1. **New Category Code for Biological Hazardous Material**

Effective **December 1, 2015,** all purchases of Biological Hazardous Material, regardless of dollar value, have to be made via HVPO using category code BIOHAZ.SUPP. The buyer responsible for BIOHAZ is Randy Graham.

Biological hazardous material, also known as biohazards, refer to [biological](https://en.wikipedia.org/wiki/Biological) substances that pose a threat to the health of [living organisms](https://en.wikipedia.org/wiki/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](https://en.wikipedia.org/wiki/Microorganism), [virus](https://en.wikipedia.org/wiki/Virus), bacteria, molds or fungus.

The WHMIS symbol for biohazardous material is: 

All requisitions for biohazard will be routed to the University’s biosafety officer for approval prior to the issue of purchase orders.

1. **Special Categories Requiring Requisition Approval Prior to Purchases**

To summarize, currently there are four categories that requisitions must be approved by specific functional departments before they are processed into HVPOs by Purchasing Services:

|  |  |  |  |
| --- | --- | --- | --- |
| **Items** | **Category Code** | **Authorized Approvers** | **Functional Management Department** |
| Radioactive Material | RAD.SUPP | Domenico Barillari / Ryan Das | Environmental Health & Safety |
| Hazardous Material | WASTE.SUPP | Alicja Zachertowska | Environmental Health & Safety |
| Live Animal (Vetebrates) | ANIM3.SUPP | Lena Levison | Animal Care Services |
| Biohazardous Material | BIOHAZ.SUPP | Jennifer Minogue | Environmental Health & Safety |

Please note the original category code for radioactive material CHEM4.SUPP has now been inactivated.

1. **Change Orders to Existing Special Category POs To be Initiated by Online Requisition Only**

Effective immediately, for above special category purchases, any change orders to increase or change existing purchase orders will need to be made by submitting requisitions through the iProcurement. Email requests will be accepted only for order cancellation. This is to ensure the category approvers are aware of any such changes made to existing orders.

If you have any questions regarding above, please contact myreq@uoguelph.ca.