

Hazardous Materials

This form is used to create a requisition for Hazardous Materials. This form will go through Environmental & Occupational Health Safety for approvals. Please make sure this form is the only item in the cart since it has to go through additional approval. There are no “standing/blanket orders” for hazardous materials. You must create a new requisition each time. There is an approved list of CAS Number posted on the website.

1. Start typing the vendors name in the *Enter Supplier* field; a list of vendor will start to display. Select the vendor
2. Enter the *Catalog No.* in the field; if you don't know the catalog number, then enter “UNKNOWN” in the field
3. Enter in the *CAS Number* (Chemical Abstract Services)
4. Enter the *Product Description*
5. Enter the *Quantity*
6. Enter the *Estimated Price* [do not use dollar signs (\$) or commas (,)]
7. Enter the *Commodity Code*; if you don't have an exact code then
 - a. Select the [search...](#) link
 - b. Type the description in the field *Description contains...* (less words will give you better results)
 - c. Select the **Search** button
 - d. Then select the code (or the word select) that is related to your description
8. Enter in the *Product Size* fields
9. Select the **Go** button to add and go to Cart in the *Available Action* area in the upper right hand corner
10. Then follow the steps in the cheat sheet *Finalizing The Cart*.

Hazardous Materials Available Actions (Click [here](#) for details): **Go** **Close**

Supplier Info ?

Enter Supplier
or
supplier search

General Info ?

General Info Instructions Describe the requested hazardous item below. If you don't know the catalog number, then enter "UNKNOWN" in the Catalog No. field.

Catalog No.

CAS Number

Product Description
254 characters remaining [expand](#) | [clear](#)

Quantity

Packaging (UOM) EA - Each

Commodity Code [search...](#)

Estimated Price

Product Size

Manufacturer Name

Manufacturer Part No

Health and Safety

- Controlled substance
- Recycled
- Hazardous material
- Radioactive
- Rad Minor
- Select Agent
- Toxin
- Energy Star
- Green