

Chemical Request Form

Please use the following form when: 1) A new chemical is being brought onsite (by an employee or contractor), 2) A previously approved chemical is no longer being used at the site, or 3) A previously approved chemical needs to be revised (e.g. chemical is going to be used in a different location at the site, chemical composition has changed, chemical quantity has changed, etc.)

Date of Request: _____

REQUESTER INFORMATION

Name: _____

Email: _____

Department: _____

CHEMICAL INFORMATION

Request Type:

New (chemical or chemical location) Revision (e.g. SDS, location, etc.) Removal (from site or from location at site)

Location of Use: Area/unit/equipment name/number and any other useful info to easily identify the location where the chemical will be used

Chemical Name: Include multiple names if applicable (common names, etc.)

Manufacturer: _____

Part Numbers: _____

Concentration: (If undiluted, 100%) _____

Method of Spent
Chemical Disposal: _____

Intended use/application: _____

Temporary chemical? Yes No

(For temporary chemicals only)

Est. Date Onsite: _____

Est. Date Offsite: _____

Chemical Request Form

CHEMICAL INFORMATION (Continued)

Amount Purchased: _____ lbs gal

Storage Container Location: Include lot name, building #, cabinet location, etc. _____

Storage container type: Above ground tank Below ground tank Tank inside building
 Bag Box Cylinder Can Carboy Fiber drum
 Glass bottle or jug Plastic bottle or jug Plastic/nonmetallic drum Rail car Silo
 Steel drum Tote bin Tank wagon Other: _____

Storage Pressure: Ambient pressure Greater than ambient pressure Less than ambient pressure

Storage Temperature:

Ambient temperature Less than ambient temperature Greater than ambient temperature Cryogenic conditions

Max Daily Amount Onsite (Maximum amount onsite on any given day) _____ lbs gal

Average Daily Amount Onsite: _____ lbs gal

Max Amount in Largest Container: _____ lbs gal

****Must attach SDS for chemical if there is not already an accurate SDS for the chemical in the database.
Confirm SDS is current and not outdated.**