

Request Form for bringing in new chemicals/materials into the UNM NanoFab Cleanroom

Facility: UNM NanoFab Cleanroom at CHTM, 1313 Goodard SE, Albuquerque 87106

Cleanroom Manager: Dr. Maya Narayanan Kutty

New chemical or material policy:

1. UNM NanoFab staff team must first approve any new chemicals/materials (other than the allowed stock chemicals) before they are brought into the cleanroom.
2. SDS/MSDSs must be supplied at the time of the request.
3. Upon approval, a UNM NanoFab staff member will use the chemical information from the SDS as well as additional information obtained from the user to label the container with the date purchase, date expired, and the researcher.
4. The user must then place the chemical in the proper storage area in the clean room.
5. Assess the real risk of exposure in respect of the work process. The fact that the chemicals are dangerous if inhaled does not necessarily mean that there is a risk of inhalation during this work process. Consider where in the work process the relevant risk resides e.g. is it present throughout the process or only in a discrete sub-process?

Procedure:

1. Complete the new chemical/material request form below.
2. Send completed form to the cleanroom manager at mnkutty@unm.edu along with the SDS/MSDS.
3. Once the material has been approved, you will be notified by email.
4. Bring the material to the cleanroom and the cleanroom staff will properly mark the material.
5. The user can then take it into the cleanroom for use. Note: the right storage and disposal of chemical waste is the user's responsibility.

Complete the form based on your knowledge/experience both work process/directions and of the relevant safety data sheets.

Name of User:	Name of Advisor/PI/Company:
User Email ID:	Approval Submission Date:
User Phone#	Potential Chemical Storage Date:

Chemical Name (list all common names):		
CAS #:	Amount:	Form (liquid, powder, solid):
Manufacturer (Mfr):	Mfr Phone #:	
Mfr Address:	Mfr Website:	

Details of the Work Process
Please in details explain the process/ sub-process when the chemical/material will be used:
What is the purpose of this chemical?
What other chemical/chemicals will be mixed with the new chemical/material?
How long do you plan to use this chemical?

Chemical Use		
In which cleanroom bay you are planning to use this chemical?		
Is this chemical need to be used under the Acid/Base fume hoods?	Yes	No
Will this chemical need to be used under a glovebox?	Yes	No
Please specify if any specific ventilation would be needed:		

Chemical Storage
Where will you be storing this chemical?
What kind of container will the chemical be stored in? <i>e.g. Glass bottle, plastic bottle etc.</i>
Storage Requirement (check one): Refrigerator Freezer Flammable Cabinet Acid Cabinet Base Cabinet Oxidizer Cabinet Other:
What is your plan for disposal of chemicals after every use?

Hazards from chemical			
Describe the hazardous properties and type of exposure– e.g. toxic if inhaled, carcinogenic when in contact with the skin and flammable. (check all that apply):			
Non-Hazardous	Acid	Carcinogen	Corrosive
Explosive	Flammable	Oxidizer	Toxic
Water Reactive	Biological	Other:	
Risk of Exposure			
Describe any risk of exposure to yourself or others:			
Hazards during work process E.g. laser, vacuum, mixing of chemicals, other equipment – e.g. glass equipment under vacuum with risk of explosion:			

Additional Information	
Have you already purchased this chemical?	Yes No
Do you need cleanroom staff to purchase it for you?	Yes No
In case of shortage/unavailability of the proposed new chemical/material, can a substitution be made?	Yes No
If so, what would be the chemical/material?	
What is the size of the bottle i.e. what amount of the chemical would you be taking into the cleanroom?	

*Note: Remember that using small rather than large amounts also count as substitution.

Any additional information or questions:

Name of the User	
User Signature	Date

Authorization	
Name of UNM NanoFab Staff	
CHTM NanoFab Staff Signature	Date
Comment from CHTM NanoFab Staff:	

EHS approval (if necessary):