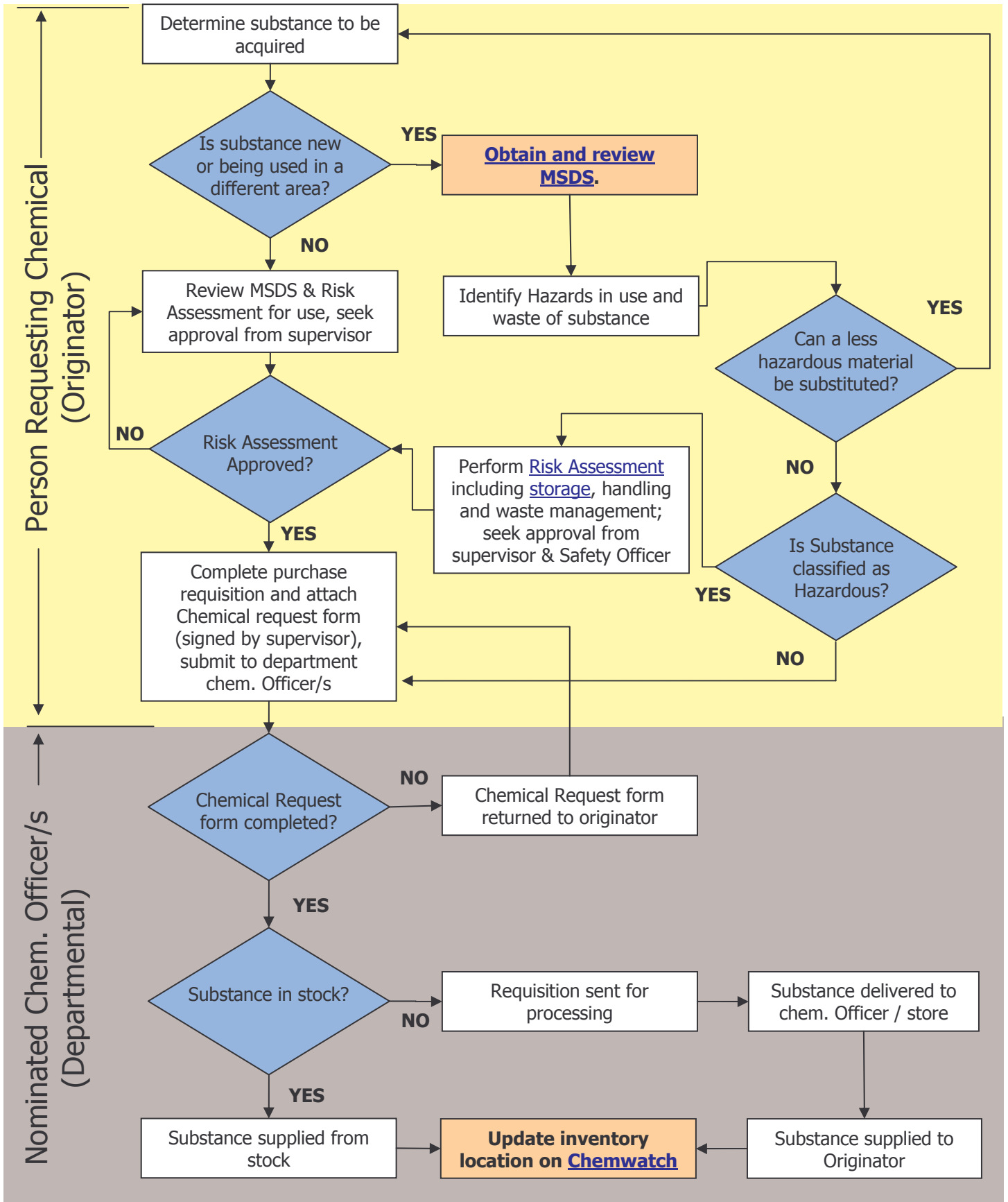


# Faculty of Engineering

## Hazardous Substance Acquisition Process



**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**

Originator Name		Supervisor Name	
Department		Department	
Contact phone		Contact phone	
Date		Date	
Signed		Signed	

Other Comments: \_\_\_\_\_

\_\_\_\_\_  
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