Faculty of Engineering
Hazardous Substance Acquisition Process

Person Requesting Chemical (Originator)

- Determine substance to be acquired
- Is substance new or being used in a different area?
  - YES: Obtain and review MSDS.
  - NO: Review MSDS & Risk Assessment for use, seek approval from supervisor
- Risk Assessment Approved?
  - YES: Complete purchase requisition and attach Chemical request form (signed by supervisor), submit to department chem. Officer/s
  - NO: Perform Risk Assessment including storage, handling and waste management; seek approval from supervisor & Safety Officer
- Can a less hazardous material be substituted?
  - YES: Is Substance classified as Hazardous?
  - NO: Chemical Request form completed?
    - YES: Substance in stock?
      - NO: Requisition sent for processing
      - YES: Substance supplied from stock
    - NO: Substance delivered to chem. Officer / store

Nominated Chem. Officer/s (Departmental)

- Chemical Request form completed?
  - NO: Chemical Request form returned to originator
  - YES: Substance in stock?
    - NO: Requisition sent for processing
    - YES: Update inventory location on Chemwatch
      - Substance supplied to Originator
Faculty of Engineering

Chemical Request Form

This form is to be used in conjunction with the Faculty of Engineering’s Hazardous Substance Acquisition Process (flowchart) for each new substance or where an existing substance is to be used in a different area.

This form must be completed by the person requiring the chemical (originator), signed off by their supervisor or delegate, and is a supplement not a replacement for the Purchase Requisition Form if one is required to purchase the substance.

A current MSDS (Chemwatch mini or single page summary acceptable) must be presented to the appropriate chemical officer / store before chemical is handed over.

Name of Substance: ________________________________

Quantity (Kg or Litres): ________________________________

Location: Building________Room_________Location________

MSDS obtained by originator □ YES

Is substance classed as Hazardous □ YES □ NO

If YES

Risk Assessment completed □ YES

Handling and storage provisions made □ YES

If any additional information is required to perform Risk Assessments, the departmental Safety Officer should be consulted.

Originator & Supervisor Details

<table>
<thead>
<tr>
<th>Originator Name</th>
<th>Supervisor Name</th>
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<tbody>
<tr>
<td>Department</td>
<td>Department</td>
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<tr>
<td>Contact phone</td>
<td>Contact phone</td>
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Other Comments: ____________________________________________

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