



Standard Lead Shielding Purchase Justification Form

ENVIRONMENT, SAFETY & HEALTH DIVISION

Product ID: [619](#) | Revision ID: 2319 | Date Published: 28 July 2021 | Date Effective: 28 July 2021URL: <https://www-group.slac.stanford.edu/esh/eshmanual/references/leadFormPurchaseStandard.pdf>

This form is required for the purchase of new standard lead shielding, such as lead sheet, bricks, and brick pieces. It is not required for the purchase of custom-made or unique lead shielding forms and research equipment containing lead.

If no suitable lead is available from Central Lead Storage, submit form for approval. If granted, submit form to the [CMS requester](#) as described in [Lead Safety: Standard Lead Shielding Purchasing Procedure](#) (SLAC-I-730-0A09C-005).

1 Lead Request *(completed by lead user)*

Name:		Phone number:	E-mail:
Directorate:	Dept/group:	Dept/group code:	Mail stop:
Lead item(s) description: <i>(size, shape, thickness)</i> :			
Quantity:	Purpose:		
I contacted the Central Lead Storage manager (Building 413 building manager) on _____ <i>(date)</i> to check if the lead described above is available. Finding <i>(describe why available lead is not suitable)</i>			
Signature:			Date:

2 New Purchase Approval *(completed by lead safety program manager)*

Name:	
Signature:	Date:

3 New Purchase Approval *(completed by lead user management)*

Manager <i>(print name, title)</i> :	
Signature:	Date:

4 Purchasing Information *(completed by CMS requester)*

Name <i>(CMS requester)</i> :	Phone number:	E-mail:
Product name(s):	CMS product item number(s):	Quantity: