

Procedures and Methods Sheet: 020

Purchase, Storage and Use of Substance Classified as Drugs Precursors

Scope

Certain substances are classified by the Home Office as Drugs Precursors due to their chemical structure.

There are three categories of precursor chemical – 1, 2 (A&B) and 3.

These substances are listed on in the [compliance bite-size: precursor chemicals](#),

Purchase of any Category 1 substance requires the possession of a Home Office Licence.

The Chemistry Building has such a licence and the designated Responsible Person is the School Safety Advisor.

Purchase

Any attempt to purchase of a Category 1 substance will result in a request for a copy of the School's Licence to be electronically submitted on the appropriate headed paper with a declaration from the end-user specifying the intended use of that substance.

Any purchase of a Category 2A or 2B substance will result in a request for an End User Declaration Form to be electronically submitted on the appropriate headed paper.

These requests should be forwarded to the School Safety Advisor or Deputy Safety Advisor at the Health and Safety Office (G.029D) for processing.

Storage

All Category 1 substances must be stored securely with access to this storage limited to nominated individuals – this is a requirement of the conditions of being granted a licence.

Secure storage in an approved facility can be arranged via the School Health and Safety Office.

Use

When the Category 1 substance is required for synthetic purposes it should be stored in the laboratory in secure storage for the minimum time practicable.

All use must be recorded for audit purposes.

Disposal

All disposals of any category of Drug Precursor must be made through an approved waste removal contractor. If the category 1 precursor chemicals are not disposed in a denatured form, i.e. still in their natural form, the disposal company must have and provide a copy of their Home Office licence for category 1 precursors.

Alternatively, following denaturation of the chemicals on site **in the presence of a Home-Office approved witness**, the denatured chemicals may be removed by any waste contractor with permits to collect hazardous waste.

This can be arranged via the Health and Safety Office at no cost to the user.

Audit

There is a legal requirement for the University to return information on purchase, use and stocks of Drug Precursors on an annual basis.

Returns from the School are carried out by the School Safety Advisor on behalf of the Head of School with information supplied from Principal Investigators and appropriate area managers.

Researcher signed

Researcher Name

Supervisor Signed

Supervisor Name

Date

Revision: Simon Holden March 2017