

**SMFL Imported Chemicals Worksheet**

Project: \_\_\_\_\_ Date: \_\_\_\_\_

Chemicals: \_\_\_\_\_

- 1) SDS emailed to T. Grimsley?
- 2) Detailed plans of how the chemical is to be used.
  - a) Details of proposed process – how are you using the chemical, on what substrate, etc?.
  
  - b) Proposed handling of the chemical
  
  - c) Timeframe of chemical usage
- 3) Storage of the chemical (Filled out by SMFL)
- 4) Risk Assessment (Filled out by SMFL)
  - a) Tools (including downstream)
  
  
  - b) Personnel

5) Disposal of the chemical. (Filled out by SMFL)

6) Project/department responsible for disposal costs

**Internal** Oracle Dept # \_\_\_\_\_ Oracle Project # \_\_\_\_\_

**External** SMFL Project Code \_\_\_\_\_

Project Representative: \_\_\_\_\_ Date: \_\_\_\_\_

- By signing this form, the Project representative agrees to bear the cost of disposal for this chemical (if noted above).
- Project representative agrees that the chemistries will be used in the manner described in this document.
- Any changes or modifications will be submitted to the SMFL in writing before any changes/modifications take place.
- Project representative will inform all members/users of the project of the hazards of the chemicals they are using.

### Chemical cleared for use in SMFL

SMFL Representative \_\_\_\_\_ Date \_\_\_\_\_

SDS on SMFL website \_\_\_\_\_

Chemical entered into RIT MSDS Online Database \_\_\_\_\_

Chemical labels created for secondary \_\_\_\_\_

### Instructions:

Fill out sections 1 & 2.

Section 3, 4, & 5 will be filled out by SMFL, you will be notified of procedures / equipment to be used.

Have advisor sign for waste disposal if needed.

Return completed form to T. Grimsley 17-1511