

**NEW CHEMICAL PURCHASE/USE (Including "Samples")
Authorization Form – Reynolda Campus**

Note: NO authorization will be considered either by an immediate supervisor or by the Safety Director unless an MSDS for the SPECIFIC CHEMICAL BEING REQUESTED is attached to this form – NO EXCEPTIONS! AUTHORIZATION WILL NOT BE GIVEN UNLESS ALL OF THE FOLLOWING INFORMATION IS PROVIDED!!

Chemical Requested: _____

Vendor: _____

Contact Name or Phone (if known): _____

Purpose(s) (i.e. drain cleaner, floor cleaner, etc.)

What is currently being used for the above purpose(s)?

How did you hear about this product?

- Demonstration via salesman
- Advertisement
- Other: _____

Requestor: _____ Date: _____

Team or Division/Department _____

Approval of **immediate supervisor** _____

Date: _____

AUTHORIZED BY EH&S (Signature): _____

Date: _____

WAREHOUSE ORDER INFORMATION **Date Ordered:** _____

Quantity: _____ **Ordered by:** _____

Sample? Y N

Once the chemical is ordered, RETURN this form to EH&S for filing!

**NEW CHEMICAL PURCHASE/USE (Including "Samples")
Authorization Form – GRAYLYN CONFERENCE CENTER**

Note: NO authorization will be considered either by Jason Woody or by the Safety Director unless an MSDS for the SPECIFIC CHEMICAL BEING REQUESTED is attached to this form – NO EXCEPTIONS! In addition, AUTHORIZATION WILL NOT BE GIVEN UNLESS ALL OF THE FOLLOWING INFORMATION IS PROVIDED!!

Chemical Requested: _____

Vendor: _____

Contact Name or Phone (if known) _____

Purpose(s) (i.e. drain cleaner, floor cleaner, etc.)

What is currently being used for the above purpose(s)?

How did you hear about this product?

- Demonstration via salesman
- Advertisement
- Other: _____

Requestor: _____ Date: _____
Signature

Department _____

Approved by **Jason Woody** _____ (signature)

DECLINED _____ **Date:** _____ (initial) _____

Approved by **Safety Director** _____ (signature)

DECLINED _____ **Date:** _____ (initial) _____

1. Original (plus MSDS) to be maintained by Jason Woody
2. Copy maintained by requesting department
3. Copy of MSDS should be maintained in the department where the chemical will be used.