

WVU SHARED RESEARCH FACILITIES - MATERIAL TRACKING FORM

This form must be approved before any chemical or reagent is brought into the Shared Research Facilities. A copy of the MSDS must accompany this form. All chemicals must be properly labeled. Any additional vendor guidelines and/or publications would be appreciated. A signed Material Tracking Form must be submitted for **each** container brought into the Shared Research Facilities. We recommend having this form approved before purchase. For chemicals/reagents that are used regularly, we recommend keeping a copy of this form for future use.

PERSONAL INFORMATION

Name:

Email:

Cellphone number:

Lab phone number:

Date of request

Dates of chemical usage:

Names of users of chemical:

Advisor:

CHEMICAL INFORMATION

Chemical name:

CAS#:

National Fire Protection Association symbol (Hazard Diamond):

Quantity/volume:

Solid/liquid/gas:

Container description:

Original manufacturer container: Yes: No:

Container type & size:

Proper label description: Yes: No:

Does this chemical require hood usage? Yes: No:

If yes, what type of hood?

What protective gear is required?

How should chemical be stored?

How should the chemical be disposed of?

Does it need a waste jar? Yes: No:

How should chemical be cleaned up if spilled?

What chemicals or types of chemicals may have dangerous reactions with this chemical?

PROTOCOL

What are you going to use this chemical for? *Attach additional pages if necessary*

Attached vendor guidelines or papers? Yes: No:

User signature:

Printed Name:

Date:

Advisor signature:

Printed Name:

Date:

SRF manager signature:

Printed Name:

Date: