This form must be completed whenever a chemical will be brought into the C2E2, ESB or Longley site. Complete information is necessary to determine safety, environmental and waste disposal requirements. Once the input has been completed, please submit a copy of this form (with MSDS attached) to Safety Committee.

**ACTION WILL NOT BE TAKEN UNTIL THIS FORM IS COMPLETED AND APPROVAL RECEIVED**

### SECTION 1 – COMPLETED BY ORIGINATOR / REQUESTOR

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- CHEMICAL TO BE STORED AND USED AT C2E2
- CHEMICAL TO BE STORED AND USED AT ESB
- CHEMICAL TO BE STORED AND USED AT LONGLEY

**SUBMITTED BY (Student):**

**DATE:**

**TEL. EXT.:**

**PRODUCT NAME:**

**CAS #:**

**PRODUCT #:**

**QUANTITY ORDERED:**

**SUPPLIER/MANUFACTURER:**

**MATERIAL FORM:**

- SOLID
- LIQUID
- GAS

**USAGE LOCATION (INCLUDE EQUIP#):**

**AMOUNT TO BE USED/FREQUENCY OF USE:**

**OTHER CHEMICALS USED AT STATION/EQUIPMENT:**

**SIGNIFICANT CHEMICAL INCOMPATIBILITIES:**

**DESCRIPTION OF HOW THE MATERIAL WILL BE USED:**

### SECTION 2 – HEALTH & SAFETY REVIEW (COMPLETED BY REQUESTOR)

- Store and handle as: ______________________________________________________________________
- Use only with:  
  - local exhaust ventilation  
  - in a glove box  
  - other (specify)____________________
- Always use with personal protective equipment (PPE) such as chemical resistant gloves, sleeve apron and face shield
- Label as a CANCER CAUSING AGENT
- Water Reactive Material - Store away from water
- Pyrophoric Material – Store away from air

**NFPA 704 RATING - _____ HEALTH _____ FLAMMABILITY _____ REACTIVITY**

**REQUESTOR**

**SIGNATURE:**

**DATE:**

**PRINCIPAL INVESTIGATOR APPROVAL**

**SIGNATURE:**

**DATE:**

**SAFETY COMMITTEE APPROVAL**

**SIGNATURE:**

**DATE:**

**ONCE SAFETY COMMITTEE SIGNATURE IS OBTAINED, REQUESTOR MAY SUBMIT ORDER REQUISITION FOR PROCUREMENT.**