Manage Organic Peroxide Forming Chemicals and Expired Containers

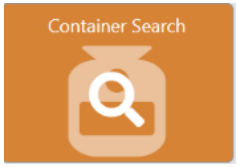
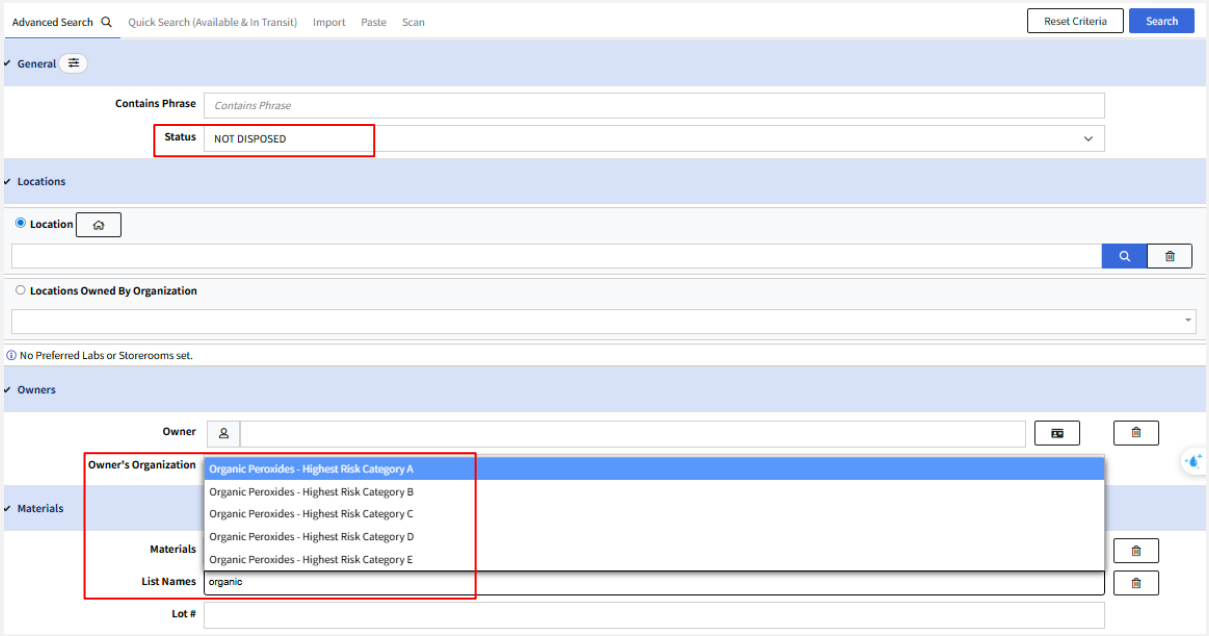
Contents

1. Manage Organic Peroxide Forming Chemicals

The owner of containers is responsible for regularly testing Organic Peroxide Forming Chemicals and ensuring they remain safe for use.

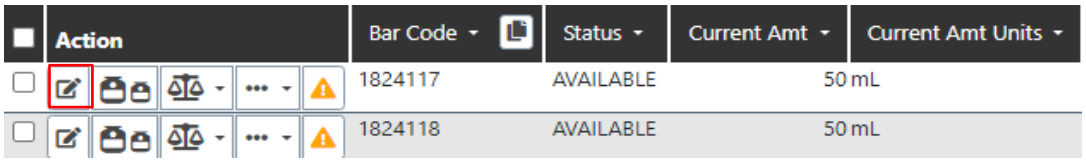
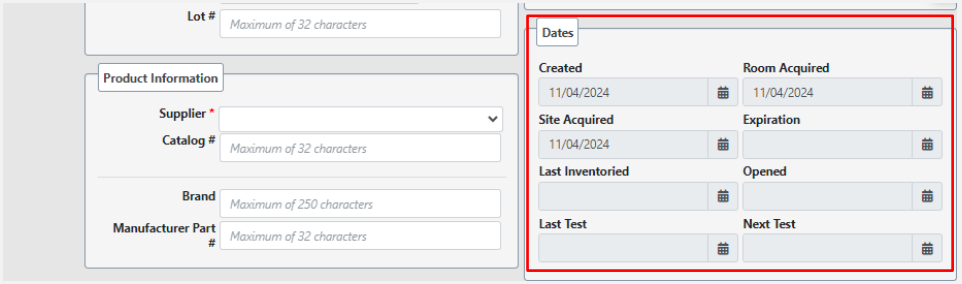
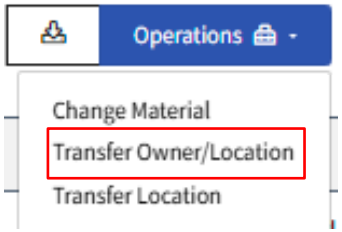
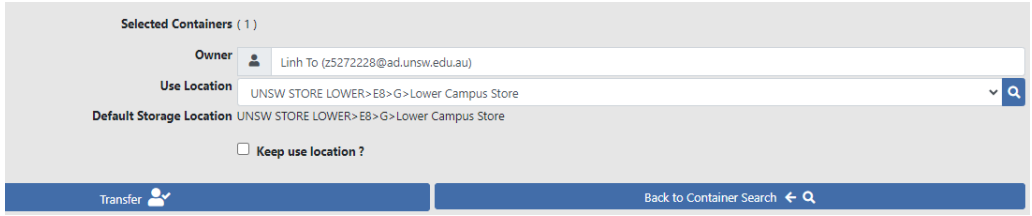
Please refer to HS622 Organic Peroxide Forming Chemicals Guideline for guidance.

1.1. Search for Organic Peroxide Forming Chemicals in Jaggaer that requires testing

Steps	Screenshot
1. In the Home page, click on **Container Search** tile and select **Advanced Search** tab.	 
2. Enter search criteria: • **General>Status:** Not Disposed • **Materials>List Names:** Select Organic Peroxides (multiple selections allowed) • **Dates:** Select **Created** and specify relevant timeframe. **Optional search fields:** • **Location:** Select for your default location, or to search (multiple locations allowed). Location is set up as School > Building > Level > Room > Sublocation (e.g. cabinet, fridge) • **Owners:** Owner's name • **Owner's Organization:** Organisation is set up as Faculty > School > Research Group (if available)	

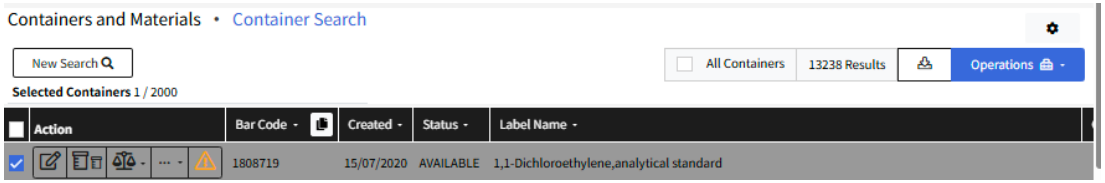
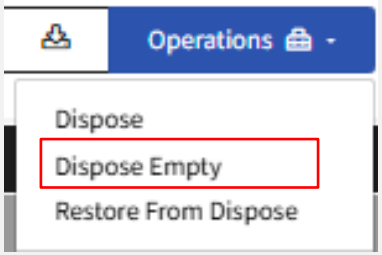
1.2. Update container details in Jaggaer after testing

Once tested and confirmed the container is **peroxide free**, you need to update Jaggaer to reflect the testing and results.

Steps	Screenshot
1. From search result, click  to **Edit** the container	
2. Update the below information • **Last Test Date** (date the chemical was tested) • **Next Test Date** • **Expiration Date**: A notification will be sent to the owner's email close to the expiration date to request testing. Please refer to [HS622 Organic Peroxide Forming Chemicals Guideline].	
Optional: Update Location/Ownership If the storage location or ownership of the container has changed since last update, please update the details accordingly in Jaggaer. 1. From search result, tick the box to select containers (multiple selections allowed) 2. Click **Operations → Transfer Owner/Location**	 

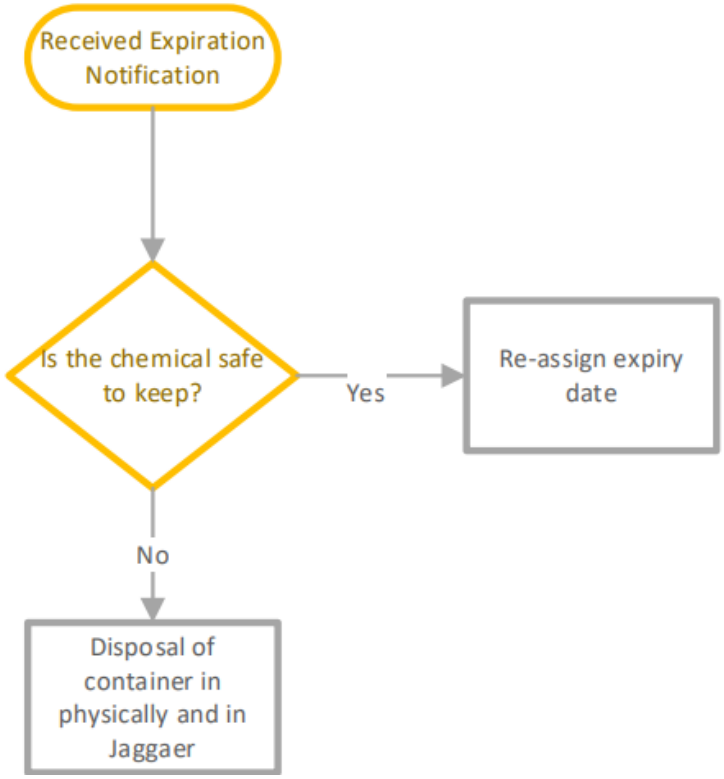
1.3. Dispose of containers with peroxide formation

Please safely **dispose of** any chemicals that returned a positive result, i.e. peroxide formation, or expired, and update the status in Jaggaer.

Steps	Screenshot
1. From search result, tick the box to select containers (multiple selections allowed)	
2. Click **Operations → Dispose Empty**	

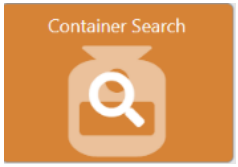
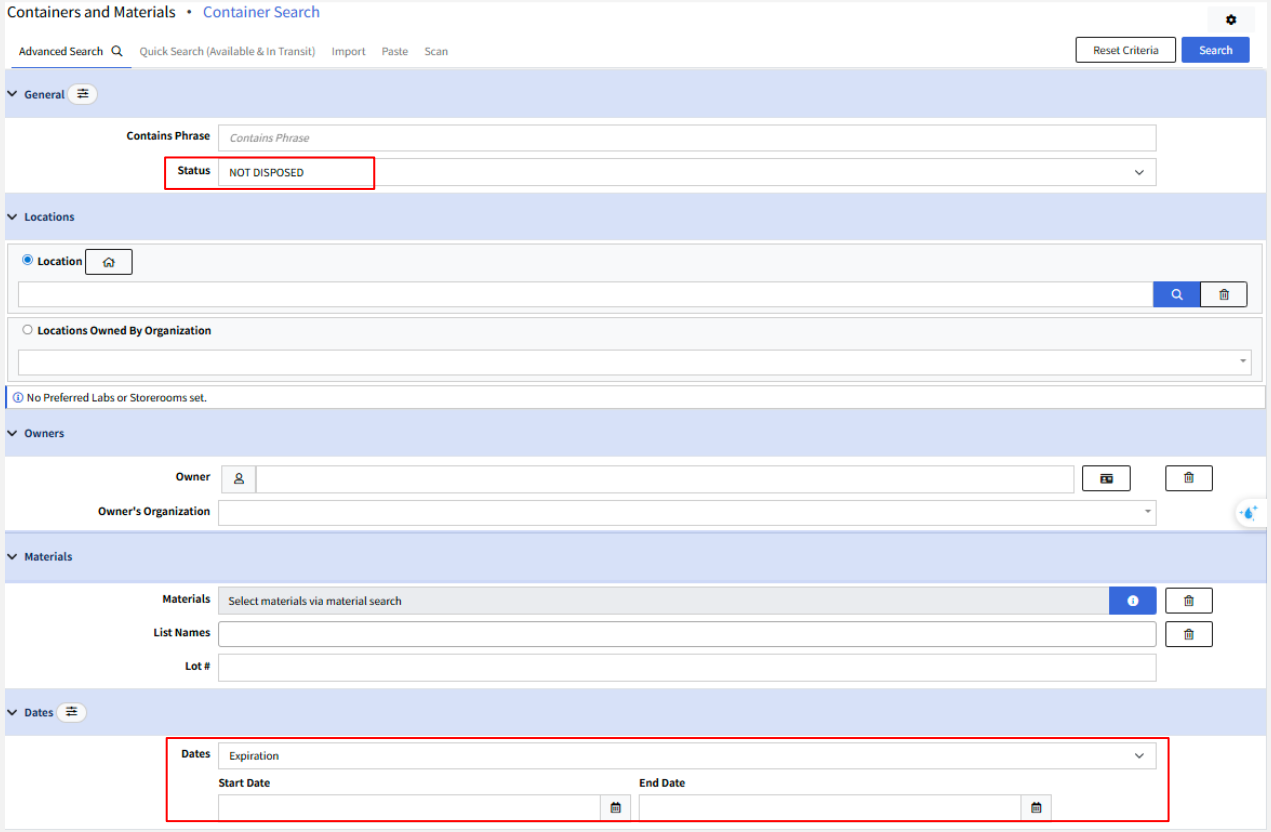
2. Manage Expired Containers

2.1. What to do when receiving expiration notification from Jaggaer



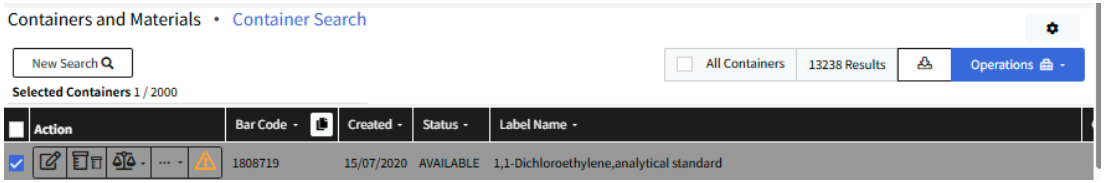
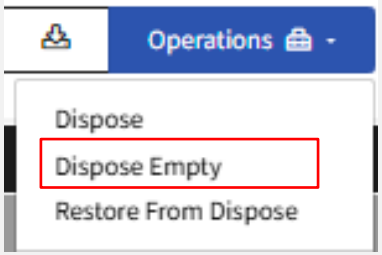
- Expiration Notification email or In-app message will be sent out to the container owner on the expiry date. This process will run once a week. This expiry notification will continually be sent until the container is dealt with in Jaggaer.
- If the container deemed to be no longer safe for storage, the container needs to be disposed of physically and container status needs to change to “Dispose Empty” in Jaggaer (see 2.2). This operation will stop any further expiry notification for the container.
- For Organic Peroxide Forming Chemical, please see section 1.

2.2. Search for Expired Containers in Jaggaer

Steps	Screenshot
1. In the Home page, click on **Container Search** tile and select **Advanced Search** tab.	 
2. Enter search criteria: • **General>Status:** Not Disposed • **Dates:** Select **Expiration** and set **End Date** as of today's date. **Optional search fields:** • **Location:** Select for your default location, or to search (multiple locations allowed). Location is set up as School > Building > Level > Room > Sublocation (e.g. cabinet, fridge) • **Owners:** Owner's name • **Owner's Organization:** Organisation is set up as Faculty > School > Research Group (if available)	

2.3. Dispose of Expired Containers

If the Container is expired, please **dispose of** the containers and **update the status** in Jaggaer.

Steps	Screenshot
3. From search result, tick the box to select containers (multiple selections allowed)	
4. Click **Operations → Dispose Empty**	

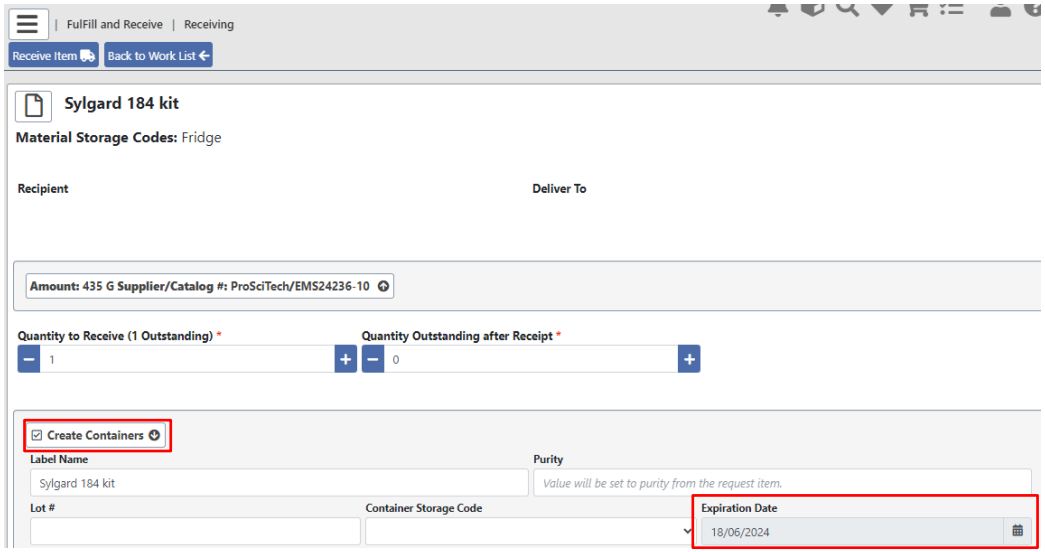
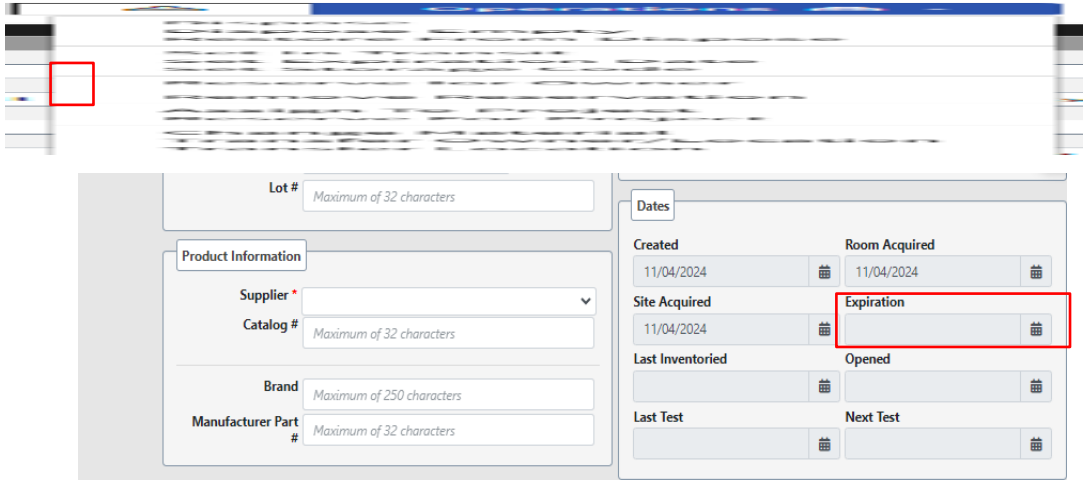
3. Set up Expiry Date for Jaggaer containers

3.1. Lists of chemicals with default expiry date

For chemicals listed in one of the below **EHS lists**, an expiration date will be automatically assigned to the new container upon creation.

List Name	Expiration in Months
Organic Peroxides List A – Severe Peroxide Hazard	3
Organic Peroxides List B – Peroxide Hazard on Concentration	6
Organic Peroxides List C – Hazard Due to Peroxide Initiation of Polymerisation (Extremely Shock & Heat Sensitive)	6
Organic Peroxides List D – Known Peroxide Formers	6
Calcium gluconate	6
Organolithiums	6
Picric Acid and Picrylsulfonic Acid	6
Security Sensitive Ammonium Nitrate	6
Explosive	12
Explosive Precursor	12

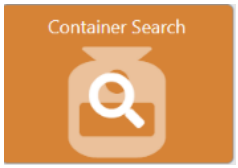
3.2. Set up Expiry Date for other containers (upon receiving or for existing containers)

Steps	Screenshot
Set Expiry Date upon receiving During the Receiving process (see receiving orders in Jaggaer) • Tick **Create Containers** • Set **Expiration Date** • Click **Receive Item** to complete receipting orders.	
Set Expiry Date for existing containers 1. From search result, click  to **Edit** the container. 2. Enter the **Expiration Date**	

4. Evaluate old containers based on Packing Group (PG) classification

Packing Group reflects the potential hazard level of a material if left uncontrolled. During inventory audit, you must review any containers you own that are over 10 years old and assess whether they are still needed or can be safely dispose of.

Risk rating (highest to lowest): Packing Group I, II, III.

Steps	Screenshot
1. In the Home page, click on **Container Search** tile and select **Advanced Search** tab.	 
2. Enter search criteria: • **General>Status:** Not Disposed • **Materials>List Names:** Select Packing Group I to III (multiple selections allowed) • **Dates:** Select **Created** and set **End Date** **Optional search fields:** • **Location:** Select for your default location, or to search (multiple locations allowed). Location is set up as School > Building > Level > Room > Sublocation • **Owners:** Owner's name • **Owner's Organization** Organisation is set up as Faculty > School > Research Group (if available)