Items Must Be Procured Through iProcurement

Below categories, regardless of dollar value, must be procured using High Value Purchase Order (HVPO) through
iProcurement system. Low Value Purchase Order (LVPO) or PCard must not be used for these purchases. Please use
the correct category code for each specific type of items. Requisitions not using the right category codes will be
returned.

1. Denatured Alcohol (DA) and Specially Denatured Alcohol (SDA)

DA and SDA are items regulated by the Excise Act, 2001 and related regulations. As a SDA registrant, the University is
required to maintain adequate books and records such as purchase orders. Requisitions for DA and SDA shall use
category code CHEM3.SUPP.

Denatured Alcohol (DA) refers to spirits that have been mixed with prescribed denaturants rendering the product non-
potable for human consumption and making recovery of spirits difficult. Duty and excise tax exemptions do not apply to
DA.

Specially Denatured Alcohol (SDA) refers to spirits that have been denatured for scientific or industrial uses in
accordance with prescribed grade-specific specifications. Duty and excise tax exemptions apply to SDA.

2. Radioactive Materials

Requisitions for radioactive material will be routed to Environmental Health and Safety Department for
approval prior to being processed by Purchasing Services. The category code for radioactive material is RAD.SUPP.

3. Live Animal (Vertebrates)

Requisition for live animal (vertebrates) will be routed to Animal Care Services for approval prior to being processed by
Purchasing Services. The category code for live animal (vertebrates) is ANIM3.SUPP. Please ensure the Animal
Utilization Protocol (AUP) number has been assigned by ACS prior to entering requisition and the AUP is clearly
indicated on the requisition.

4. Biological Hazardous Materials

Requisitions for biological hazardous materials will be routed to Environmental Health & Safety for approval prior to being processed by
Purchasing Services. The category code for biological hazardous materials is BIOHAZ.SUPP.

Biological hazardous material, also known as biohazards, refer to biological substances that pose a threat to the health
of living organisms, both human or animals. Biohazardous materials include infectious agents, (i.e., pathogens), or
materials produced by living organisms, (i.e., biological toxins), which may cause disease in other living organisms.
Examples of biohazards are: recombinant DNA, medical waste or samples of a microorganism, virus, bacteria, molds or fungus.

5. Hazardous Material Disposal Services

Requisitions for hazardous material disposal will be routed to Environmental Health & Safety for approval prior to being processed by Purchasing Services. The category code for hazardous material disposal is WASTE.SUPP.

The Environmental Health & Safety Department manages the University's hazardous waste disposal program. Please
contact EHS before you initiate any requisition for hazardous material disposal services. For more information on the
hazardous waste disposal procedure, please visit https://www.uoguelph.ca/hr/hr-services-environmental-health-safety-programs-laboratory-safety/hazardous-waste
Source URL: https://www.uoguelph.ca/finance/items-must-be-procured-through-iprocurement

Links
[1] https://www.uoguelph.ca/hr/hr-services-environmental-health-safety-programs-laboratory-safety/hazardous-waste