



CNS Material Request Form

1 Requester Information

<i>Date of Request</i>	<i>Requester Name</i>
<i>Requester Group or Affiliation</i>	<i>Requester phone, email</i>

2 Material Information

<input type="checkbox"/> New Chemical	<input type="checkbox"/> Biological Material	<input type="checkbox"/> Nanomaterial
2.1 Material Name:		
2.2 Material Description:		

3 Describe Intended Use (attach sheets if required)

3.1 CNS Labs/Facilities where Material proposed to be used:

3.2 Container type and volume of material:

3.3 Proposed date to bring into Laboratory:

3.4 Describe Process and how material will be handled? _____

3.5 Proposed date to remove from Laboratory:

<i>Requester Signature</i>	<i>Date</i>
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4 Assessment

To be completed by CNS / EHS staff		
<input type="checkbox"/> Safety Data Sheet or Similar Safety Material Received		
<input type="checkbox"/> Approved	<input type="checkbox"/> Approved with special instruction	<input type="checkbox"/> Rejected
<i>Reviewed By CNS</i>	<i>Date</i>	
<i>Reviewed by EHS</i>	<i>Date</i>	
<i>Requester contacted by: __Email __ Phone __Fax</i>	<i>Contacted by:</i>	<i>Date:</i>

Instructions on reverse

FM006 Instructions

1. Purpose of this Form:
 - 1.1. To ensure that no dangerous or contaminating materials are brought into CNS laboratories without prior stipulations on handling and use. This form provides a mechanism for advanced review and approval of all new chemicals, biological materials, and nanomaterials before they can be brought into any CNS lab or clean room.
2. Scope:
 - 2.1. This procedure applies to any liquid or gas chemical, any material to be stored, any substance likely to contaminate laboratories or equipment, any toxic, hazardous, infectious, or radioactive material.
 - 2.2. This procedure applies to any material which may be subjected to grinding, scribing, sawing, polishing, breakage, or any other activity where dust may be generated.
 - 2.3. This procedure applies to any person who has been approved to work in any CNS Laboratory at 11 Oxford Street Cambridge MA.
3. How to fill out the Form:
 - 3.1. Complete Material Name: Chemical/material/product name that is on the bottle (i.e. SU8 2000 photoresist series)
 - 3.2. Describe material including known hazards, and list all chemical constituents.
 - 3.3. List all CNS locations in LISE building where material is to be used (ie cleanroom, B15A)
 - 3.2. Container Type & Size: how will material be brought into lab and how stored. For example, 4 liter glass bottle, 5 gram syringe, one gallon plastic ...
 - 3.5. Proposed Date to Bring into Lab: What date do you hope to start using this material?
 - 3.6. Proposed Date to Remove from Lab: When do you expect experiments will cease?
 - 3.8. Description of Process: Describe the process in which the material will be used. What equipment/tool will be used and how will material be handled during the process?
4. Submitting Form
 - 4.1. Complete the form and attach a Safety Data Sheet (SDS) and bring to the CNS Administrative Office in LISE, room 304
 - 4.2. 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.
5. Responsibilities of CNS Administrator
 - 5.1. Administrator will ensure the following: All fields are filled out properly, Form is signed by User, and hardcopy of SDS (if available) is attached.
 - 5.2. CNS Admin will forward the form and SDS to EH&S
6. Responsibilities of LISE EHS Officer
 - 6.1. Review Material Request Form (MRF) and material safety data sheet.
 - 6.2. Approve or reject. A chemical may be disapproved based on the following criteria:
 - 6.2.1. CNS may already have a similar chemical on site.
 - 6.2.2. The toxicity/reactivity data for the material may be unacceptable.
 - 6.2.3. The material is not compatible with the proposed equipment to be used.
 - 6.3. Contact requestor to notify of approval or rejection and discuss any special concerns and waste collection strategies.
 - 6.4. Turn around time for approval is between 48 and 72 hours.
 - 6.5. Maintain the records of Material Request Forms in the CNS shared drive under EHS files
7. Responsibility of CNS Staff Member:
 - 7.1 Review MRF and accept or reject material
 - 7.2 Sign form and send back to EHS for final approval
 - 7.3 Develop documented work practices if needed