

**Procurement:**  
**“Inhibited” Items at the University of Waterloo**

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The goal of this page is to build a comprehensive listing of those goods and services that are not necessarily prohibited, but that are governed by law or policy, that are available through alternative means, or are simply guarded to ensure safety of those using them.

**Alcohol** - specifically Ethanol Alcohol and 95% Ethyl alcohol (or similar non-duty paid spirits). There are certain conditions put on the purchase and use of these substances under the Excise Act, 2001. Please contact Chemistry Stores (Ext 33072) or our chemical buyer for further information.

**Animals** – the Office of Research Ethics is responsible for the approval and maintenance of Animal Utilization Project Proposal Permits.

<http://www.research.uwaterloo.ca/ethics/animals/index.asp>

**Banking Services** – all relations and communications with regard to UW business and banking must be liaised with the Finance Department.

**Books** – UW has its own bookstore and most books can be ordered directly at discounted prices - please contact:

<http://www.retailservices.uwaterloo.ca/>

**Cabling** – all installations and cable products must be consistent with the professional standards employed by the University’s Plant Operations and IST departments.

<https://uwaterloo.ca/information-systems-technology/about/organizational-structure/technology-integrated-services-tis/network-services-resources/communications-infrastructure-procedures-and-guidelines/campus-cable-plant-blueprint>

**Consultants** – Bill 122, The Public Accountability Act states that ALL consulting, regardless of dollar value, must be competitively bid.

<https://uwaterloo.ca/procurement/news/bill-122-public-accountability-act>

**Controlled Substances/drugs** – Those who wish to purchase a controlled substance or drug must request from Health Canada an exemption to use this substance – suppliers will not accept orders without such permits.

**Electrical Equipment** – for the safety of our students and employees, all electrical equipment that arrives on campus must meet CSA or UL approval. P&CS will ensure that equipment ordered via a purchase order is compliant – please be sure any equipment ordered via a procurement card or other means is compliant with these electrical codes.

**Food** – our own Food Services is responsible for most perishable acquisitions on campus. If you are looking for a caterer, or to book a group meal, please contact:

<http://www.foodservices.uwaterloo.ca/>

**Furniture** – office chairs must comply with both ergonomic and safety legislation and they must also be approved by Plant Operations for maintenance issues. The University is careful to only order textile and furniture compositions that meet certain fire code standards. <https://uwaterloo.ca/safety-office/>

**Limousines** – it is the University's policy to not allow nor approve any transportation by limousine service. Waiving this policy can only be done by the Provost.

**Moving Services** – the University has negotiated a service contract with specific suppliers to facilitate all of our incoming faculty and staff. These suppliers have been chosen based on a negotiated price, but also because they have demonstrated a sound service and knowledge base of the University's requirements. Contact Procurement & Contract Services for up to date information.

<http://www.adm.uwaterloo.ca/infosec/Policies/policy28.htm>

**Printing, Graphics** – our Creative Services department is fully capable of producing most requests and will ensure that UW trademarks and University standards are applied to their work. <http://www.graphics.uwaterloo.ca/>

**Radioactive Products** – are governed under the University's Radio Isotope Licence with the Canadian Nuclear Safety Commission. You must have a permit under this license to acquire such goods. Contact the Health and Safety office to apply for a permit.

<https://uwaterloo.ca/safety-office/programs-and-procedures/laboratory-safety>

**Software** – the IST department maintains a large amount of software site licenses that have been negotiated with some of the larger manufacturers in the software industry. Be sure to check their inventory before you attempt to buy off campus:

<https://ist.uwaterloo.ca/download/>

**Security Systems** – (such as: Intrusion Alarms, Video Surveillance and Electronic Access Control)

Please contact IST for further information.

<https://uwaterloo.ca/information-systems-technology/services>

**Telephone Equipment and Services** – (such as desk phones, PBX equipment, smart phones, contracts). An exception can be made for smart phones designated for research and not connected to our network.

**Travel** – it is the responsibility of the traveller and the traveller's supervisor to ensure that travel destinations are considered safe for university business travel. Foreign Affairs Canada maintains a link to countries with unstable conditions:

<https://travel.gc.ca/travelling/advisories>. Further conditions are outlined with regard to travel reimbursement and restrictions in Policy 31:

<http://www.adm.uwaterloo.ca/infosec/Policies/policy31.htm>