SOP

Repackaging VTAs

Moving vertebrate toxic agents from the original container into another

Key point: keep VTAs in the original container unless there is a good reason to move them. If you do repackage, the new container must be suitable, labelled and tracked before it leaves your hands.

Who can repackage?

CSL holder

Or someone under a CSL holder's immediate supervision.

Certified handler control

Class 6.1A and 6.1B stay under a certified handler's personal control, or secured.

Competent person

Tracked VTAs need a competent person responsible from receipt to transfer or disposal.

Where is it going?

Will the repackaged product stay in your workplace?

YES

Workplace label

Product or chemical name, hazard pictogram and hazard statement, in English

NO

Stop and check first

Full supply label and registration conditions apply. Ask the registrant or MPI before repackaging.

⚠ **Used so soon that labelling is impracticable? No label needed, but clean the container straight after, leaving no residue.**

Which container?

ALLOWED — **Sound, compatible and secure**
In sound condition, made of material the VTA will not damage, and able to hold it safely across the temperatures it will be stored and used at.

ONLY IF CLEAN — **A reused container**
Only for the same substance, with no residue that could react, and with any old label removed or replaced.

NOT ALLOWED — **Food or drink containers**
Never, even if labelled. Also nothing that could be mistaken for food or drink, such as drink bottles, food jars or lunch boxes.

Next page: repackaging steps, label, tracking, and what to do if something goes wrong

Step by step

1 Prepare
Read the SDS and product label. Put on the listed PPE. Have a spill kit ready.

2 Check conditions
Confirm your licence is current and the registration conditions allow it.

3 Clear the area
Well ventilated, secure, away from food, water sources and other people (good practice).

4 Label first
Label the new container before filling it, so it is never unmarked (good practice).

5 Transfer
Move only what you need. Avoid dust and splashes. Close both containers straight away.

6 Clean up and secure
Clean up spills and equipment, wash, and lock both containers away.

Workplace label

EXAMPLE ONLY: USE THE WORDING ON YOUR SDS



[Product name]
[Hazard statement from the SDS, e.g. Fatal if swallowed]

Must be legible and in English. Relabel if it becomes hard to read. Use the container only for the substance named on it. Keep the original label on the original container.

Update your tracking record

- [ ] Substance name and quantity in each container
- [ ] Exact location, findable by an inspector in the required time
- [ ] Competent person, position, contact details and workplace address
- [ ] Unique container identifiers, where required for the VTA
- [ ] Any transfer: substance, date, receiving business and address
- [ ] Any disposal: quantity, method, when and where

3 years after disposal

12 months after transfer

Moving it to another business? Get written confirmation first that a competent person there will accept responsibility, and see their CSL.

If something goes wrong

111
Fire, injury or uncontained spill

0800 764 766
National Poisons Centre, 24 hours

0800 030 040
WorkSafe, if a notifiable event

1. Stop, move people upwind or away and keep others out of the area.
2. Call 111 if needed, and follow the first aid and spill steps on the SDS.
3. For poisoning advice, call the National Poisons Centre. Have the label or SDS with you.
4. Keep water off water-reactive product unless the SDS says otherwise.
5. Tell your employer or licence holder, and report lost or stolen product to Police (good practice). Notify WorkSafe if it is a notifiable event.

Summary only. Check the sources, your licence conditions and the product's registration conditions: WorkSafe guidance on decanting and repackaging, labelling, tracking, VTAs and controlled substance licences; MPI ACVM register; EPA labelling and packaging notices; National Poisons Centre.