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File name 文件名	Strict Controlled Chemicals Safety Management Procedure 管制类化学品安全管理制度	

Approval process 审批过程

	Name 姓名	Title 职务	Signature 签名	Date 日期
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		PVC meeting (safety committee)		

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)
03	2023-10-01	Update and Review (with red font) 更新及复审(红色字体部分)

Relevant departments (select relevant departments with a "√") 相关部门 (用√勾选相关部门)

RIGS 研究创新和研究生部	√	Operation Dept. 校园运营部	√	EHS office 安全办公室	√
U.G. Dept. 本科教学部	√	Procurement 采购部	√	Logistics 后勤部	√

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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 potential 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 usage, 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, usage, 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 EHS Office 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 chemical warehouses.
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 usage and storage of chemicals.
抽查学校化学品的使用和储存工作；
- Provide internal and external training, such as internal controlled chemicals usage and management, and organize the managers and users from labs, chemical warehouse, EHS office, and campus security office of controlled chemicals to attend an external professional training.

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提供内部和外部培训，例如，内部管制类化学品使用和管理，并组织实验室、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。

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 additional, 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, implementing monthly inventory count 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 usage records of strict controlled chemicals in the labs
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 meet relevant chemicals selling qualification, including validating the carrier's corresponding chemicals transportation license.
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

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管制类化学品运输资质;

- Purchase relevant Controlled Chemicals according to the summarized chemicals purchasing information;
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 suppliers.
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, including handling them safely.
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 of the 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。
- Take charge of handling of controlled chemicals in case of emergency.
主导实验室内管制类化学品的应急处置。

3.5 Campus Operations Department- Security Center 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

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training, and obtain the corresponding certificate.

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。

- For the security requirements of controlled chemicals, the configuration of relevant security facilities and equipment on campus should be clarified.

针对管制类化学品安防要求，明确校内相关安防设施设备的配置。

4. Terminology 术语

- Controlled Chemicals: all Controlled Chemicals goods in GTIIT, including chemicals, finished products, and chemicals reagents for teaching or research experiments.

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, Potential explosive chemicals , 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

- Small dosage storage site: the School currently belongs to the small dosage control chemical storage site, meaning - the total amount of potential explosive chemicals in the school cannot exceed 50kg.

小剂量存放场所：学校目前属于小剂量管制类化学品存放场所，即校内所有易制爆化学品用量不超过 50kg。

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 any new strict controlled chemicals, the Purchasing Department shall ask the supplier for MSDS, product safety label, and other necessary information for

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risk assessment, which can help the principal of the lab and EHS Department make assessment and register in the SDS 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 SDS、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 the registration of the chemicals, EHS shall make an assessment according to the characteristics of the 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 chemical 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；

- The Controlled Chemicals User Department or Chemicals Warehouse Manager shall fill in the new material application in ERP. After the program head's approval and EHS assessment's approval, the application 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 declare the chemicals supply quantity, packaging, transportation, and loading & unloading requirements, so as to prevent environmental pollution incidents in the transportation, and 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 EHS Assessment Form*), and confirm that the supplier is qualified according to a corresponding hazardous chemicals safety production license or a 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

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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, a 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 GTIIT, and purchase the chemicals via the Purchasing Department.

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 a single chemical does not exceed 500kg, stored in the 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 易制毒化学品 450kg
- Explosive chemical 易制爆化学品 50Kg
- Highly toxic chemical 剧毒化学品 20Kg

The inventory of chemicals in the warehouse cannot exceed the maximum allowed storage of this warehouse.

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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 potential explosive chemicals shall not exceed 25kg and the total quantity shall not exceed 50kg.
易制爆化学品单一采购量不得超过 25kg，总量不得超过 50kg.
- 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 to 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。

- Labs shall forward controlled chemicals application to the logistics-warehouse every quarter. The purchase quantity shall be jointly approved by EHS, the logistics-warehouse, and the academic management by following the ERP purchasing process.

每一季度，各实验室定期向后勤仓库管理员提出管制类化学品申购申请，由安全办公室，后勤仓库和学术管理人员通过 ERP 采购系统统一批准购买量。

Before proceeding with the procurement process, the toxic chemicals must have an experimental hazard risk analysis form signed by the lab principal investigator or lab manager and the documentation of permission to use by the department chair (either by email or by signing the experimental hazard analysis form to confirm that the lab can use it).

剧毒化学品必须提供经由实验室首席研究员或实验室负责人签字的实验危害风险分析表，和系主任许可使用的文件（可以邮件或在实验危险风险分析表上签字确认同意该实验室可以使用）后，方可进入采购程序。

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

管制类化学品申购频率：

Precursor chemicals: once a quarter, based on the actual needs, (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）；

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Potential explosive chemicals : once a quarter, based on the actual needs, (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: once before the semester begins, based on the actual needs ;

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, potential explosive chemicals , and precursor chemicals), the user must submit the approval of the semester usage plan 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 online for a purchasing permit. The purchaser shall use this 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 letter to the applicant of security network registration system and the warehouse manager to confirm the delivery and arrival time; the campus system applicant will fill in the relevant information in 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 complete the online inventory data update 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 any violations of the regulations.

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 运输及校内装卸

- The transport vehicles of Controlled Chemicals shall have corresponding Controlled

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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; after transportation, the chemicals 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 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 needs 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 transporting controlled chemicals out of GT, labs should report to the chemicals warehouse manager, who should complete the registration. For transporting into GT, the reagent owner can support completing the registration before transporting the chemicals.

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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 manage as Controlled Chemicals (at inventory and usage), which means a usage record is required that matches the requirement of strict controlled chemicals.

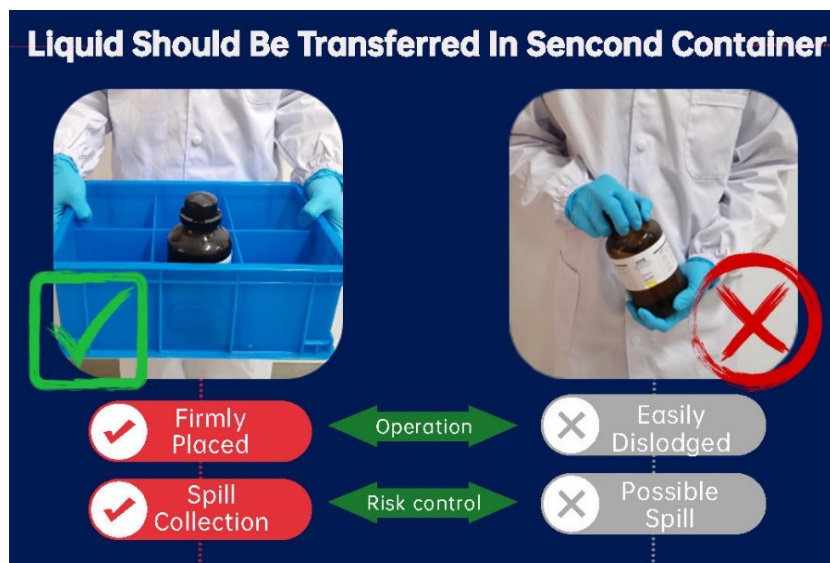
关于低浓度标准试剂（含管制类化学品）购买。在与本地的公安及相关协会确认后，这一类化学试剂需要按管制类化学品的管理规范进行管理，需要进行使用记录的等级。

5.3 Storage 储存

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

- When receiving potential explosive chemicals and highly toxic chemicals from the warehouse, two people from the lab must arrive together to the warehouse to receive the chemicals. To be eligible to receive potential explosive chemicals and highly toxic chemicals, the recipient must pass the MOODLE controlled chemical examination.
领用易制爆化学品和剧毒化学品时，实验室必须有两人同时到仓库领取。
领用人员必须通过MOODLE管制类化学品考核，方具备领取资格。
- When transporting, chemicals with conflicting suitability should not be transported together at the same time.
在进行运输时，不得同时运输存在适配性冲突的化学品。

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- When the material arrives, the warehouse keeper shall check whether the label on the package of the arrived chemicals is correct, clear, and complete, and the quantity is consistent with the purchase quantity.

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；
- 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 warehouse 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 implemented 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；

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5.3.2 Storage Requirements 储存要求

- The chemicals in and out of the warehouse shall be checked, 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 the warehouse. If it is received the second time, the previous collection will be written off according to the previous usage plan and records. If the usage record and receiving record match, it 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 can only be received according to the daily amount used by experiments in the lab, and according to the plan of the experiments.

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。

The warehouse does not perform chemical sub-packaging and separate bottling, nor does it accept the return of unsealed/unpacked chemicals from the labs.

仓库不进行化学品分包、分装操作，也不接受实验室返还已拆封的化学品。

- Precursor, explosive, and highly toxic chemicals must be stored in a special containers (designated cabinet), and cannot be mixed with other chemicals for storage.

易制毒化学品、易制爆、剧毒化学品必须专库(专柜)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 strictly, according to the requirements of relevant laws and regulations.

The maximum inventory of potential 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；

单一包装均不得超过25Kg。

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The maximum inventory for Controlled Chemicals in a single lab is 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 potential explosive chemicals shall not exceed 2kg;

易制爆化学品库存总量不得超过 2kg;

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 lab's temporary storage cabinet must be double-locked with two keepers and keep the usage record according to usage 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。

Please refer to “GTIIT_EHS_03_04 Chemicals Safety Management Procedure “for storage requirements of controlled chemicals;

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 GTIIT 校内搬运和装卸

- Before handling, loading, and unloading, the package needs to be checked whether it leaks and handled according to the notes of the storage & transportation instructions, written 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;

- If any leakage, spill, or steal case occurs, lab manager(PI) must report to the campus ET and EHS without any delay.

发生任何泄露或者丢失，材料管理人员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 specific 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;

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- The chemicals shall be handled, loaded, and unloaded with great care. It is prohibited to drag and roll over the material to prevent bumps and dump. Special transport vehicles shall be used for transportation inside the campus.

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 potential 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 that have great impact on 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

- Controlled chemicals are prohibited to be lent, transferred out, or transferred in.**

管制类化学品禁止出借、转让或者转入。
- When applying for controlled chemicals, the latest usage record is required to reflect the warehouse write-off of the previously used control chemicals; the records should be kept in the chemicals warehouse.

If it is the first time for the lab to receive the controlled chemicals, there is no need to provide a record of 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 the lab should not exceed the amount of two days' usage.

Potential explosive chemicals and highly toxic chemicals must be controlled for a day's usage and must be 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；

易制爆化学品和剧毒品必须控制为当天使用量，当天使用完。
- Abnormal loss of precursor, explosive, and highly toxic chemicals as a result of leakage caused by a broken container in the transportation process, shall be immediately reported to the chemicals warehouse keeper. Additionally, lab should also write an incident report, and properly record and register the incident.

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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，实验室编写事故报告，并做好相关事故记录和备案登记；

- Highly toxic chemicals shall be separately stored in a 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 usage 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 using highly toxic chemicals with a license issued by the relevant 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 or stolen, the case shall be immediately reported to ERT, the Chancellor office, and the local police, and reported simultaneously 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.

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 to the competent police for filing the copies (with the official seal of GTIIT) of the usage management records and the transaction records of precursor, explosive, and highly toxic chemicals.

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；

- **Before using highly toxic chemicals, high definition camera must be installed to cover the entrance of this lab, and its signal should be connected to the central CCTV system.**

使用剧毒化学品前，必须确保该实验室门口处完成设置高清摄像头，信号接入学校监控系统。

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 manner, according to the Waste Management Procedure.

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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；

- Chemicals, abandoned by the laboratory or the warehouse, must be collected in a 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；

- During any experiment, the user 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 and license shall be hired for strict treatment according to the 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。

- **When disposed of controlled chemicals, it is necessary to ensure the following items: 管制类化学品报废转移时，需确保：**

- **temporary storage should be available in the user's lab until the transport is completed.**

暂存在使用方暂存点直至办理完转出程序；

- **The packaging of the controlled chemicals is in good condition and according to the characteristics of the chemicals to avoid leakage during transportation.**

管制类化学品包装根据化学品特性进行良好的包装，避免运输过程中出现泄漏；

- **When transferring to a qualified disposal company, it is necessary for the user, EHS office, and the receiver to simultaneously confirm whether the quantity, packaging status, and transfer documents meet the requirements.**

移交至合规处理商处理时，需要使用方、安全办公室和接收方三方同时确认数量、包装状态和转移单证是否符合要求；

5.6 Emergency Management 应急管理

- **The lab PI or the chemical user should be responsible for the emergency response and handling of controlled chemicals in the lab.**

实验室负责人或化学品使用人员应负责实验室内管制类化学品的应急处置工作。

- Leakage prevention shall be considered when using and storing chemicals. If chemicals leakage happens, the case shall be handled according to the Chemicals Leakage Management Guidelines.

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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；

- GTIIT shall formulate a special chemicals accident emergency plan according to the practical situation, organize the laboratory for corresponding drills 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

On top of following the general chemicals management requirements, such as the "GTIIT_EHS_03_02_ chemicals safety management system" requirements, the relevant personnel also need to follow the below requirements 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 on 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；

- 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 the various standard requirements. Requirement can refer to the appendix for the regulations.

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。具体要求可以参考附录法规，查找对应的要求。

- **Conduct regular management meetings every six months, generally in early May and November. EHS office will organize the safety representatives of the programs, the**

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logistics warehouse personnel, the operation security office, and the property management to discuss various issues of controlled chemicals and receive updates about the procedures. 开展定期管制类化学品管理会议，每半年一次，一般为5月和11月初，由安全办公室组织各学科安全代表、后勤部仓库、运营安防办公室和物业管理部门对半年内的管制类化学品存在的问题和程序涉及的更新内容进行讨论。

6.0. Appendices and references 附录及参考资料

- **General rules for the storage of hazardous chemicals**
危险化学品储存通则
- **Hazardous chemicals catalog (including highly toxic chemicals)**
危险化学品目录
- **Classification and variety catalogue of precursor chemicals**
易制毒化学品的分类和品种目录
- **List of potential explosive chemicals**
易制爆危险化学品名录
- **Safety management technical rules for dangerous chemicals used in laboratory Part 2: Colleges and universities**
实验室危险化学品安全管理规范 第二部分：普通高等学校
- **Safety technical requirement and management specification for hazardous chemicals storage cabinet**
危险化学品储存柜安全技术要求及管理规范
- **Measures for Public Security Management of Explosive and Dangerous Chemicals (Ministry of Public Security Decree No. 154)**
《易制爆危险化学品治安管理办法》（公安部令第154号）
- **Public security protection requirements for hypertoxic chemicals and radioactive sources storage site**
剧毒化学品、放射源存放场所治安防范要求
- **Rule for storage of chemical dangers**
常用化学危险品贮存通则
- **Table of contraindications for the storage of hazardous chemicals**
危险化学品储存禁忌表
- **Public security requirements for storage sites of potential explosives**

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易制爆危险化学品储存场所治安防范要求

- **Public Security Regulations on Explosive and Hazardous Chemicals**

易制爆危险化学品治安管理办法

- **Measures for the Administration of Permits for the Purchase and Road Transportation of Highly Toxic Chemicals (Ministry of Public Security Decree No. 77)**

剧毒化学品购买和公路运输许可证件管理办法（公安部令第77号）

- **Laboratory Safety Code for Higher Education**

高等学校实验室安全规范

- **Laboratory Safety Checklist for Higher Education (2023)**

高等学校实验室安全检查项目表（2023年）