

## ADD CHEMICAL SHEET

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### PURPOSE:

MOST OF THE CHEMICALS, ALCOHOLS, SOLVENTS AND PAINTS PURCHASED BY **NREL** COME THROUGH THE SHIPPING AND RECEIVING FACILITY. SHIPPING AND RECEIVING PERSONNEL PLACE BARCODES ON THESE TYPES OF PRODUCTS. THEREFORE, ANYTIME A CHEMICAL ARRIVES AT **NREL** BY SOME OTHER METHOD, THERE IS NO BARCODE ASSIGNED. THIS SHEET PROVIDES A MECHANISM TO ASSIGN A BARCODE TO SUCH CHEMICALS. THIS APPLIES TO CHEMICALS IN ORIGINAL MANUFACTURER CONTAINERS ONLY.

### INSTRUCTIONS:

1. PLEASE COMPLETE THE INFORMATION BELOW FOR EACH CHEMICAL WHERE THE SITUATION DESCRIBED ABOVE APPLIES.
2. SEND THE ADD SHEET TO THE ES&H OFFICE AT **MAILSTOP 1621** AS SOON AS POSSIBLE.
3. **THE ES&H OFFICE WILL MAIL YOU A BARCODE LABEL THAT YOU MUST ATTACH TO THE CONTAINER.**
4. **AS WITH ALL CHEMICALS, BE SURE TO USE THE DISPOSAL SHEET OR TRANSFER SHEET WHEN THE CONTAINER IS DISPOSED OF OR TRANSFERRED TO ANOTHER LOCATION OR INDIVIDUAL.**
5. ADDITIONAL FORMS CAN BE ACCESSED AT THE LABEL STATIONS IN EACH OF THE BUILDINGS WHERE CHEMICALS RESIDE **OR** CAN BE RETRIEVED FROM **NREL'S ES&H HOMEPAGE.**

CHEMICAL MANUFACTURER: \_\_\_\_\_

PRODUCT NUMBER: \_\_\_\_\_

CHEMICAL ABSTRACT NUMBER (CAS#): \_\_\_\_\_

PRODUCT NAME: \_\_\_\_\_

CHEMICAL STATE (I.E. SOLID, LIQUID, OR GAS): \_\_\_\_\_

QUANTITY (E.G. VOLUME, WEIGHT) - BE SURE TO INDICATE UNIT OF MEASURE: \_\_\_\_\_

BUILDING AND ROOM NUMBER: \_\_\_\_\_

OWNER NAME/EMPLOYEE NUMBER: \_\_\_\_\_

DATE RECEIVED: \_\_\_\_\_