Chemical Request Form

Request to bring chemical(s) into CNS Clean room/Laboratory.

Harvard University Center for Nanoscale Systems

Date of Request:

Requester Name: Requester Group or Affiliation:

Requester Phone: Email:

1. Product Name:
2. Ingredients:
3. Process Description:
4. Container Type and Size:

5. Proposed Date to Bring into Laboratory:
6. Proposed Date to Remove from Laboratory:
7. List ALL CNS Labs/Facilities where Chemical is to be Used:

8. Approximately how much of this chemical will be used on a monthly basis?
9. URL of MSDS:

Please complete this form, include a hardcopy of the Material Safety Data Sheet (MSDS) for this chemical and bring to the CNS Administrative Office in LISE 306.
PLEASE NOTE: Users are not allowed to enter CNS labs/facilities with requested chemical until this form is signed by all parties and the User receives an approval email from LISE EH&S.

By signing this document the User warrants that he/she has answered all requested information truthfully to the best of his/her knowledge and will handle this chemical in a safe manner in accordance with CNS and Harvard University policies:

USER SIGNATURE: _____ Date: _____

Below for CNS and LISE EHS use only.

- ☐ MSDS Received
- ☐ Approved
- ☐ Approved w/Concerns
- ☐ Rejected

CNS Admin Signature	Date

If either Approved w/Concerns or Rejected, see below for explanation:

Requester contacted by: __Email __ Phone ___Fax Date:

SEE PAGE 2 FOR INSTRUCTIONS ON HOW TO COMPLETE THIS FORM

Instructions for completing the "New Chemical Request" form

I. Purpose of this procedure:

To ensure all new chemicals receive a complete safety review before they can be brought into any CNS lab or clean room. A chemical may be disapproved based on the following criteria:

1. CNS may already have a similar chemical on site.
2. The toxicity/reactivity data for the chemical may be unacceptable. If a chemical is a carcinogen you will be asked to provide evidence that you investigated less toxic material. If a less toxic substitute can not be found the use of the chemical will be limited and controlled.
3. No Material Safety Data Sheet was provided with the chemical.

II. Scope:

This procedure applies to any person who has been approved to work in the CNS clean rooms or any other CNS associated room in the Laboratory of Integrated Science and Engineering (LISE) at 11 Oxford Street or Gordon McKay Laboratories at 9 Oxford St., Cambridge MA.

III. How to fill out the Form:

1. Product Name: Chemical name that is on the bottle (i.e. SU8 2000 photo-resist series)
2. Ingredients: ex. Cyclopentanone, epoxy resin and propylene glycol
3. Process Description: Describe how this chemical will be used in the process
4. Container Type & Size: 4 liter glass bottle, 5 gram syringe, one gallon plastic
5. Proposed Date to Bring into Lab: What date do you hope to start using this chemical?
6. Proposed Date to Remove from Lab: When do you expect experiments will cease?
7. List all CNS locations in LISE building where chemical is to be used?
8. How much of this chemical do you plan on using per month?
9. URL of MSDS: In addition to a hard copy, CNS and Harvard Enviornmental Health and Safety need easy access to an electronic copy.

IV. Final Steps for User

1. Complete the form and attach a Material Safety Data Sheet and bring to the CNS Administrative Office in LISE, room 306
2. Users are not allowed to enter CNS labs/facilities with requested chemical until this form is signed by all parties and the User receives an approval email from LISE EHS Officer.

V. Responsibilities of CNS Administrator

1. Administrator will ensure the following: All fields are filled out properly, Form is signed by User, and hardcopy of MSDS is attached.
2. CNS Admin will forward the form and MSDS to EH&S

VI. Responsibilities of LISE EHS Officer

1. Review New Chemical Request form and material safety data sheet
2. Approve or reject
3. Contact requestor to notify of approval or rejection and discuss any special concerns and waste collection strategies
4. Turn around time for approval is between 48 and 72 hours
5. Maintain the records in the G56 office of LISE under the Material Safety Data Sheet file cabinet.