 <p>ASU Environmental, Health, and Safety</p>	<p>Document Owner: EHS</p>	<p>Release Date: 12-14-11</p>
<p>Document Title: MacroTechnology Works -- Chemical Approval Process</p>		<p>Document Rev: 03</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, delivered, 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 without prior additional approvals.

2.0 SCOPE

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

3.0 REFERENCES

SEMI S10 – Safety Guideline for Risk Assessment
ASU MacroTechnology Works New Chemical Material Request 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 New Chemical Material Request Form. The form must be signed by the requestor and the requestor's Principal Investigator, lab director, manager, or supervisor.

NOTE: An MSDS for the new material must be submitted with all new chemical requests. A copy of the MSDS must be submitted in electronic format. Electronic submission of the completed New Chemical Material Request Form is also preferred. The MSDS must be from the supplier that will be providing the material.

5.2 The requestor will submit the signed New Chemical Material Request Form and a copy of the MSDS to the ASU MacroTechnology Works EHS Department.

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- 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 New Chemical Material Request Form. If adequate 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. The ASU EHS Compliance Officer for the lab
- 5.4 The Chemical Review Committee shall review the New Chemical Material Request 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 operations
 - 5.4.11 Abatement, waste handling, or treatment requirements
 - 5.4.12 Impacts on facilities and/or equipment that are shared with other users
 - 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 New Chemical Material Request Form.

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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, visitor, or contractor. The material **shall not** be brought onto the ASU MacroTechnology Works site. The review committee chairman or the Assistant Director of EHS shall notify the requesting 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 New Chemical Material Request Form. This form will remain in the site files.
- 5.8 Upon approval of the material, the committee chairman notifies the requestor and the EHS Compliance Officer for the lab and may return a copy of the approval request form to the requestor and the EHS Compliance Officer for the lab.
- 5.9 The committee chairman notifies the MacroTechnology Works chemical operations/delivery team that the material is approved for initial purchase, storage, 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. All chemical approvals are tracked by the chemical or product name, vendor name, and vendor part number so any change in any of these items requires an additional review.
- 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, at the mail room, or at the main shipping/receiving dock.
- 5.12 No chemicals shall be brought into the MacroTechnology Works facility by anyone other than an approved shipper. Chemicals are NOT to be hand-carried into the building.
- 5.13 The ASU MacroTechnology Works reserves the right to inspect any package, parcel, etc. being brought onto the premises if it is suspected to contain any chemical material.