



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 procedure must be followed.

- Create an on-line Purchase Requisition (Researcher).
- Ensure Researcher Name and Biological Agents Permit Application (BAPA) Approval Number* are noted in the comments to Purchasing.
- 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 Health, Safety and Well-being
 - Fax the purchase order to the vendor

*If you are unsure about your BAPA Approval Number, please contact Courtney Voss at x88730 or cvoss2@uwo.ca.