Date _____

RQ

CHEMICAL REQUISITION FORM

Name _____ Phone No. _____

Supervisor/advisor _____ Email _____

Department _____

Building _____ Lab No _____ Signature _____

FOAP _____ - _____ - 5420 - _____

Quantity	Units	Description (chemical name, grade, source, size, etc.)	MSDS?	Charge (leave blank)

TOTAL:	

* You must have attended EHS Hazardous Materials training within the last year to be authorized to order chemicals. Call extension 3869 if you need to schedule training.
* Do not write in shaded areas.
* Submit this form to the Chemical Storage and Distribution Facility (CSDF) by one of these methods:
  Take to CSDF, located in lower northeast corner of Coolbaugh Hall, Room 030.
  Send by fax to extension 2123.
  Send by campus mail to the EHS Department.
  Complete form in MS-Excel and email as attachment to csdf@mines.edu.
* Distributions will be made from existing inventory whenever practical.
* You will be notified when chemicals are ready for your pickup or our delivery.

CSDF

Chemical Storage and Distribution Facility
c/o EHS Department
Coolbaugh Hall, Room 030
Phone: 3555 Fax: 2123