

**APPENDIX A - EHS New Chemical & Restricted Commodity Approval Form
(Chemicals, Compressed Gases, Hazardous Materials)**



Environmental
Health & Safety

**EHS New Chemical and Restricted Commodity Approval Form
(Chemicals*, Compressed Gases, Hazardous Materials)**

1. This form is required for purchases of new or restricted Chemicals*, Compressed Gases, Hazardous Materials.
2. New chemicals and restricted commodities are not to be purchased/used until Approval is obtained by EHS.
3. Copies of approved requests should be kept on file by the initiating Division, Department, or Program.

*Chemicals include commercially available household products.

Department:				
Campus:		Building:		Room#:
Name of (work area) responsible party/ Supervisor:				
Date:		Completed By:		Signature:
<ol style="list-style-type: none"> 1. For new chemicals*, obtain Safety Data Sheet (SDS) from the supplier or vendor. 2. Forward the completed form with SDS attached (if new) to EHS at ehs@csn.edu; with the subject line "EHS New Chemical Approval Request" or "EHS Commodity Approval Request". 3. The form will be promptly returned to the sender indicating 'approval' or 'disapproval'. Denied requests will include a brief explanation. 4. Include the approved form with supporting documentation for the initial and subsequent P-Card purchases. 5. New Chemicals and/or restricted commodities are not to be purchased or used until Approval is obtained. 6. It is the purchaser's responsibility to ensure chemical(s) are included in the CSN SDS Library – eBinder. 				
COMMODITY CATEGORY	PRODUCT NAME (Chemical or Trade Name)	MANUFACTURER (Name and Address)	SIZE & QUANTITY	INTENDED PRODUCT USE
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
EHS Director Approval <input type="checkbox"/> YES <input type="checkbox"/> NO		SIGNATURE:		
Comments:				