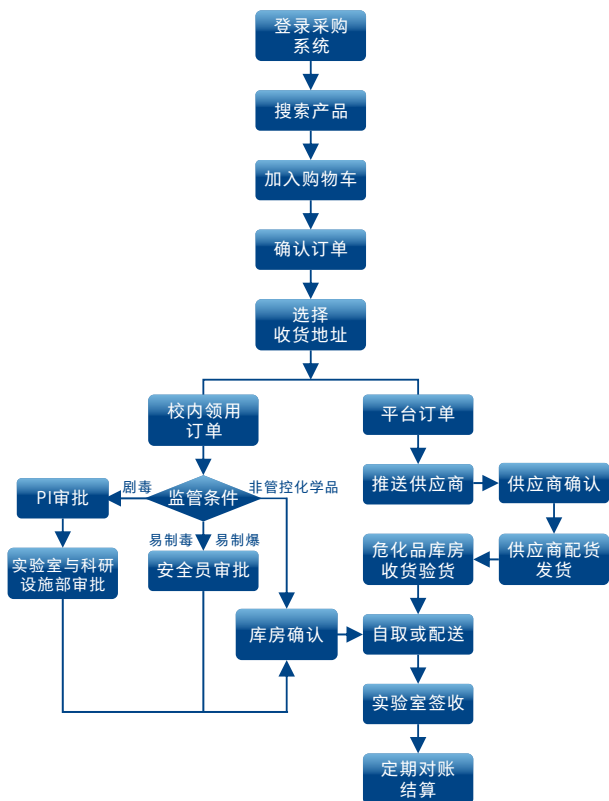


## 化学试剂采购流程图



## 云谷校区危化品库房简介

云谷校区危化品库房隶属我校实验室与科研设施部，是我校云谷校区化学品管理重要支撑机构。承担着化学试剂校内现货供应、暂存、周转、管控类化学试剂备案办理等工作。同时也为云谷校区各实验室提供试剂代管、安全标识标牌供应等服务。



云谷校区危化品库房位置



实验室与科研设施部网站  
(请先确认已连接校园网)



国际化学品安全卡  
(中文版)

## 西湖大学云谷校区 化学试剂购用指南

实验室与科研设施部 制

如有化学试剂安全使用、防护、紧急情况处理等咨询需求，可致电  
国家化学事故应急响应专线：0532-83889090。

云谷校区危化品库房地址：云谷校区西北角地下车库入口附近E7号楼  
Tel: (0571) 8811-1082

## Q1 怎么购买化学试剂？

A1: 请登录采购系统

( <https://supply.westlake.edu.cn/> ) ,  
建议切换至“化学分站”以及“云谷校区”, 在此  
您可以找到云谷校区危化品库房现货以及商城  
其他货品, 搜索后下单即可。



## Q2 剧毒品、易制毒、易制爆等管制类 化学品怎么购买？

A2: 根据国家相关法律法规, 剧毒品、易制毒、易  
制爆等管制类化学品均需学校持相应资质统一  
办理采购手续后方可购买。为方便师生, 缩短  
采购周期, 学校危化品库房备有一定现货, 您  
可通过采购系统查看、下单。如现货不符合您  
的使用需求, 您可以通过化学分站-实验室申  
购功能, 向危化品库房提出备货申请。



## Q3 非现货剧毒品、易制毒、易制爆等管制 类化学品采购周期要多久？

A3: 根据国家相关法律法规, 剧毒品采购资质需按  
品种办理, 且办理周期较长, 学校每半年会集  
中办理一次, 如有需求, 请提前通过化学分站  
-实验室申购功能提交详细需求。  
常用易制毒、易制爆采购备案周期需要约1-2  
周, 如遇供应商供应、运输或其他特殊原因延  
迟, 危化品库房将与您沟通是否换货等事宜。

## Q4 化学试剂如何收货验货？

A4: 注意! 根据国家危险化学品安全管理相关法律法  
规, 所有危险化学品必须由资质单位使用危险  
品运输车进行道路运输, 因此, 请勿签收通过  
邮政快递、私人或公共车辆转运的危险化学品。  
云谷校区危化品库房将承担本校区内危化  
品转运工作, 实验室开箱验货时, 请注意做好  
个人防护, 严格按照化学品安全技术说明书  
(MSDS)、国际化学品安全卡等进行操作。”  
请注意, 因危化品道路运输资质原因, 两校  
区校内现货不可跨校区配送。



## Q5 化学试剂费用如何结算？

A5: 校内现货库订单, 将每月集中结算一次。平  
台订单请自行与供应商进行对账结算。线下  
化学试剂清单, 建议采购前登录采购系统-  
系统外采购录入订单信息, 审批通过后将生  
成结算单, 作为报销凭证。

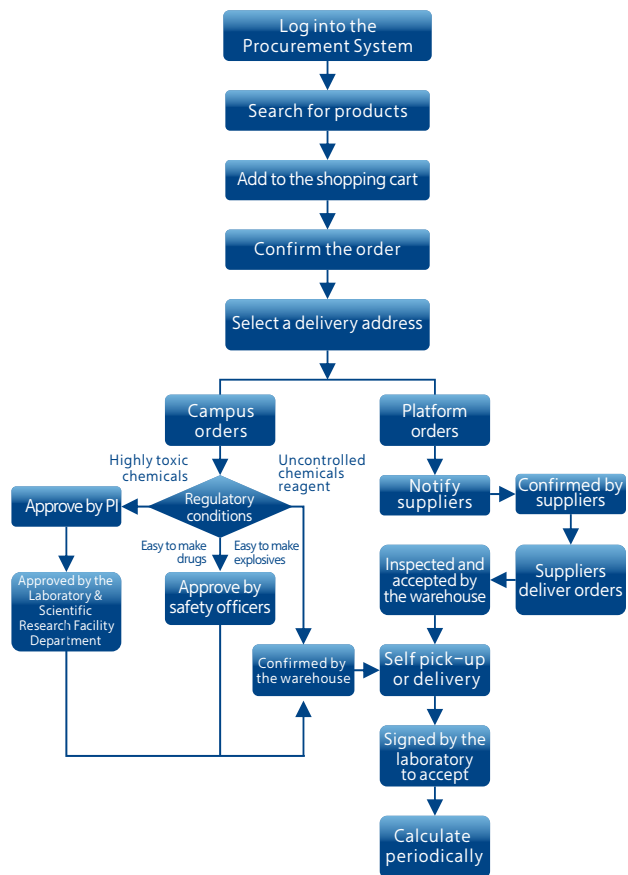


## Q6 实验室应如何对化学试剂进行安全管理？

A6: 可根据实验室化学试剂的种类、存量等实际  
情况, 建立实验室化学试剂安全管理规范,  
明确个人防护用品使用、台账登记、分  
类存放规范、日常安全检查要求等内容。在  
化学试剂存放柜附近张贴安全警示标识、  
《常用危险化学品储存禁忌物配置表》、  
化学试剂存量清单, 如有管控类化学试剂, 使  
用《实验室管控试剂记录本》进行逐次使用  
登记。

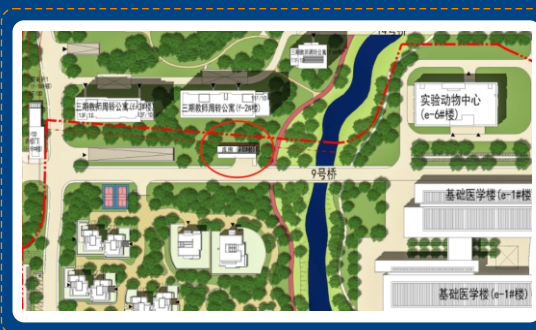


## Chemical Reagent Procurement Workflow



## Brief Introduction to the Yungu Campus Hazardous Chemical Warehouse

Pertaining to the Office of Laboratories and Research Facilities of the university, the Yungu Campus Hazardous Chemical Warehouse is responsible for supplying, temporarily storing, turning over and registering controlled chemical reagents in addition to managing reagents for each laboratory on the campus and offering them safety reminders.



Location of the Yungu Campus Hazardous Chemical Warehouse



Website of the Office of Laboratories and Research Facilities  
(please make sure that you have already linked with the intranet)



International Chemical Safety Cards (ICSCs)

For any consultation needs such as the safe use, protection, and emergency handling of chemical reagents, please call the National Chemical Emergency Response Hotline: 0532-83889090

Address of the Yungu Campus Hazardous Chemical Warehouse:  
Building E7 in the Proximity of Entrance to the Underground Parking,  
Northwestern Corner, Yungu Campus  
Tel: (0571)8811 1082

## Yungu Campus of Westlake University Chemical Reagent Procurement Guide

Office of Laboratories and Research Facilities



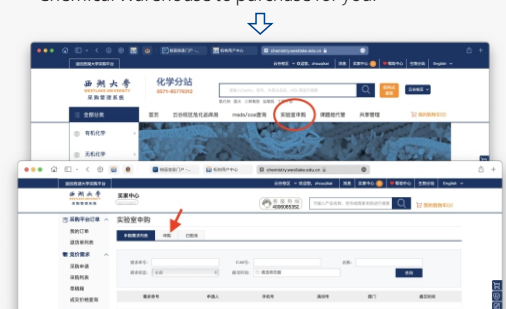
## Q1 How to procure chemical reagents?

A1: Please access the procurement system and it is suggested to switch to the "Chemistry Subsite" and "Yungu Campus" where you can locate chemical reagents currently available in the Yungu Campus Hazardous Chemical Warehouse and other products.



## Q2 How to procure controlled chemicals (highly toxic chemicals, precursor chemicals, explosive precursors)?

A2: In accordance with the relevant laws and regulations, the controlled chemicals must be purchased by a qualified organization or institute through the corresponding procurement procedures. For the sake of shortening the procurement cycle, the Hazardous Chemical Warehouse usually stocks a certain amount of those controlled chemicals for teachers and students to check and place an order if necessary. If what you need is not available, you can deploy the Laboratory Procurement Application function in the Chemistry Subsite to ask the Hazardous Chemical Warehouse to purchase for you.



## Q3 How long does it take to procure the out-of-stock controlled chemicals (highly toxic chemicals, precursor chemicals, explosive precursors)?

A3: According to the relevant national laws and regulations, highly toxic chemicals can only be purchased by an organization or institute with sufficient credentials that usually take a long time to apply for and obtain. So the university handles procurement applications once every half a year. If needed, please notify us through the Laboratory Procurement Application function. Regarding the out-of-stock precursor chemicals, explosive precursors, it usually takes 1~2 weeks to purchase. However, in case of delay caused by suppliers or other unforeseeable reasons, the Hazardous Chemical Warehouse will consult with you about purchase replacement.

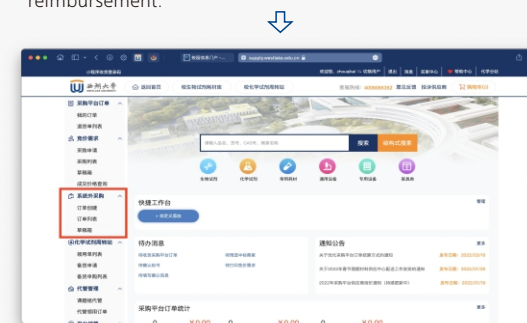
## Q4 How to carry out an acceptance on chemical reagents?

A4: Please note that as per the relevant national laws and regulations, all hazardous chemicals have to be transported via exclusive vehicles instead of express service. Please do not sign for hazardous chemicals transported by postal courier, private or public vehicles. The hazardous chemicals warehouse of Yungu Campus will undertake the transfer of hazardous chemicals within the campus. When unpacking, please pay attention to personal protection and operate in strict accordance with MSDS or ICSCs. Please note that due to the qualification of road transportation of hazardous chemicals, the spot chemical reagents in the two campuses cannot be distributed across campuses.



## Q5 How to cover the expenses of chemical reagents?

A5: For in-stock chemical orders, we settle accounts once every month; for store orders, please check and settle accounts with the suppliers; for chemical offline orders, it is suggested to log into the procurement system and input the relevant order information before purchasing. Under such circumstances, orders that have been approved can be used as evidence for reimbursement.



## Q6 How do laboratories manage chemical reagents safely?

A6: We formulate the laboratory chemical reagent safety management regulations as per the actual situation of the laboratory chemicals, for example, categories and inventory, in which the aspects concerning the use of personal safety protection supplies, registration, classification storage and daily safety inspection requirements must be clarified. It is necessary to keep the safety warning labels, the Common Hazardous Chemical Storage Incompatible Substance Configuration List as well as the chemical reagent inventory form near the chemical reagent storage cabinet. Regarding controlled chemical reagents, the Laboratory Controlled Reagent Register is used every time for record.