



Monitoring regulated chemicals through integrated feature in electronic procurement platform

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BACKGROUND

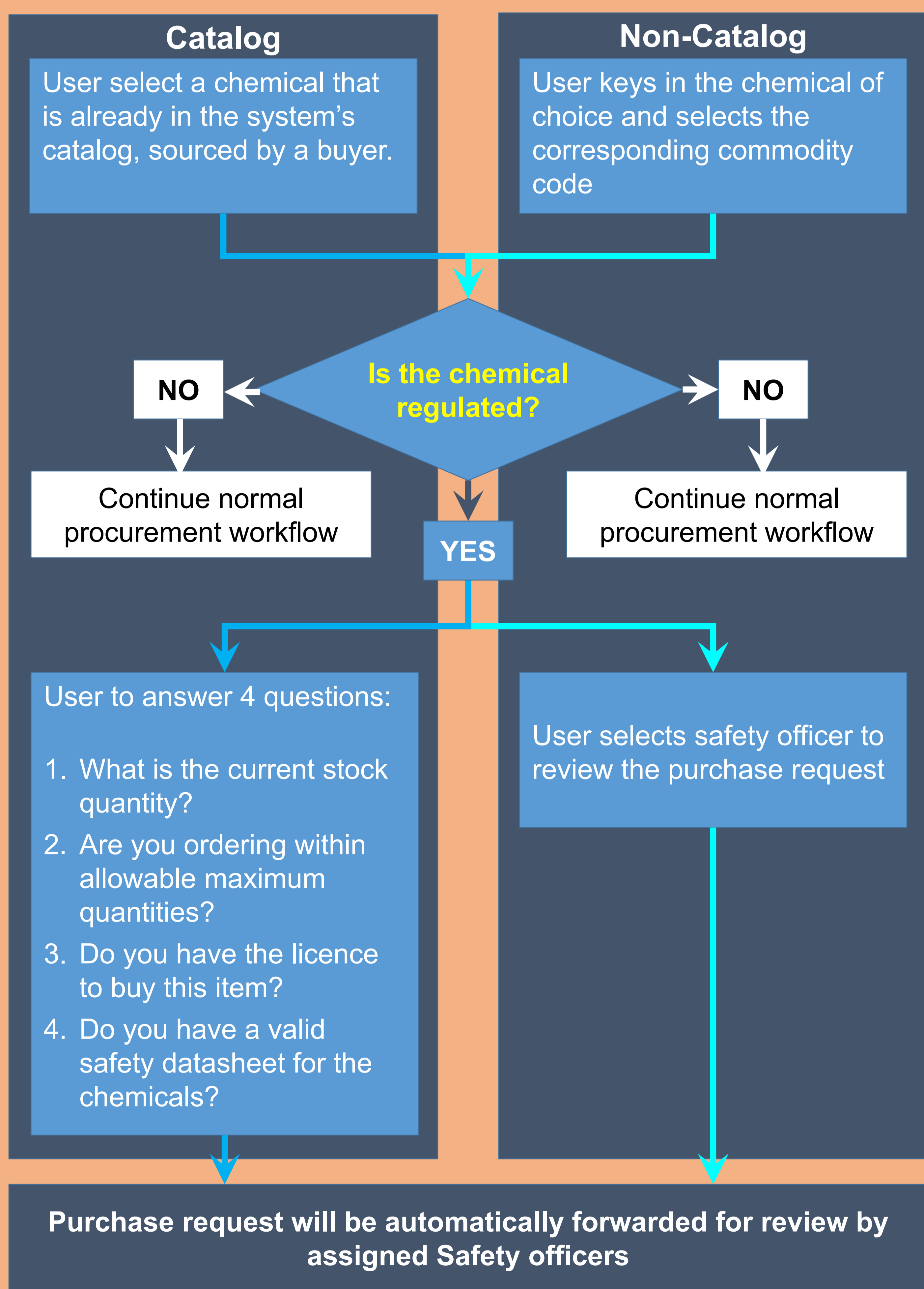
One of the best practices for reducing chemical risks is to reduce the storage quantity. This is in line with many local regulatory requirements, where the storage quantities of hazardous chemicals are restricted to the amount granted by a licence or permit.

SingHealth introduced a new e-Procurement platform in 2016. During the early planning stage, Office of Biosafety was invited by Group Procurement Office to work on integration of a feature in the new system to monitor procurement of regulated chemicals.

AIM

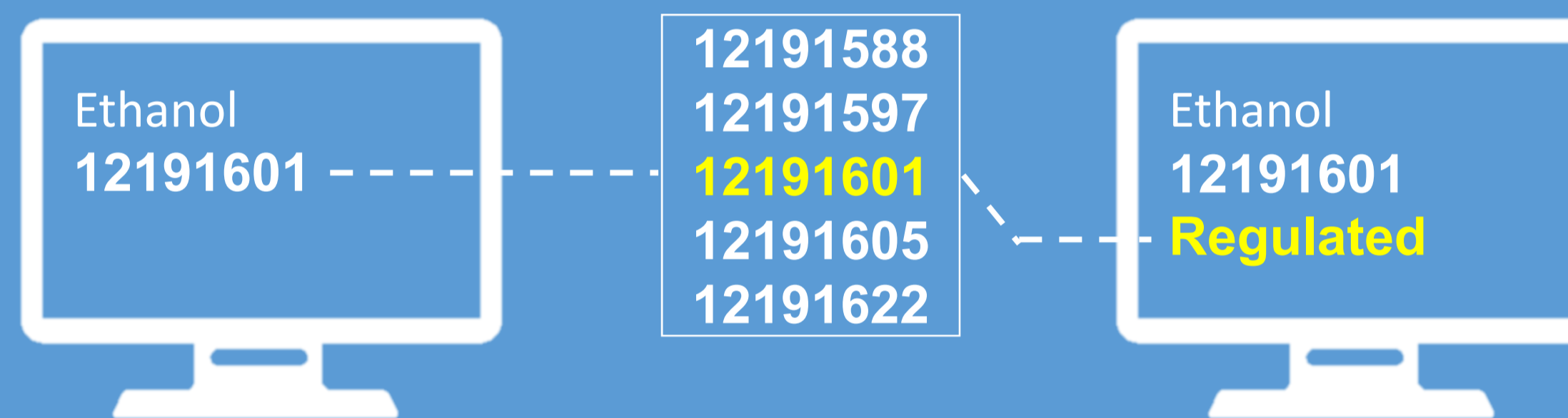
- To monitor the storage quantities of chemicals stored at workplaces
- To ensure the workplace is suitable for the storage of such chemicals
- To ensure compliance with the regulatory requirements
- To assist procurement personnel in identifying regulated chemicals
- To do all the above with minimal disruption to the users

METHOD



How does the system identify if a chemical is regulated?

Each chemical is assigned with a commodity code. Safety officer provides a list of commodity codes corresponding to regulated chemicals to the system. Chemicals with commodity code matching the list will be flagged as regulated.



What are captured as regulated chemicals?

<p>Petroleum and Flammable Materials (PFM) <i>Regulated by Singapore Civil Defence Force</i></p>	<p>Hazardous Substances (HS) <i>Regulated by National Environment Agency</i></p>	<p>Explosive Precursors (EP) <i>Regulated by Singapore Police Force</i></p>
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What does the safety officer check?

- ✓ User has the required licence for the possession and storage of the regulated chemical for the workplace
- ✓ The maximum allowable quantity assigned to the workplace will not be exceeded
- ✓ The workplace has sufficient amenities to support the safe use and proper storage of the chemical

What if regulatory requirements are not met?

The safety officer will contact the user to retract the purchase request. The safety officer will also work with the user to modify the purchase so that regulatory and safety requirements can be met.

RESULTS

Pros

- Automatically flags out regulated chemicals.
- Users are relieved from the burden of having to know if a chemical is regulated.
- Does not hinder procurement process.

Cons

- For non-catalog items, user must select the correct commodity code in order for the system to be able to correctly identify if it is a regulated chemical. However, this may be circumvented by forwarding the PR for review by a safety officer.

CONCLUSION

The feature was leveraged upon what was primarily a procurement tool and thus had some minor limitations. However, this feature is but one of the many control measures that forms part of a more holistic chemical risk management system, which include other monitoring methods like site inspections and inventory audits.

In summary, the feature is user-friendly, imposed almost no disruption to the users and has undoubtedly proven to be very effective.

Acknowledgement

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