

**University of Washington
Washington Clean Energy Testbeds**

4625 Union Bay Place NE
Seattle, WA 98105

Material Request Form

General Material Policy

Before bringing any chemicals into the lab, ***you must submit this form, SDS for each chemical, and a Standard Operating Procedure to WCET staff at wcet@uw.edu***. An SOP template is provided at the end of this document. The lab manager and the lab safety manager will review the documents prior to approval. **NO UNAPPROVED CHEMICALS ARE ALLOWED IN WCET LABS.** We do not permit long-term storage of any personal chemicals in the facility without explicit permission.

General use chemicals are provided by WCET management. A complete list of these chemicals can be found in Room 112.

You must complete this form even if you are bringing in a chemical that is already approved. WCET management are required by UW EH&S to track chemical quantities.

Please complete the following information and return this form to a WCET staff member or email it to wcet@uw.edu. Please allow up to 3 business days for approval of this request.

User Name _____

User Organization _____

Chemical Name	Volume	Container Type (e.g. glass bottle)	State (Gas, Liq., Solid)	Start and End Dates of Use

Please provide a brief description of the intended work utilizing the above listed chemicals:

Requesting User
Signature _____
Printed Name _____
Title _____
Date _____

UW WCET
Signature _____
Printed Name _____
Title _____
Date _____

Standard Operating Procedures for Chemicals or Processes

#1 Process (if applicable)		
#2 Chemicals and Hazards		
#3 Personal Protective Equipment (PPE)		
#4 Environmental/ Ventilation Controls		
#5 Special Handling Procedures & Storage Requirements		
#6 Spill and Accident Procedures		
#7 Waste Disposal		
#8 Special Precautions for Animal Use (if applicable)		
Particularly hazardous substance involved?	<input type="checkbox"/> YES:	Blocks #9 to #11 are Mandatory
	<input type="checkbox"/> NO:	Blocks #9 to #11 are Optional.
#9 Approval Required		
#10 Decontamination		
#11 Designated Area		