SOP

Tracking VTAs

Using the Hazardous Substance Tracking Sheet

Key point: tracking is mandatory for VTAs that need a certified handler. Fill in the Tracking Sheet every time a VTA is received, stored, used, transferred or disposed of, especially when ownership changes.

Is it tracked?

Is the VTA class 6.1A or 6.1B?

YES

Track it

Use the sheet from the day it arrives, including cyanide, 1080, PAPP and pindone where classified so.

NO OR UNSURE

Check the label and SDS

DRC 1339 is class 6.1C and does not need tracking. It still goes on your inventory.

Who is responsible?

The business

The business in control of the workplace keeps the record.

Certified handler

Named on the sheet, and in control from receipt until used, transferred or disposed of.

Everyone handling it

Update the sheet straight away, and carry your CSL (good practice).

When to fill it in

1. Received

Check the label. Enter the identification, HSR number, amount and exact location.

2. Used or moved

Record each use and the new balance and location. Field application record too.

3. Transferred

Amount, date, new address, and the name and position of the certified handler there.

4. Disposed of

Manner, date, amount and location of disposal.

Always on the sheet

- ☐ Certified handler's name and position
- ☐ Certificate renewal date
- ☐ Identification of the substance, and pack identifiers
- ☐ Physical address of their workplace
- ☐ Hazard classes and lifecycle phases on the certificate
- ☐ HSR number, total amount and exact location

Next page: sending or receiving, time limits, and what to do if something goes wrong

Sending or receiving product

SENDING

Only to another business, with written notice first
Get written confirmation that a competent person will accept responsibility, with supporting documents. Only to an authorised user, in original packaging, with label and SDS.

RECEIVING

Give your supplier the written notification first
Confirm your competent person and CSL, plus your location compliance certificate if needed. Check the label details on arrival, then start your record.

Time limits

2 min	to identify the location from the record
1 hour	to find it, or sooner if your emergency plan says
12 months	keep records after transfer, at least
3 years	keep the sheet after all VTAs on it have left your control

Keeping the sheet for 3 years after all VTAs on it have left your control also covers the 12-month minimum.

Where to keep the sheet

Close by
Close to, but not inside, the store.

With the HSR number
On every record: inventory, Tracking Sheet and application record. WorkSafe checks this at audits.

Checked
Check the sheet against the shelf at least every three months (good practice).

If something goes wrong

111	Fire, injury or major spill
0800 764 766	National Poisons Centre, 24 hours
0800 030 040	WorkSafe, notifiable events
0800 76 88 45	Environment Southland pollution

1. Lost or stolen product: tell your employer or CSL holder and Police, and record what is missing.
2. Sheet does not match stock: recount, check recent use and transfers, and find the difference.
3. Spill or damage: follow your emergency plan, then record the amount lost and how it was disposed of.
4. Emergency services attending: give them the location and details from the sheet and inventory.

Summary only. Check the label, SDS, your licence, certificate and any permission conditions: Adroit Solutions VTA manual; WorkSafe guidance on tracking hazardous substances, VTAs and certified handlers; National Poisons Centre.