#### General information

Substance Management Plan checklist – research, analysis & teaching

The purpose of this checklist is to assist General Approval holders in ensuring that the information included in the Substance Management Plan (SMP) complies with the requirements set out in the Departmental Standard, ‘*Substance management plan for regulated poisons – version 1’*. If the general approval holder already has a chemical management system or related risk management documentation in place with all the information required in this checklist, then this existing documentation can be referred to collectively as the SMP.

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| 1. General requirement - Governance and operational arrangements
 | Yes / No |
| For defined roles, responsibilities, and delegations, including for the SMP: a. Identify legislative and national Poisons frameworksb. Description of key substance groups used and broad types of usesc. Identify supporting frameworks within the organisation e.g. ethics committees, safety committees, risk management systemsd. Include definitions for SMP manager, substance users, trainers, auditors, drugs officers etc., |  |
| Provide operational details including: a. date of commencement and whom the SMP applies tob. identify roles and the operational functions and obligations of each role, including role limitations and obligations c. Key procedures used in poisons managementd. How is operational use separated from storage access |  |

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| 1. General requirement – Storage requirements
 | Yes / No |
| Storage and use location:a. Identify building and room details b. Where are approvals storedc. Details on types of storage container and chemical segregation usedd. Other security systems in place |  |

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| 1. General requirement – Dealings with regulated substances
 | Yes / No |
| Information on manufacture (if applicable), purchase, possession, supply, use, and disposal: a. Identify the types of substances possessed, applied, issued, manufactured, supplied and disposed of on a general basis (use historical information as a basis)b. Criteria for dealing with regulated substances e.g. criminal history, employment etc. |  |

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| 1. General requirement – Training and competency
 | Yes / No |
| Information on the minimum training and/or competency level of all personnel involved:a. Formal qualifications requiredb. Minimum training required |  |

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| 1. General requirement – Manufacture
 | Yes / No |
| For substances deliberately or incidentally manufactured on sites nominated under the SMP:a. Description or reference to quality assurance program/sb. Description of procedures for ensuring that only appropriately authorised persons deal with high-risk poisonsc. Description of training and competency requirements, supervision and process control measures |  |

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| 1. Specific requirement – purchasing/buy
 | Yes / No |
| Description of procedures for: a. ensuring that only appropriately authorised persons buy and receive regulated substancesb. Identify any other supporting systems e.g. quality systems |  |

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| 1. Specific requirement – possess
 | Yes / No |
| Provide details for:a. Storage arrangements to prevent cross contamination (e.g. segregation of substances, design and construction of storage areas, etc.)b. Access controls, measures to prevent the spread of contamination and clean-up, and first aid for exposed personsc. Description of measures to prevent diversion and theft, including security measures, recordkeeping and persons authorised to purchase, and internal distribution of regulated substances.d. Description of storage measures to prevent damage and/or deterioration |  |

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| 1. Specific requirement – supply
 | Yes / No |
| Identify and briefly describe:a. Procedures to prevent supply of regulated substances to unauthorised personsb. Measures to prevent diversion and theft, including secure transport and recordkeeping proceduresc. Measures to prevent cross contamination and interaction during transport |  |

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| 1. Specific requirement – apply (previously defined as Use)
 | Yes / No |
| Identify and describe:a. Procedures for ensuring that only appropriately authorised persons apply the regulated substancesb. Training and competency requirements and supervision of approved persons using the regulated substance and process control measuresc. Exercise of delegation by approved person for use of substances by others |  |

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| 1. Specific requirement – dispose
 | Yes / No |
| Identify and describe:a. Procedures to ensure that only authorised persons dispose of waste or witness the disposal b. For offsite disposal, methods of packaging and transportationc. Measures to ensure accurate recordkeeping, including loss reporting d. Procedures to prevent exposure of persons or environmental contamination |  |

For further information and assistance in completing the SMP, please email environmentalhazards@health.qld.gov.au