系统信息；
- Assist labs in new Controlled Chemicals application and assessment.
协助进行新引入管制类化学品申请和评估；
- Review the qualification of Controlled Chemicals suppliers.
审核管制类化学品供应商资质；
- Inspect the use and storage of chemicals on a regular basis.
定期抽查学校化学品的使用和储存工作；
- Organize the managers and users from labs, chemical warehouse, EHS and campus security office of controlled chemicals to attend external professional training.
组织实验室、化学品仓库、校园安全办公室，校园安防中心涉及管制类化学品的管理人员和使用者参加外部专业培训。

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3.2 Logistics Department - Chemicals Warehouse

后勤部 - 化学品仓库

- Coordinate new Controlled Chemicals application and assessment in the Campus, and assist in identifying the risk of new chemicals.
负责协调学院内新引入管制类化学品申请和评估，协助新引入管制类化学品危险性的识别；
- Regularly collect the purchase request information about various chemicals (including MSDS material safety data sheet of the purchased materials), and submit to EHS Officer after summarizing.
定期收集各类化学品请购信息（包括采购物料的 MSDS 物料安全数据表。）汇总并提交至校园安全办公室负责人。
- Update the Controlled Chemicals management list of the Campus according to new chemicals.
负责根据新进管制类化学品更新校内化学品管理清单；
- Store and manage chemicals in the Campus (including inventory record, loading, unloading, storage, abandonment and waste management), and finish such management work as monthly inventory and statistics.
负责学校化学品的仓储管理工作，包括：清点入库、装卸和储存、报废和废弃物管理；以及月度盘点统计等管理工作；
- Keep inventory record by comparing the using record of laboratory strict controlled chemicals.
根据各实验室管制类化学品使用安全使用记录核销管制类化学品库存信息；
- Assign the relevant warehouse personnel to participate in the relevant controlled chemical training, and obtain the corresponding qualification certificate.
指派仓库相关人员参加管制类管化学的相关管理培训，并取得相应的资格证书。

3.3 Purchasing Department 采购部

- Require the Controlled Chemicals supplier to meets relevant chemicals selling qualification, and the carrier has corresponding chemicals transportation qualification;
要求并核实化学品供货商满足相应的管制类化学品销售资质，运输商具备相应的管制类化学品运输资质；
- Purchase relevant Controlled Chemicals according to the summarized chemicals procurement information;

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根据汇总的管制类化学品采购信息，完成管制类化学品的采购工作；

- Assist in the qualification review of Controlled Chemicals supplier;
协助管制类化学品供应商资质审核工作。

3.4 Controlled chemicals user (Labs)

管制类化学品使用单位（实验室）

- Identify the risk of new chemicals.
负责新引入管制类化学品危险性的识别；
- Organize the new chemicals application and assessment.
负责组织进行新引入管制类化学品申请和评估；
- Take charge of the management of controlled chemicals.
负责所购买管制类化学品的安全管理；
- Pick up relevant raw materials from warehouse, and take charge of temporary storage in the lab, handling safety.
负责实验原料的搬运、实验室内现场原料的暂存、搬运、使用安全；
- Regularly report controlled chemicals management to chemicals warehouse.
每学期开学前，向化学品仓库提供管制类化学品管理使用计划。
- Assign the relevant lab staff to participate in the relevant control chemicals training, and obtain the corresponding qualification.
指派实验室相关人员参加管制类化学的相关管理培训，并取得相应的资格证书。

3.5 Campus Operations Department- Security Office 校园运营部-安防中心

- Responsible for the security management of controlled chemicals on campus.
负责校内管制类化学品的安防管理工作；
- Coordinating personnel on campus to be familiar with the security management requirements of controlled class chemicals.
协调校内人员熟悉管制类化学品安防管理要求；
- Assigning relevant personnel of the Security office to attend the relevant control chemicals training, and obtain the corresponding qualification.
指派安放中心相关人员参加管制类化学的相关管理培训，并取得相应的资格证书。

4. Terminology 术语

- Controlled Chemicals: all Controlled Chemicals goods in the Institute, including chemicals,

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finished products, chemicals reagents for teaching or research experiment.

管制类化学品：指学校内所有公安系统管制类化学物品，包括化学品、成品、化学试剂，用于教学和科研实验的化学物质。

- Type of Controlled Chemicals: Precursor Chemicals, Explosive Chemicals and Highly Toxic Chemicals etc.

管制类物品类型：易制毒化学品、易制爆化学品及剧毒化学品等。

- MSDS: Material Safety Data Sheet

MSDS：物料安全数据/化学品安全技术说明书

- EHS: Environment, Health, and Safety

EHS：职业健康安全环保

- GHS: Globally Harmonized System of Classification and Labeling of Chemicals

GHS：全球化学品统一分类和标签制度 (Globally Harmonized System of Classification and Labeling of Chemicals) 简称 GHS

5.0 Flow 流程

5.1 Application of New Chemicals 新引入管制类化学品

5.1.1 Pre-procurement Assessment 采购前评估

- Before procurement of all new strict controlled chemicals, the Purchasing Department shall ask the supplier for MSDS, product safety label and other necessary information for risk assessment, which can help the principal of the lab and EHS Department to do the assessment, and then register in the MSDS database under the document control management system.

所有新引进管制类化学品在采购前，必须由采购部向管制类化学品供应商索取 MSDS、产品安全标签以及其他用于风险评估所需要的信息，提供给学院负责人和学院 EHS 部门评估通过，并在文控管理系统下的 MSDS 数据库中完成登记；

- During chemicals registration, EHS shall assess according to the characteristics of chemicals, fill in the chemicals hazard assessment information sheet, judge the inflammability, reactivity and health impacts of this material, make sure that the environmental facilities comply with the chemicals storage and operation requirements, and select appropriate PPE.

EHS 进行管制类化学品登记时应根据新化学品性质评估，填写化学品危害评估信息表，判断此物料的易燃性、反应性、对健康等方面的影响，确保使用环境设施设备符合化学品储存和操作要求，并为之选择合适的个人防护用品；

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- The Controlled Chemicals User Department or Chemicals Warehouse Manager shall fill in the new material application in ERP. After being agreed by the program head and get EHS assessment approval, it shall be submitted to the Purchasing Department.

由管制类化学品使用部门或化学品仓库负责人在 ERP 系统上填写购买申请，经过使用管制类化学品学科负责人及 EHS 负责人评估同意后，方可交给采购部进行该化学品的采购；

- The purchaser shall notify the chemicals supply quantity, packaging, transportation, and loading & unloading requirements, so as to prevent environmental pollution accident in the transportation, loading and unloading process.

负责采购的人员告知化学品供应商数量、包装、运输及装卸要求，以防止运输及装卸过程中发生环境污染事故。

5.1.2 Pre-procurement Qualification Review (for Hazardous Chemicals Suppliers)

采购前资质审核（针对管制类化学品供应商）

- Prior to procurement, the Purchasing Department and EHS shall review the supplier qualification (refer to the *Supplier HSE Assessment Form*), and confirm that the supplier is qualified for corresponding hazardous chemicals safety production license or business certificate.

购买前，采购部和 EHS 应对供应商进行资质审核（参照《供应商健康安全环保表现评估表》），确认其具有相应的危险化学品安全生产许可证或经营许可证的资格；

- Prior to procurement, it needs to make sure that the precursor, explosive and highly toxic chemicals supplier has a compatible precursor, explosive and highly toxic chemicals business certificate.

购买管制类化学品前，必须确认管制类化学品供应商具备合规的管制类化学品经营证书。

- Before procurement, the Purchasing Department shall review the qualification of the carrier, and make sure that it has corresponding hazardous chemicals road transportation certificate.

购买前，采购部应对运输商进行资质审核，确认其具有相应的危险化学品道路运输资证。

- Before procurement, priority shall be given to the supplier recycling packing materials while meeting other requirements, so as to achieve the purpose of environmental protection, energy saving, and emission reduction.

购买前，满足其他要求的同时优先选择包装物回用的供应商，以达到保护环境，节

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能减排的目的。

- For the procurement of precursor, explosive and highly toxic chemicals, the purchasing specialist needs to unify every quarter the species and quantity of precursor, explosive and highly toxic chemicals used by the Institute, and purchase in a centralized way.

针对管制类化学品采购，采购专员需每季度针对使用管制类化学品的学院统一采购品种和数量，进行季度式集中式采购。

5.1.3 Confirmation and Assessment of Purchase Quantity 购买量的确认与评估

- Every purchase quantity must be less than or equal to the maximum quantity of substitute material, making sure that the inventory of single chemicals doesn't exceed 500kg in the warehouse. The inventory of chemicals in the warehouse cannot exceed the maximum allowable storage of this warehouse.

管制类化学品每次采购原料的量必须小于或等于单一管制类化学品仓库最大储存量，如：

- precursor chemical 易制毒 450kg;
- explosive chemicals 易制爆 150Kg;
- highly toxic chemicals 剧毒 50Kg;

严禁仓库内化学品存量超过该仓库的最大允许储存量。

In general, the quantity requirements for a single purchase of controlled chemicals are as follows.

一般情况下，单次采购管制类化学品数量要求如下：

- The single purchase quantity of precursor chemicals shall not exceed 50kg.
易制毒化学品单一采购量不得超过 50kg;
- The single purchase quantity of explosive chemicals shall not exceed 50kg and the total quantity shall not exceed 150kg.
易制爆化学品单一采购量不得超过 50kg，总量不得超过 150kg.
- The single purchase quantity of highly toxic chemicals shall not exceed 1Kg.
剧毒化学品单一化学品不得超过 1Kg.

If the amount of raw material requisitioned exceeds the maximum purchase quantity, the using department should apply from EHS to conduct a risk assessment and submit the application to the Campus management for approval.

如果原料申购量超过最大采购量时，使用部门应申请校园安全办公室协同进行危险性进行评估，提交申请至学院管理层批复许可。

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- Labs shall put forward regular chemicals subscription application to the academic administrator every quarter. The purchase quantity shall be jointly approved by the chemicals user department and EHS of the Institute Construction Department.

每一季度，各学科和实验室定期向学术管理员和采购提出管制类化学品申购申请，由化学品使用学科汇总信息至采购部，通过 ERP 统一批准购买量；

Strict control chemicals purchasing must be confirmed by EHS and central chemicals warehouse through ERP system before purchasing.

采购必须通过 ERP 系统经过校园安全办公室和化学品仓库确认后方可进行采购。

- Subscription frequency of precursor, explosive and highly toxic chemicals:

管制类化学品申购频率：

Precursor chemicals: purchase based on the actual needs, once a quarter (before semester, or mid-term);

易制毒化学品：根据实际需求采购，每季度一次（一般为开学前，期中）；

Explosive chemicals: purchase based on the actual needs, once a quarter; (before semester, or mid-term)

易制爆化学品：根据实际需求采购，每季度一次（一般为开学前，期中）；

Highly toxic chemicals: purchase based on the actual needs, at most once a semester (before semester);

剧毒化学品：根据实际需求采购，每学期一次（一般为开学前）；

Before applying for purchasing Controlled Chemicals (including: highly toxic chemicals, explosive chemicals and precursor chemicals), the user must submit the semester use plan with approval to the person in charge of the chemicals warehouse.

管制类化学品(包含剧毒化学品、易制爆化学品、易制毒化学品)申购前，使用者必须向化学品仓库负责人提交经批准的学期使用计划。

- For the transportation application of precursor, explosive and highly toxic chemicals, EHS and the police at the receiving place shall apply for permit purchasing online. The purchaser shall hold the precursor, explosive and highly toxic chemicals purchase permit to purchase from the supplier with the operation qualification of precursor, explosive and highly toxic chemicals.

管制化学品的运输申请由管制类化学品供应商与接收地公安部门进行网上运输许可证申请；

采购持管制化学品购买许可证向具备管制化学品经营资质的供应商购买；

Before the supplier delivers the Strict Controlled Chemicals, it must provide formal written

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letter to the applicant of security network registration system and the warehouse manager to confirm the delivery and arrival time, and the campus system applicant will fill in the relevant information of the public security management system.

供应商发货前，必须和学校负责公安网络登记系统的负责人和仓库负责人进行书面沟通，确定发货和到货时间，并由校方填写公安网络发货相关信息。

Controlled Chemicals must be shipped and stored online within the specified time limit. If there is any abnormal situation, the supplier, system applicant and school warehouse manager must immediately communicate and determine follow-up measures to avoid violations case happen.

管制类化学品必须在规定的期限内完成网上发货和入库，如有任何异常，供应商、网络登记负责人和学校仓库负责人必须立即沟通，确定跟进措施，避免发生违规事件。

5.2 Transportation and On-site Loading & Unloading 运输及场内装卸

- The transport vehicles of Controlled Chemicals shall have corresponding Controlled Chemicals road transportation certificate.

管制类化学品的运输车辆，应具有相应的危化品道路运输经营许可证；

- The driver and the escorting personnel shall have corresponding transportation or escorting qualification (road transportation employee qualification certificate).

司机和押运人员应具备相应的运输或押运资质(道路运输从业人员资格证件)；

- For the transportation of precursor, explosive and highly toxic chemicals, the corresponding chemicals supplier shall select a company with the transportation qualification of precursor, explosive and highly toxic chemicals as stipulated by relevant national laws and regulations. 针对管制类化学品运输，则由相应的化学品供应商选择具备国家法规规定的管制类化学品运输资质公司进行运输。

- The transportation of controlled chemicals must be transported by the employer and the warehouse owner to the temporary storage point of the laboratory to ensure that there are no problems with the controlled chemicals from the warehouse to the temporary storage point, and they should be kept by the laboratory owner.

管制类化学品的运输，必须由领用者和仓库负责人同时运输至实验室暂存点，确保管制类化学品从仓库至暂存点无任何问题，交由实验室负责人保管。

For other relevant transportation safety requirements, please refer to the relevant national regulations on the transport of dangerous chemicals. On-campus transportation is carried out in

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accordance with the requirements of the “GTIIT_EHS_03_02_Chemicals Safety Management System”;

其他相关的运输安全要求请参照 国家相关危险化学品运输规定执行。校内运输则根据 “GTIIT_EHS_03_02_化学品安全管理制度” 要求进行；

- Before transferred the Controlled Chemicals into or out of GT, the reagent transfer process need to be completed in the public security management system.
- 在进行管制类化学品的转移（入校或者出校）前，都必须在公安管理平台完成相应的管制类化学品转移登记手续。

Remark : For transferring out of GT, labs should report to the chemicals warehouse manager, who will do the registration. For transferring into GT, the reagent owner can support to complete the registration before transferring the chemicals.

备注：对于转运出校的化学品，实验室需要上报中央仓库管理员，由其进行登记；对于转运入校的化学品，化学品所属单位呢/人员须进行登记。

- For the low concentration standard control chemicals purchasing. After consulting with the local police and related management associations, these chemicals need to formally management as Controlled Chemicals (at inventory and using), which means the using record is required that is same as the requirement of strict controlled chemicals.
- 关于低浓度标准试剂（含管制类化学品）购买。在与本地的公安及相关协会确认后，这一类化学试剂需要按管制类化学品的管理规范进行管理，需要进行使用记录的等级。

5.3 Storage 储存

5.3.1 Receive and Delivery of Controlled Chemicals 管制类化学品收发货

- The warehouse keeper shall check whether the label (correct, clear and complete) on the package of the arrived chemicals and the quantity are consistent with the purchase quantity when the material arrives.

仓库管理员需在到货第一时间，确定管制类学品包装上的标签（标签应正确、清晰、完整）和到货数量和采购量一致性，并清点入库；

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- The safety label and GHS label compatible with the requirements of relevant national standards must be provided on the package of hazardous chemicals.
危险化学品包装上必须有符合国家标准要求的安全标签GHS标签;
- All chemicals shall follow the principle of “first-in-first-out (FIFO)”, and stored in the appointed area in strict accordance with relevant provisions.
所有化学品应遵守先进先出的原则，并按规定严格遵循指定区域存储;
- When entering and going out of the warehouse and labs, the keeper must finish the checking and recording of the chemicals inventory system according to the standard requirements.
出入库时，仓库和实验室管理人员必须按规范要求完成化学品仓库系统统计和记录;
- The 3-level designated personal management mode of two persons and two locks shall be adopted when precursor, explosive and highly toxic chemicals are put in and out of the warehouse.
易制毒、易制爆、剧毒化学品出入库时，必须严格遵守双人双锁的专人三级管理模式;

5.3.2 Storage Requirements 储存要求

- The chemicals in and out of the warehouse shall be checked and registered, and inspected on a regular basis.
管制类化学品入库应当与采购单，运输单进行核查登记，并定期检查;
When receiving Controlled Chemicals from the warehouse, the semester usage plan of the lab or user must be available in warehouse. If it is the second time receive, the previous collection will be written off according to the previous usage plan and records. If the use record and receiving record is matched that will be allowed to receive the next batch of strict controlled chemicals.
管制类化学品出库，必须有该实验室或使用者的学期使用计划，如属于第二次领取，则需要根据前一次使用计划和记录来核销前一次领取量，确认匹配后才允许领取下一批管制类化学品。
Highly toxic chemicals are only allowed to receive the experimental amount each day of the lab, and apply the experimental amount according to the experimental plan.
剧毒化学品只允许每次领取实验室当天实验用量，并根据实验计划领取实验用量。
- Precursor, explosive and highly toxic chemicals must be stored in a special warehouse, and cannot be mixed with other chemicals for storage.

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易制毒化学品、易制爆、剧毒化学品必须专库储存，禁止和其他化学品混合储存；

- The inventory of precursor, explosive and highly toxic chemicals must be controlled in strict accordance with the requirements of relevant laws and regulations.

The maximum inventory of explosive chemicals in a single warehouse shall be controlled within 150kg, and highly toxic chemicals should be controlled within 50kg for the maximum storage in each storage warehouse, and within 25kg for a single package.

易制毒化学品、易制爆、剧毒化学品必须根据法规要求严格控制库存量。

易制爆单库内最大库存不得超过150Kg；

剧毒化学品单库内最大库存不得超过50Kg；

单一包装不得超过25Kg。

The maximum inventory for Controlled Chemicals in a single lab are as follows:

单个实验室管制类化学品最大库存量要求如下：

The total inventory of precursor chemicals shall not exceed 50kg;

易制毒化学品库存总量不得超过 50kg；

The total inventory of explosive chemicals shall not exceed 50kg;

易制爆化学品库存总量不得超过 50kg；

The total inventory of highly toxic chemicals shall not exceed 1Kg.

剧毒化学品库存总量不得超过 1Kg.

- The storage cabinet in the lab’s temporary storage cabinet must also be double-locked with two keepers, keep the using record according to using plan.

实验室暂存间内储存柜也必须进行双人双锁，根据使用计划登记使用台账。

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管制类化学品其储存要求，具体请参照“GTIIT_EHS_03_04 化学品安全管理制度”要求进行；

5.3.3 Handling, Loading and Unloading in the Institute 校内搬运和装卸

- Before handling, loading, and unloading, it needs to check whether the package leaks, and operate according to the notes and storage & transportation signs on the package.

搬运和装卸前，应先查看其包装是否存在泄漏，按照包装上的注意事项及储运标志操作；

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- If occur any leakage spill or steal case, report to campus ERP team and EHS without any delay.

发生任何泄露或者丢失，必须第一时间汇报至校应急小组，以及校园安全办公室跟进处理。
- In the process of handling, loading, and unloading, proper PPE shall be selected and worn according to the nature of the operated chemicals.

搬运和装卸时，应根据所操作化学品性质选择并佩戴合适的个人防护用品；
- The chemicals shall be handled, loaded and unloaded with great care. It is prohibited to drag and roll over, so as to prevent bump and dump. Special transport vehicles shall be used for transportation within the Institute.

搬运和装卸时，轻拿轻放、严禁拖拉翻滚、防止撞击及倾倒，使用专用的运输车辆进行校内运输；
- The handling, loading and unloading equipment and tools for combustible and explosive chemicals shall comply with the explosion-proof requirements.

对易燃易爆化学品，搬运和装卸的设备和工具应符合防爆要求；
- Proper control measures shall be taken to prevent leakage of the materials with great impacts on the environment and personnel.

对于环境和人员存在较大影响的物料，必须做好防泄漏的控制措施。

5.4 Use Management 使用管理

- When applying for controlled chemicals, the previous use record is required to perform the warehouse write-off of the previously used control chemicals and keep the records in the chemicals warehouse.

If it is the first time to receive the controlled chemicals for lab, there is no need to provide a record of the previous use.

申领管制类化学品时，需提供前次使用记录对前一批使用的管制类化学品进行仓库核销，并将记录保存在化学品仓库处。

如果是第一次领取该管制类化学品，则无需提供前次使用记录。
- Controlled Chemicals in lab should not exceed the amount of two days' usage. Highly toxic chemicals muse be controlled for the day's usage and used up the same day.

实验室现场的管制类化学品不应超过两天的使用量；

剧毒品必须控制为当天使用量，当天使用完。

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- Abnormal loss of precursor, explosive and highly toxic chemicals by leakage caused by the broken container in the transportation process shall be immediately reported to the chemicals warehouse keeper. Besides, it also needs to write an accident report, and properly record and register the accident.

管制化学品如果发生非正常损耗，如容器运输期间破损导致泄漏，需要立即汇报化学品仓库管理员，编写事故报告，并做好相关事故记录和备案登记；

- Highly toxic chemicals shall be separately stored in the special storage cabinet with two locks, and managed according to the system of “five duals”, namely dual-person storage, dual-person reception, dual-person use, dual lock and dual account (warehouse reception registration and laboratory use registration).

剧毒化学品应单独存放在双锁的专用储存柜中，实行“双人保管、双人领取、双人使用、双把锁、双本帐（仓库领用登记，实验室使用登记）”的“五双”制度管理；

- The user should be qualified for the use of highly toxic chemicals with using license issued by authority.

使用者应具有剧毒培训机构颁发的剧毒化学品使用操作资格证。

- If the precursor, explosive and highly toxic chemicals are lost, stolen and robbed, the case shall be immediately reported to ERT, chancellor and the local police, and reported to the food & drug supervision and management department of the local people’s government at the county level, the safety production supervision and management department, the competent education department or the competent hygiene department at the same time.

易制毒、易制爆、剧毒化学品丢失、被盗、被抢的，应立即汇报校内应急响应小组、校长和当地公安机关，并同时报告当地的县级人民政府食品药品监督管理部门、安全生产监督管理部门、教育主管部门或者卫生主管部门；

- In every January, the chemicals warehouse needs to submit the copies (with the official seal of the Institute) of the use management records and the transaction records of precursor, explosive and highly toxic chemicals to the competent police for filing.

化学品仓库每年一月份需将上一年度所有易制毒、易制爆、剧毒化学品使用管理台帐和交易记录台帐复印件加盖学校公章后提交至去公安主管部门审查备案；

5.5 Abandonment of Controlled Chemicals 管制类化学品废弃

- All abandoned chemicals shall be classified, identified and disposed of in strict accordance with the Waste Management Procedure.

所有废弃的管制类化学品应严格按照《废弃物管理程序》进行分类、标识及处置；

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- The chemicals abandoned by the laboratory or the warehouse must be collected by special container, covered and sealed.

实验室或仓库废弃的管制类化学品，必须使用专用容器收集，加盖密封；
- In the experiment, it needs to consider the disposal of precursor, explosive and highly toxic chemicals waste in advance. In case of disposal of precursor, explosive and highly toxic articles, a compatible company with corresponding qualification shall be found for treatment in strict accordance with relevant laws and regulations.

实验时应提前考虑易制毒、易制爆、剧毒化学品的废弃，如涉及易制毒、易制爆、剧毒品废弃，应严格依法依规找符合处理资质的公司进行处理。

5.6 Emergency Management 应急管理

- Leakage prevention shall be considered for the use and storage of chemicals. If chemicals leakage is caused carelessly, the case shall be handled according to the Chemicals Leakage Management Guidelines.

化学品的使用和储存应考虑防泄漏，如果不慎造成化学品泄漏，按《化学品泄漏管理指引》进行处理；
- The Institute shall formulate a special chemicals accident emergency plan according to the practical situation, organize the laboratory for corresponding drill according to the plan, and properly keep relevant records.

学校根据实际情况编制化学品事故专项应急预案，并根据预案组织实验室进行针对性演练，做好相关记录。

5.9 Document Control Requirement of Controlled Chemicals 管制类化学品文控要求

Except to follow the general chemicals management requirements, such as the "GTIIT_EHS_03_02_ chemicals safety management system" requirements, also need to follow the below requirement for strict controlled chemicals;

除了满足管一般化学品管理要求，如“GTIIT_EHS_03_02_化学品安全管理制度”要求外，还需满足下列内容；

- The Purchasing, application and inventory of precursor, explosive and highly toxic chemicals must be put on record in the police management system in time.

易制毒、易制爆、剧毒等化学品购买、收发货必须在公安机关备案及按时完成登记流程；

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- The principle of “Double-person Double-lock, and three level approval system of special-warehouse management” shall be implemented for the storage of precursor, explosive and highly toxic chemicals.

易制毒、易制爆、剧毒等化学品的储存实行双人双锁，三级管理制度专库管理；
- The ingress and egress records on precursor, explosive, highly toxic and other chemicals shall be kept for at least three years.

保留易制毒、易制爆、剧毒等化学品的出入库记录至少三年以上；
- For relevant record requirements in procurement, transportation, storage, and abandonment, please refer to various standard requirements.

相关的购买、运输、储存、废弃等要求,请参考各项规范要求执行登记记录。

6.0. Attachments 附件