

## **The Supply of Controlled, Hazardous or Restricted Substances**

Scientific & Chemical Supplies Ltd. have a policy to only supply controlled, hazardous or restricted substances to professional and trade users who are aware of the hazards involved. All orders for these items are to be accompanied with an official purchase order, contact name, address and ideally a land line telephone number. In addition, one or a combination of the following information will be required:

1. Company letter head (not computer printed).
2. Company registration number.
3. VAT number.
4. Company cheque or credit card.
5. Trade references.
6. The reason for the purchase and the use of the substance
7. A named person, along with signature with name and position printed clearly.

In normal circumstances the company does not supply controlled, hazardous or restricted substances or chemicals to private individuals or to residential addresses. The company reserves the right to refuse to supply any member of the public or a trade user and without giving a reason.

Any controlled, hazardous or restricted substances or chemicals which are to be returned to Scientific & Chemical Supplies Ltd must be approved by a named Customer Services member of staff before returning, and must be sent in accordance with the current legislation for transporting hazardous chemicals. Hazardous chemicals must not be despatched by the company or customers using the normal postal service.



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Document Reference: Policy4  
Version Number: 5  
Date Issued: 01 June 2018