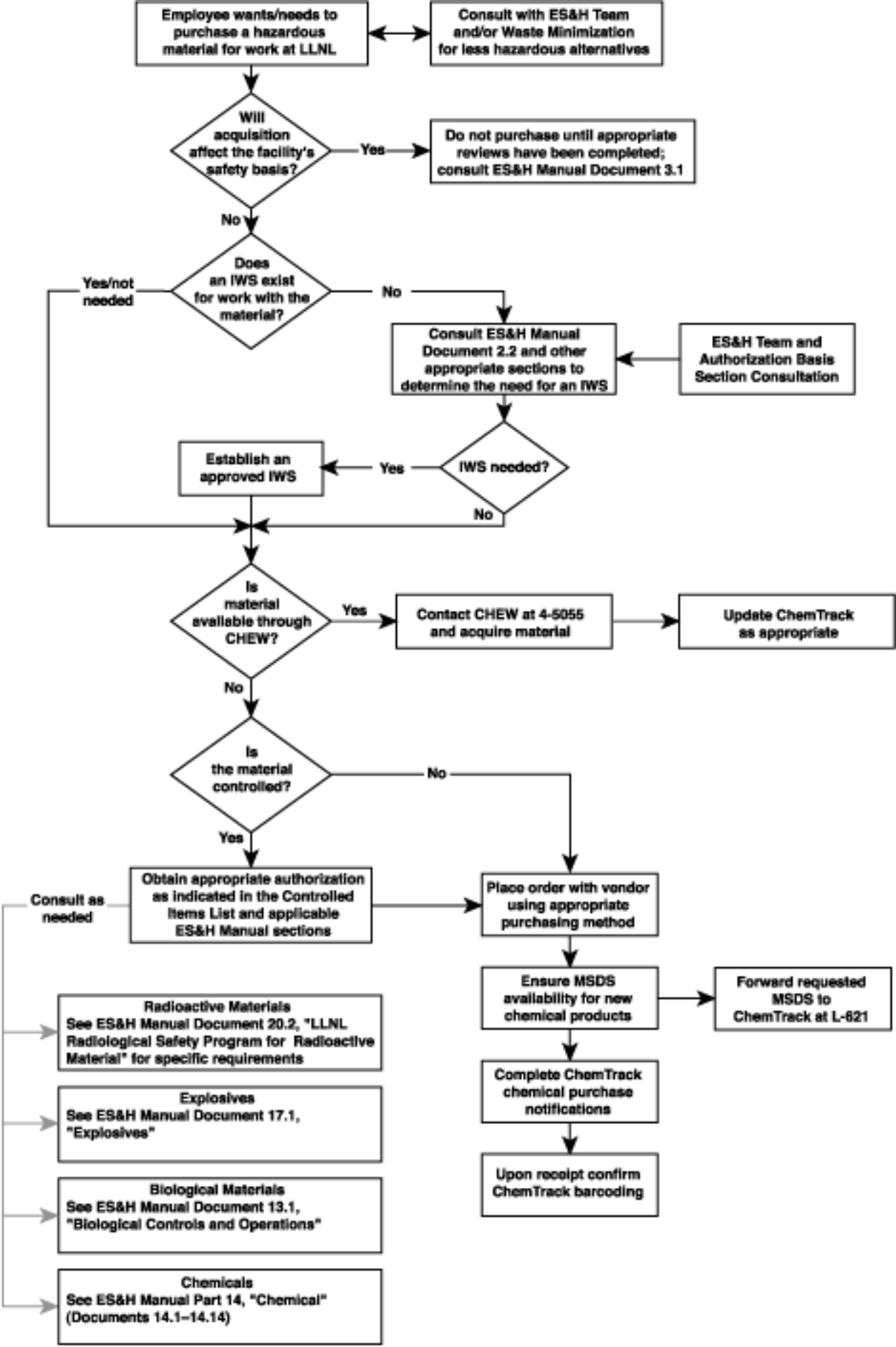
Employee wants/needs to purchase a hazardous material for work at LLNL
Consult with ES&H Team and/or Waste Minimization for less hazardous alternatives
Will acquisition affect the facility's safety basis?
Yes
Do not purchase until appropriate reviews have been completed; consult ES&H Manual Document 3.1
No
Does an IWS exist for work with the material?
Yes/not needed
No
Consult ES&H Manual Document 2.2 and other appropriate sections to determine the need for an IWS
ES&H Team and Authorization Basis Section Consultation
IWS needed?
Yes
Establish an approved IWS
No
Is material available through CHEW?
Yes
Contact CHEW at 4-5055 and acquire material
Update ChemTrack as appropriate
No
Is the material controlled?
No
Yes
Consult as needed
Obtain appropriate authorization as indicated in the Controlled Items List and applicable ES&H Manual sections
Place order with vendor using appropriate purchasing method
Ensure MSDS availability for new chemical products
Forward requested MSDS to ChemTrack at L-621
Complete ChemTrack chemical purchase notifications
Upon receipt confirm ChemTrack barcoding
Radioactive Materials
See ES&H Manual Document 20.2, "LLNL Radiological Safety Program for Radioactive Material" for specific requirements
Explosives
See ES&H Manual Document 17.1, "Explosives"
Biological Materials
See ES&H Manual Document 13.1, "Biological Controls and Operations"
Chemicals
See ES&H Manual Part 14, "Chemical" (Documents 14.1–14.14)