



## 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](mailto:cvoss2@uwo.ca).