**Request Title:**

**Requestor: Date:**

**Non-SNF staff, please complete the following:**

**Badger ID:**

**Company name/PI:**

*Send completed form to: snf-promcommittee@lists.stanford.edu*

1. **The chemical or material.** Please provide all common names, trade names, and CAS numbers where appropriate. Include an MSDS, if available; or provide the reason, if not. Make sure to include information for any new secondary chemicals (such as a developer for a new resist). Read the MSDSs as well as the [Stanford Chemical Storage Groups](https://ehs.stanford.edu/forms-tools/stanford-storage-groups) to determine the Storage Group Identifier and Main Hazard Class of your chemical/material.
2. **Vendor/manufacturer info:** address and phone number, website URL.
3. **Reason for request:** Please give serious thought to this. If you have any process information (application notes from the vendor, protocol from another lab, experimental methods section of an article), please include it, preferably as attachments. Ask yourself these questions: Is this the latest procedure? Are there newer/safer alternatives that will also work for my project? Will any of the current SNF approved chemicals and materials work for me?
4. **Process Flow:** Please provide a detailed process flow description on how and where you proposed to use this chemical. This should include **all** **Lab equipment** to be used for processing your wafers once your new chemical or material has been used (even if your new material is a film that is removed, it may still pose potential contamination concerns.) Make sure to include wet benches. Please note that f the chemical/material is to be used in any the "clean" equipment, purity specifications will be needed. This is most important for chemicals/material that are not normally used for VLSI device fabrication. To be allowed into a "clean" tool, the material should MOS grade or better.
5. **Amount and form.** How much will you bring in? Is it solid, powder or liquid? (Note: as a general rule, powders are not permitted in the cleanroom.) Do you need to mix it to use it?
6. **Storage:** Will you be storing your chemical/material at SNF? If so, please note any potential reactivity’s (this should be on the MSDS). [Storage groups](https://ehs.stanford.edu/forms-tools/stanford-storage-groups) A, B, D and L are stored in the yellow solvent cabinet in the furnace support area, while [storage groups](https://ehs.stanford.edu/forms-tools/stanford-storage-groups) C, E, F and G are stored on top of one of the Pass-through Carts. Ensure your chemical container or material is properly labeled. If there is no available room, it must be stored by in the bulk storage area. You will then need to obtain it from receiving area personnel each time you want to use it and return it to them when you are finished using it (or each time you leave the lab). Note that there is no storage of chemicals/materials in the processing lab or at any wet bench.
7. **Disposal**: How will you dispose of any waste or excess chemical or material? In your discussions with experts and vendors, try to determine the best way to dispose of your spent chemicals and by-products. Please refer to the [SNF Lab members Safety Manual](http://snf.stanford.edu/labmembers/ManualII.pdf) for the different methods of waste disposal that are available in the lab.

**To be completed by the PROM COMMITTEE:**

Special handling requirements:

On-going approval or staff interaction requirements:

Approved By/Date: