

Hazardous Materials: Toxic and Hazardous Chemical Justification Form

URL: <http://www-group.slac.stanford.edu/esh/eshmanual/references/hazmatFormJust.pdf> or [Word](#)

Revision Record: <https://www-internal.slac.stanford.edu/esh/docreview/reports/revisions.asp?ProductID=461>

Department: Industrial Hygiene and Information Management

Program: Hazardous Materials

Authority: [ESH Manual, Chapter 40, Hazardous Materials](#)

Date Effective: 19 August 2009

This form documents line management review approving a purchase request for toxic or hazardous chemicals. The hazardous material program manager issues this form to the user/requestor if ESH review found that the toxic or hazardous chemical 1) falls into one of the chemical categories (banned, of concern, material restricted, use restricted) based on hazard or regulatory status, and 2) there are less toxic substitutes, or 3) this chemical exceeds screening criteria and is mission-critical. Submit the completed form to the hazardous materials program manager.

For additional detail, see [Hazardous Materials: Purchasing Procedure](#) (SLAC-I-730-0A09C-001) and [Hazardous Materials: Chemical Screening Criteria](#) (SLAC-I-730-0A09S-033).

Request to add new chemical to the tcmlS catalog (completed by user/requester)

Name:		Phone number:	E-mail:
Directorate:	Dept/group:	Dept/group code:	Mail stop:
Material safety data sheet (MSDS) attached? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Product name:		Manufacturer:	
Container size (specify units):		Proposed storage location:	
Estimated maximum quantity (# of containers):			Average quantity:
Mission-critical activity description:			
How will this product be used? (maintenance, construction, research, fabrication, synthesis...)			
Less toxic or hazardous substitute was not procured because it is not available (select all that apply):			
<input type="checkbox"/> Within a reasonable period of time <input type="checkbox"/> At a reasonable price <input type="checkbox"/> Within performance requirements			
Other (explain):			
Provide a detailed justification and attach supporting documentation for each indicated reason:			
Check if applicable and provide supporting documentation:			
<input type="checkbox"/> Safe storage, use and disposal controls have been identified, implemented and personnel are trained in their use.			
(print name, title):			
Signature:			Date:

Review (completed by directorate or local ESH coordinator)

Select one: <input type="checkbox"/> I have verified that appropriate controls are in place for the use described. <input type="checkbox"/> The request for the item not approved.	
<i>(print name, title):</i>	
Signature:	Date:

Approval (completed by ALD or designee)

Select one: <input type="checkbox"/> The use is justified and this item is approved for the use described. <input type="checkbox"/> The request for the item is not approved.	
<i>(print name, title):</i>	
Signature:	Date:

Send completed form to the hazardous materials program manager at M/S 84.