

## Hazardous Materials Request Form

**Instructions:**

Submit completed form to [ehschemicalpurchasingrequests@sjsu.edu](mailto:ehschemicalpurchasingrequests@sjsu.edu)

This form is to be filled out for chemicals that are ordered for the "FIRST TIME" by a Principal Investigator (if this is a reorder of an approved chemical in the same research lab, you don't need to resubmit). It is meant to ensure that all safety equipment, facility infrastructure and regulatory requirements are in place prior to the chemical arriving on campus. It is not intended to prohibit the ordering of any chemical, but rather to ensure that the University and its employees are able to comply with all pertinent legislation regarding chemical use and acquisition. **This form should be submitted for the purchase of research-grade lab chemicals.** Purchase of routine teaching lab chemicals and consumer available chemicals (like paints, cleaning products, automotive fluids, etc.) does not require submittal of this form.

**Reminder:**  
**Only order the amount you need.**  
**We want to minimize the amount of hazardous waste generated by unused or off-spec chemicals.**

SJSURF Account #

<b>Responsible Person</b>	
Phone	
Email	
Department	
Building and Room # <small>(where the chemical will be used)</small>	
Name of Chemical	
CAS #	
Quantity	
Solid, Liquid, Gas?	

<b>Briefly describe the intended use of this chemical</b>
<b>Will the use of this chemical create a waste stream? If so, please describe. We will need to develop a waste profile in order to properly manage disposal.</b>

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 To be filled out by the reviewing officer

Storage Requirements (check)	
<input type="checkbox"/>	General Chemical Storage
<input type="checkbox"/>	Cool Dry Cabinet
<input type="checkbox"/>	Refrigerator
<input type="checkbox"/>	Freezer
<input type="checkbox"/>	Fridge/Freezer rated for flammable materials storage
<input type="checkbox"/>	Flammable Cabinet
<input type="checkbox"/>	Corrosive Cabinet
<input type="checkbox"/>	Other:

Engineering Controls Needed (check if applicable)	
<input type="checkbox"/>	Chemical Fume Hood
<input type="checkbox"/>	Perchloric Acid (wash down) hood
<input type="checkbox"/>	Distillation Hood
<input type="checkbox"/>	Biosafety Cabinet
<input type="checkbox"/>	Glove Box
<input type="checkbox"/>	Local Exhaust
<input type="checkbox"/>	Other:

Personal Protective Equipment (check all appropriate)	
<input type="checkbox"/>	Protective eyewear
<input type="checkbox"/>	Face Shield
<input type="checkbox"/>	Gloves
<input type="checkbox"/>	Lab Coat
<input type="checkbox"/>	FR Lab Coat
<input type="checkbox"/>	Respirator
<input type="checkbox"/>	Other:

Special Hazards (check all appropriate)	
<input type="checkbox"/>	Carcinogen
<input type="checkbox"/>	Peroxide Former
<input type="checkbox"/>	Potentially Explosive
<input type="checkbox"/>	Reproductive Hazard
<input type="checkbox"/>	Mutagen
<input type="checkbox"/>	Lacrymator
<input type="checkbox"/>	Other:

Does this chemical require a written Standard Operating Procedure (SOP)?	
<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

Additional comments or instructions

\_\_\_\_\_  
 Signature of Responsible Individual

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature of Chemical Hygiene Officer

\_\_\_\_\_  
 Date

Approval is contingent on the above controls being implemented.	
<input type="checkbox"/>	APPROVED
<input type="checkbox"/>	NOT APPROVED