

Chemical Ordering Process

- 1) Print and read the chemical/product(s) **Safety Data Sheet** (SDS). If the product is hazardous, determine if there is a non-hazardous or less hazardous substitute.
- 2) If the product is hazardous and unavoidable, complete a **Hazardous Chemical Risk Assessment form** (unless an up-to-date copy that YOU completed is already on file, and the SDS you used to complete it is less than 5 years old).
- 3) For each hazardous substance used, forward a copy of SDS and completed and signed **Risk Assessment Form** to the lab manager for your nominated area.
- 4) Fill out and forward a **Chemical Compliance Declaration form** with your **Purchase Requisition forms** to your department administrator.

Chemical Ordering Process Flowchart

Administrative process for ordering of chemicals in FoS

