

# INCOMING Materials and Equipment Form

It is a condition of working at the University of Sussex that all newly appointed staff, including academic and research faculty, and visiting workers, must declare their intention to bring to the University of Sussex any materials and equipment as indicated below, before taking up their post. Materials and equipment so declared may then only be brought to the University if they have been approved by the University.

Please complete the following information; **nil returns are required.**

This information will be kept with the personnel record for the duration of employment or visit..

## SECTION 1 — YOUR DETAILS

Name .....

School ..... Department .....

Phone no. .... Email address .....

## SECTION 2 — ORIGINATING INSTITUTE

Name of organisation .....

Name of contact .....

Address .....

.....

.....

Phone no. .... Email..... Fax no. ....

## SECTION 3 — THE MATERIAL

Do you intend to bring to the University any of the following materials, or equipment that may contain any of these materials? Please tick;

Radioactive  Yes  No

Nuclear  Yes  No

Biohazard  Yes  No

Chemical Hazard  Yes  No

Chemical Weapons Precursor (see list)  Yes  No

Drug Precursor (see list)  Yes  No

Human Tissue  Yes  No

Any other hazardous materials

Yes

No

Equipment

Yes

No

**If you have answered Yes to any of the above please complete the following sections as appropriate, otherwise go to section 8.**

**SECTION 4 — RADIOACTIVE / NUCLEAR MATERIAL**

Nature of the material;

Open source

Sealed source

Radionuclide: .....

Activity: .....

Weight: (nuclear material).....

Intended Use: .....

.....

.....

Please note that any source brought to the University must be covered either by the University's sealed or open source certificates of registration under RSA 93 or the appropriate exemption order.

**You may not bring any radioactive source or nuclear material to the University without written authorisation from the Health and Safety Office.**

**SECTION 5 —HUMAN TISSUE**

If the material is of human origin please tick one of the following two statements:

*I confirm that the Human Tissue Act 2004 does not apply.*

*I confirm that the Human Tissue Act 2004 has been and will be complied with in relation to the material.*

(If the material is of human origin but you are uncertain which of the two statements should be ticked, please contact the School Designated Individual for advice.)

When any human material is transferred a strict audit trail must be maintained on each occasion that the material is transferred, whether internally within the University or externally to other organisations. The following information must be recorded:

- When the material was acquired and from where;
- What has been consented to;
- The uses to which the material is put whilst in the establishment's care and any processes applied to it.

**SECTION 6 — OTHER MATERIAL**

Please list the names and quantities of all other substances that you wish to bring to the University and their category declared in section 3 (attach separate sheets if necessary):

<b>Substance</b>	<b>Amount</b>	<b>Category (see section 3)</b>

<b>Equipment</b>	<b>Estimated Value</b>	<b>Hazard e.g. laser, RF, X-ray, Hoist</b>

**SECTION 7 — USERS OF THE MATERIAL**

In the left-hand column below, please list the names of the people — including yourself, if applicable — who will (or may) use or handle the material.

In the right-hand column, please write the status of each person. If the person is a University of Sussex employee, please write “UoS employee”; otherwise insert the appropriate status (e.g. MRC employee, visiting researcher, DPhil student). If any person has more than one status (e.g. an employee who is also a student), please make this clear.

Name	Status
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....

**SECTION 8- DECLARATION**

*I declare that I accept responsibility for:*

- *the correctness and completeness of the contents of this form;*
- *promptly updating any information on this form that changes in future;*
- *ensuring the receipt, use and handling of the material in compliance with the applicable regulations and policies of the University;*
- *ensuring that the material is only used and handled as described on this form.*

Signed ..... Date .....

**Please return the completed form to the Human Resources Division**

## FOR ENCLOSURE WITH INCOMING MATERIALS FORM

*As referred to in for Incoming Materials form for all new Research and Academic Staff.*

- Link (external DECC website) for a list of substances covered by the Chemical Weapons Precursors declaration

<[http://www.decc.gov.uk/en/content/cms/what we do/uk supply/energy mix/nuclear/nonprolif/chemical bio/cwc uk auth/chemicals/chemicals.aspx](http://www.decc.gov.uk/en/content/cms/what_we_do/uk_supply/energy_mix/nuclear/nonprolif/chemical_bio/cwc_uk_auth/chemicals/chemicals.aspx)>

- Link (UoS website) for a list of Drugs Precursors

[http://www.sussex.ac.uk/lifesci/documents/p10\\_procedure\\_for\\_category\\_1\\_and\\_2\\_substances.doc](http://www.sussex.ac.uk/lifesci/documents/p10_procedure_for_category_1_and_2_substances.doc)

If you have any other queries regarding incoming materials and equipment please contact:

**Geoff Ward**, Safety and Radiation Protection Officer

Tel 01273 873303

[G.S.Ward@sussex.ac.uk](mailto:G.S.Ward@sussex.ac.uk)