



**UNIVERSITY of
TASMANIA**

**Security-Sensitive
Dangerous
Substances Procedure**

UNDER REVIEW

Related Policy	<i>Work Health and Safety Policy</i>
Responsible Officer	Executive Director – Human Resources
Approved by	Executive Director – Human Resources
Approved and commenced	October, 2014
Review by	October, 2017
Responsible Organisational Unit	Work Health and Safety Unit – Human Resources

CONTENTS

1	Objective	2
2	Scope	2
3	Legislation	2
3.1	Security-Sensitive Dangerous Substances Act	2
3.2	National Code of Practice for Chemicals of Security Concern.....	2
4	Procedure.....	3
4.1	Security-sensitive dangerous substance.....	3
4.2	Restricted activity	3
4.2.1	Low-scale Restricted Activity Exemption.....	3
4.2.2	Exemption Certificate compliance.....	3
4.3	Applying the National Code of Practice for Chemicals of Security Concern	4
5	Responsibilities.....	4
6	Definitions and Acronyms	5
7	Versioning	5
8	Appendices.....	6

1 Objective

The objective of this procedure is to support the safe management of Security-Sensitive Dangerous Substances (SSDS) and Chemicals of Security Concern at the University's workplaces in accordance with regulatory requirements.

2 Scope

This procedure applies to those University workplaces where Security-Sensitive Dangerous Substances (SSDS) or Chemicals of Security Concern are kept or used.

3 Legislation

3.1 Security-Sensitive Dangerous Substances Act

The following legislation restricting access to Security-Sensitive Dangerous Substances (SSDS) came into effect in Tasmania in 2005.

- *Security-Sensitive Dangerous Substances Act*
- *Security-Sensitive Dangerous Substances Regulations*

The first substance to be regulated by this legislation is Security-Sensitive Ammonium Nitrate (SSAN) because of its history of use by terrorists and concerns about its ready availability.

The Department of Primary Industries, Parks, Water and Environment's Biosecurity website provides further information on Security-Sensitive Ammonium Nitrate.

<http://www.dpipwe.tas.gov.au/inter.nsf/WebPages/CART-6K3U9F?open>

3.2 National Code of Practice for Chemicals of Security Concern

The voluntary [National Code of Practice for Chemicals of Security Concern](#) has been developed by Australian governments in partnership with industry to help business prevent potentially dangerous chemicals finding their way into the hands of terrorists.

The Council of Australian Governments (COAG) has identified 96 chemicals that are of potential security concern (Appendix 1).

Eleven of these chemicals (Appendix 2) are considered particularly high-risk because they can be used to make bombs.

Ammonium nitrate is not included in the group of 11 high-risk chemicals as it is already regulated by laws in each state and territory.

All organisations are encouraged to consider applying the Code where appropriate if they handle, manage or store any of the 96 chemicals of security concern.

For further information see the:

National Code of Practice for Chemicals of Security Concern – guidance note for Laboratories - in universities, health or industry 2013 at Higher Ed Services:

<http://www.hes.edu.au/home/SearchForm?Search=security+concern>

4 Procedure

4.1 Security-Sensitive dangerous substance

The head of the Organisational Unit or delegate in consultation with the WHS Unit is to ensure compliance within their area of responsibility with regard to any security-sensitive dangerous substance (SSDS), which is a substance specified in Part 2 of Schedule 1 of the *SSDS Act* and includes:

1. ammonium nitrate with a specified UN number and which is not an explosive;
2. ammonium nitrate emulsion that contains more than 45% ammonium nitrate, does not have a UN number and is not an explosive;
3. ammonium nitrate mixture that contains more than 45% ammonium nitrate, does not have a UN number and is not an explosive;
4. blasting explosive within the meaning of the *Australian Code for the Transport of Explosives by Road and Rail*;
5. blasting explosive within the meaning of AS 2187.0 published by Standards Australia;
6. Type 3 firework within the meaning of the regulations made under the *Explosives Act 2012*; and a
7. propellant within the meaning of the ADG Code in powder form and in a quantity greater than 5 kilograms.

4.2 Restricted activity

A restricted activity in relation to an SSDS means manufacturing, importing, exporting, buying, selling, supplying, storing, using or disposing of an SSDS as defined in the Act.

The head of the Organisational Unit or delegate is to ensure that an offence is not committed with regard to carrying out a restricted activity in relation to an SSDS unless the person carrying out a restricted activity:

- is authorised to carry out the restricted activity by an SSDS permit; and
- complies with the conditions of the SSDS permit in carrying out the restricted activity.

4.2.1 Low-scale Restricted Activity Exemption

An application for exemption may be made under Section 78 of the Security-Sensitive Dangerous Substances Act which permits a Low-scale Restricted Activity' for up to 300 grams of security-sensitive ammonium nitrate (SSAN) for the purposes of an educational, research or analytical laboratory.

Applications are made through the WHS Unit to the Regulator, WorkSafe Tasmania using the *Security-Sensitive Dangerous Substances Application form* available at www.worksafe.tas.gov.au

4.2.2 Exemption Certificate compliance

On issue of an Exemption Certificate by the Regulator, WorkSafe Tasmania, the WHS Unit is to file the Exemption Certificate, noting the expiry date and forward it to the head of the Organisational Unit or delegate who will ensure:

- all Certificate terms are complied with; and
- the Certificate is current.

The Exemption Certificate holder or person nominated to purchase/secure SSDS must:

- comply with all conditions of the Exemption Certificate;
- keep required records in accordance with the Exemption Certificate Holder's Record Form (as issued with the Exemption certificate); and
- advise the Regulator of any alterations, theft or loss and within stipulated time frames.

The Regulator's Dangerous Substances Unit (DSU) may conduct site audits to ensure compliance with the conditions of the Exemption Certificate.

4.3 Applying the National Code of Practice for Chemicals of Security Concern

The head of each Organisational Unit or delegate is responsible for ensuring:

- workplaces within the Organisational Unit that handle one or more of the 11 high-risk chemicals are identified;
- the advice provided in the [National Code of Practice for Chemicals of Security Concern](#) is complied with, including confirming:
 - head of Organisational Unit commitment is obtained and responsibility for security management is assigned;
 - risk assessments of storage, use and security are conducted and risk measures implemented to ensure chemicals are kept physically secure;
 - procedures are implemented for access control, storage, education and training;
 - a regular review period is established and reviews are conducted and recorded;
 - there is a process to detect and report suspicious behaviour to the National Security Hotline; and
 - advice is communicated on where to seek additional information.

5 Responsibilities

Head of Organisational Unit	The head of the Organisational Unit is to ensure compliance within their area of responsibility with regard to a security-sensitive dangerous substance.
WHS Unit	The WHS Unit is to monitor compliance within the University with regard to a security-sensitive dangerous substance.

6 Definitions and Acronyms

Term/Acronym	Definition
DSU	Dangerous Substances Unit of the Regulator, WorkSafe Tasmania
Exemption Certificate holder	A person issued with a security-sensitive Dangerous Substances Exemption Certificate of "low scale restricted activity" in accordance with section 78 of the Security-sensitive Dangerous Substances Act 2005. The person so named on the exemption certificate will be the person or a relevant officer of corporation or agency in whose name the exemption instrument is listed.
Low-scale restricted activity	The acquisition, storage, possession, handling and use of less than 3 kilograms of an SSDS by and for the purposes of an educational, research or analytical laboratory; or a prescribed restricted activity
Nominated person to purchase and maintain security of SSDS	A person nominated to purchase and maintain security of SSDS in accordance with and Exemption Certificate issued by the Regulator.
Organisational Unit	College, Faculty, School, Centre, University Institute, other University Entity, Division, Section or University Business Enterprise.
CSC	Chemicals of Security Concern within the meaning of the Chemicals of Security Concern Code of Practice.
SSAN	Security-Sensitive Ammonium Nitrate
SSDS	A Security-sensitive dangerous substance within the meaning of the Security-sensitive Dangerous Substance Act.

7 Versioning

Current Version(s)	Version 1 –Security-Sensitive Dangerous Substances <i>Procedure</i> ; approved October, 2014 (current document). Amended in December 2016 to incorporate Colleges.
---------------------------	--

8 Appendices

Appendix 1: 96 Chemicals of security concern

<p>A</p> <p>Aldicarb Aluminium phosphide Ammonia (anhydrous) Ammonium nitrate* <i>Ammonium perchlorate</i> Arsenic pentoxide Arsenic trioxide Arsine Azinphos methyl</p> <p>B</p> <p>Bendiocarb Beryllium sulfate Bromine</p> <p>C</p> <p>Cadusafos Calcium cyanide Carbofuran Carbon disulphide Carbon monoxide Chloropicrin Chlorfenvinphos Chlorine Cyanogen bromide Cyanogen chloride</p>	<p>D</p> <p>Diazinon Dichlorvos Diethyl phosphite Dimethyl phosphite Dimethyl mercury Dimethyl sulfate Disulfoton</p> <p>E</p> <p>Endosulfan Ethion Ethyl mercury chloride Ethyldiethanolamine</p> <p>F</p> <p>Fenamiphos Fluorine gas Fluoroacetic acid Fluoroethyl alcohol Fluoroethyl fluoroacetate</p> <p>H</p> <p>Hydrochloric acid Hydrogen chloride Hydrogen cyanide <i>Hydrogen peroxide</i> Hydrogen sulfide</p>	<p>M</p> <p>Magnesium phosphide Mercuric chloride Mercuric nitrate Mercuric oxide Mercurous nitrate Mercury cyanide Methamidophos Methidathion Methiocarb Methomyl Methyl fluoroacetate Methyldiethanolamine Mevinphos</p> <p>N</p> <p><i>Nitric acid</i> Nitric oxide <i>Nitromethane</i></p> <p>O</p> <p>Omethoate Osmium tetroxide Oxamyl</p>	<p>P</p> <p>Paraquat Parathion methyl Perchloric acid Phorate Phosgene Phosphine Phosphorus Phosphorus oxychloride Phosphorus pentachloride Phosphorus trichloride <i>Potassium chlorate</i> Potassium cyanide <i>Potassium nitrate</i> <i>Potassium perchlorate</i> Propoxur</p> <p>S</p> <p><i>Sodium azide</i> <i>Sodium chlorate</i> Sodium cyanide Sodium fluoroacetate <i>Sodium perchlorate</i> <i>Sodium nitrate</i> Strychnine Sulfur dichloride Sulfur monochloride Sulphuric acid</p>	<p>T</p> <p>Terbufos Thallium sulfate Thionyl chloride Thiophosphoryl chloride Triethanolamine Triethyl phosphite Trimethyl phosphite</p> <p>Z</p> <p>Zinc cyanide Zinc phosphide</p> <p>* Security-Sensitive Ammonium Nitrate (SSAN) [ammonium nitrate, ammonium nitrate emulsions and ammonium nitrate mixtures containing greater than 45 per cent ammonium nitrate, excluding solutions]</p>
--	---	---	--	--

For a full list of UN numbers, CAS numbers and common uses of these chemicals (and products containing the chemicals) go to www.chemicalsecurity.gov.au
Chemicals in red italics are the 11 chemical precursors to homemade explosives (see page 6 for concentrations and forms)
Details on form and concentration of the other chemicals in this list are yet to be determined.

Appendix 2: Application of the code

This code applies to any quantity of the 11 chemical precursors to homemade explosives, including chemical substances or mixture of substances, at concentrations set out in the table below.

Chemical	Concentration
Ammonium perchlorate	(a) in a water-based solution containing 10% or higher of ammonium perchlorate; or (b) in a form other than a water based solution, at a concentration of 65% or higher.
Hydrogen peroxide	(a) in a water-based solution at any concentration; or (b) in a form other than a water-based solution, at a concentration of 15% or higher.
Nitric acid	at a concentration of 30% or higher
Nitromethane	at a concentration of 10% or higher
Potassium chlorate	(a) in a water-based solution containing 10% or higher of potassium chlorate; or (b) in a form other than a water-based solution, at a concentration of 65% or higher.
Potassium nitrate	(a) in a water-based solution containing 10% or higher of potassium nitrate; or (b) in a form other than a water-based solution, at a concentration of 65% or higher.
Potassium perchlorate	(a) in a water-based solution containing 10% or higher potassium perchlorate; or (b) in a form other than a water-based solution, at a concentration of 65% or higher.
Sodium azide	at a concentration of 95% or higher.
Sodium chlorate	(a) in a water-based solution containing 10% or higher sodium chlorate; or (b) in a form other than a water-based solution, at a concentration of 65% or higher.
Sodium perchlorate	(a) in a water-based solution containing 10% or higher sodium perchlorate; or (b) in a form other than a water-based solution, at a concentration of 65% or higher.
Sodium nitrate	(a) in a water-based solution containing 10% or higher sodium nitrate; or (b) in a form other than a water-based solution, at a concentration of 65% or higher.