 <p>ASU Environmental, Health, and Safety</p>	<p>Document Owner: EHS</p>	<p>Release Date: 4-20-07</p>
<p>Document Title: MacroTechnology Works -- Chemical Approval Process</p>		<p>Document Rev: 02</p>

Procedure for Requesting New Chemicals

1.0 PURPOSE

This procedure defines the process for requesting an approval for use of new chemical materials at ASU's MacroTechnology Works. No new chemical materials are to be ordered or used at the MacroTechnology Works unless they have been reviewed and approved via this procedure. If a new chemical material may fall under the ASU Biosafety Program, additional reviews and approvals will be required as described in the Biosafety Manual. In general, materials regulated under the ASU Biosafety Program are not to be used at the MacroTechnology Works. Radioactive and explosive materials are not be used at the MacroTechnology Works.

2.0 SCOPE

This procedure applies to all personnel, including researchers, tenants, lessees, and contractors at the MacroTechnology Works. This procedure applies to all functional areas of the MacroTechnology Works facility.

3.0 REFERENCES

SEMI S10 – Safety Guideline for Risk Assessment
ASU MacroTechnology Works Chemical Approval Form

4.0 DEFINITIONS

MSDS – Material Safety Data Sheet
PPE – Personal Protective Equipment


5.0 PROCEDURE

5.1 Whenever a new chemical is being considered for use at the MacroTechnology Works, the requestor must fill out a MacroTechnology Works Chemical Approval Form. The form must be signed by the requestor and the requestor's lab director, manager, or supervisor.

NOTE: An MSDS is must be submitted with all new chemical requests. The MSDS must be submitted in electronic format.

5.2 The requestor then will submit the approval form to the ASU MacroTechnology Works EHS Department.

5.3 The Assistant Director of EHS or designee may then call a meeting of the Chemical Review Committee to review the information submitted on the Chemical Approval Form. If adequate

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information is provided by the requestor and if the Assistant Director of EHS determines that there is no significant risk to the operations of the MacroTechnology Works, the Assistant Director may approve the addition of the chemical to the approved chemical list. If a chemical review meeting is called, the committee shall consist of the following members (at a minimum):

1. MacroTechnology Works Facilities representative
2. MacroTechnology Works Assistant Director of EHS and/or designee
3. MacroTechnology Works chemical handling representative
4. The new chemical requestor

5.4 The Chemical Review Committee shall review the Chemical Approval Form and all other pertinent information submitted. The committee shall review the MSDS submitted with the request form, the regulatory status of the new material, and consider the following (at a minimum):


- 5.4.1 Physical and/or health hazards
- 5.4.2 Material toxicity, corrosive properties, and all other physical parameters of the material
- 5.4.3 Any chemical monitoring or life safety systems changes required
- 5.4.4 PPE required for safe handling of the material
- 5.4.5 On-site countermeasures that may be required
- 5.4.6 Chemical classification, labeling, and storage requirements
- 5.4.7 City, county, state, and/or federal notification or permitting requirements
- 5.4.8 Short- or long-term environmental impacts
- 5.4.9 Capital equipment required for use of material
- 5.4.10 Impacts on facilities
- 5.4.11 Abatement, waste handling, or treatment requirements
- 5.4.12 Impacts on facilities equipment that are shared with other processes
- 5.4.13 Quantity and storage limitations
- 5.4.14 SEMI S10 – Safety Guideline for Risk Assessment may be used to provide additional guidance

5.5 After the committee has reviewed the aspects listed above, the committee will either accept or reject the requested material.

NOTE: The committee has the option to reject the material in its entirety or the committee can send the request form back to the requestor for additional information. Once the requested new information has been obtained, the request form is then re-submitted to the Review Committee for re-evaluation and review. Each chemical user may be required to bear the costs of compliance with any of the requirements listed above. An agreement to bear these costs may be required before the use of any new chemical is approved.

5.6 If the new material has been rejected, the committee chairman shall fill in the date of receipt, date of review, and note the disposition as “Rejected” on the “New Material Request Tracking” portion of the Chemical Approval Form.

NOTE: In the event that a new material has been rejected by the review committee or by the Assistant Director of EHS, the material is not to be purchased by any MacroTechnology Works employee, tenant, researcher, student, or contractor. The material **shall not** be brought onto the ASU

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MacroTechnology Works site. The review committee chairman shall then notify the appropriate purchasing organization that the material is not to be purchased or brought on site.

- 5.7 If the review committee has approved the material and request, the committee chairman shall fill in the date of receipt, date of review, and note the disposition as “Approved” on the “New Material Request Tracking” portion of the Chemical Approval Form.
- 5.8 Upon approval of the material, the committee chairman shall notify the requestor and may return a copy of the approval request form to the requestor.
- 5.9 The committee chairman notifies the MacroTechnology Works chemical delivery team that the material is approved for initial purchase, delivery, etc.
- 5.10 The ASU MacroTechnology Works chemical delivery team shall quarantine any chemical or material delivered to the site that is not listed on the approved chemical list for the particular user or lab in question. Approvals of chemicals are lab- and user-specific.
- 5.11 All chemical deliveries must be made to the ASU MacroTechnology Works chemical delivery team and must identify the user or lab for delivery. No chemical deliveries are to be accepted at the front desk in the lobby of the building.