START

Requester Needs Material or Equipment

Restricted Chemicals and Equipment List on EHS Website

Link to Restricted List and Form on Procurement and PCard Websites

Requester Checks Restricted List on EHS Website

On-Line Form To Request Purchase of Restricted Chemical or Equipment

Is Material or Equipment Restricted?

yes

Requester Completes on-Line Request Form and Sends To EHS

Data on Purchase Required: Equipment specs, SDSs etc.

EHS Director Sends Form to EHS Staff For a Decision

List of Questions For Each Purchase. List of EHS Staff Decision Makers

no

EHS Staff Contacts Requester To Request Additional Information

no

EHS Informs Requester. Purchase Does Not Occur

yes

EHS Approves Purchase?

EHS Takes Necessary Regulatory Actions

yes

EHS Informs Requester

Purchase Takes Place

no

Procurement or PCard Administration Tells Requester to go to EHS Website

Requester Contacts Procurement or PCard Administration to Purchase

Procurement or PCard Administration Tells Requester to go to EHS Website

Data Sufficient For A Decision?

no

EHS Staff Contacts Requester To Request Additional Information

yes

EHS Informs Requester

Purchase Does Not Occur

Process To Purchase Restricted Chemical or Equipment