**NEW CHEMICAL MATERIAL REQUEST FORM**



Requestor(s) Name:

Ext.

Date:

 Chemical Material name: (attach copy of SDS)

 Manufacturers Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Suppliers Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manufacturer’s part number:

PCB Piezotronics Item Number:

Initial Quantity to be ordered and anticipated maximum quantity to be on-site at any time:

What type of container does the material come in?

Replacing existing material? [ ]  YES [ ]  NO

 If Yes, what is the material?

Reason for replacement:

Description of the material being requested and its intended use:

How will it be used? Will it be mixed or diluted with other chemicals? How will it be applied? (if applicable). Also, provide description of all anticipated transferred storage containers.

Where is this material to be used (all location(s) on the site, departments, room number, etc.)?

Where will it be stored when not in use?

Does it have a shelf life? [[ ]  YES [ ]  NO] If Yes, what is it?

Describe how you will dispose of used or waste material:

Estimate of how many employees will be exposed to this material, how often, and how long?

Estimated start date of use:

 How is this material to be used? (Check all that apply):

[ ] R&D

[ ] Production

[ ] Maintenance

[ ] Engineering

What is the required Personal Protective Equipment (PPE) in order to safely use this new material? Describe:

Is there any new capital equipment required (or recommended) to safely use this new material? [[ ]  YES [ ]  NO] If Yes, describe the new equipment:

Will this new material require modification of existing equipment and/or facilities (e.g., scrubbers, ventilation, spill or hazardous material detection, toxic gas monitoring, waste handling, chemical delivery & storage, etc.)? If Yes, please describe the modifications required in detail: [ ] YES [ ] NO

Is this material similar to any others on the Chemical Inventory List? [ ]  YES [ ]  NO

If yes, what is it similar to?

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 Signature of Requestor Signature of Production Supervisor Signature of Requestor’s Supervisor

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 Print Requestor Print Production Supervisor Print Requestor’s Supervisor