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## Items Must Be Procured Through iProcurement

Below categories, regardless of dollar value, must be procured using High Value Purchase Order (HVPO) through iProcurement system. Low Value Purchase Order (LVPO) or PCard must not be used for these purchases. Please use the correct category code for each specific type of items. Requisitions not using the right category codes will be returned.

### 1. Denatured Alcohol (DA) and Specially Denatured Alcohol (SDA)

DA and SDA are items regulated by the Excise Act, 2001 and related regulations. As a SDA registrant, the University is required to maintain adequate books and records such as purchase orders. Requisitions for DA and SDA shall use category code **CHEM3.SUPP**.

Denatured Alcohol (DA) refers to spirits that have been mixed with prescribed denaturants rendering the product non-potable for human consumption and making recovery of spirits difficult. Duty and excise tax exemptions do not apply to DA.

Specially Denatured Alcohol (SDA) refers to spirits that have been denatured for scientific or industrial uses in accordance with prescribed grade-specific specifications. Duty and excise tax exemptions apply to SDA.

### 2. Radioactive Materials

Requisitions for radioactive material will be routed to Environmental Health and Safety Department for approval **prior** to being processed by Purchasing Services. The category code for radioactive material is **RAD.SUPP**.

### 3. Live Animal (Vertebrates)

Requisition for live animal (vertebrates) will be routed to Animal Care Services for approval prior to being processed by Purchasing Services. The category code for live animal (vertebrates) is **ANIM3.SUPP**. Please ensure the Animal Utilization Protocol (AUP) number has been assigned by ACS prior to entering requisition and the AUP is clearly indicated on the requisition.

### 4. Biological Hazardous Materials

Requisitions for biological hazardous materials will be routed to Environmental Health & Safety for approval **prior** to being processed by Purchasing Services. The category code for biological hazardous materials is **BIOHAZ.SUPP**.

Biological hazardous material, also known as biohazards, refer to biological substances that pose a threat to the health of living organisms, both human or animals. Biohazardous materials include infectious agents, (i.e., pathogens), or materials produced by living organisms, (i.e., biological toxins), which may cause disease in other living organisms. Examples of biohazards are: recombinant DNA, medical waste or samples of a microorganism, virus, bacteria, molds or fungus.

### 5. Hazardous Material Disposal Services

Requisitions for hazardous material disposal will be routed to Environmental Health & Safety for approval **prior** to being processed by Purchasing Services. The category code for hazardous material disposal is **WASTE.SUPP**.

The Environmental Health & Safety Department manages the University's hazardous waste disposal program. Please contact EHS before you initiate any requisition for hazardous material disposal services. For more information on the



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hazardous waste disposal procedure, please

visit <https://www.uoguelph.ca/hr/hr-services-environmental-health-safety-programs-laboratory-safety/hazardous-waste> [1],

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### Links

[1] <https://www.uoguelph.ca/hr/hr-services-environmental-health-safety-programs-laboratory-safety/hazardous-waste>