



**PUSAT PENGURUSAN MAKMAL  
UNIVERSITI (PPMU)**

No. Dokumen:	CMU/F/08
No. Revisi:	00
Tarikh Kkuatkuasa:	01/10/2023
Muka surat:	1 / 2

**UNIT PENGURUSAN BAHAN KIMIA (CMU)**

**CHEMICAL APPLICATION & DECLARATION FOR RESEARCH**

Applicant must fill in item no. 1,2 & 4 before reviewed by Appointed Officer at no 3.

**1. APPLICANT'S PERSONAL PARTICULARS**

*Requester must be UTM Staff – academician (project leader, head of laboratory, supervisor) or research officer for a laboratory or facility where the hazardous or regulated chemicals will be stored or used.*

Name of Staff			
UTM Staff ID No.		Hand Phone No.	
e-Mail		Research Alliance	
Faculty & Block No.		Laboratory & Door No.	
Grant/ Cost Center No.			
Purpose of chemical purchased	<input type="checkbox"/> Research & Development <input type="checkbox"/> Consultation <input type="checkbox"/> Services <input type="checkbox"/> Others (Please state): _____		

**2. CHEMICAL DETAILS**

*Please review the list of hazardous or regulated chemicals at <https://ppmu.utm.my/cmucmu/chemical-procurement/>*

No.	Name of Chemical	CAS & product number	Hazard Sign	Current stock in store	Purchase Quantity	Legislation related (*if any)

- Please attached the quotation and form related with the purchase. Examples: poison signed order, EUD form.
- For chemicals under Occupational Safety & Health (Prohibition of Use of Substances) Order 1999, please attach the manual/procedure of the chemicals being used.

**3. REVIEWED BY APPOINTED OFFICER**

*\*Before purchasing process- Purchasing process is not allowed without approval from the appointed officer by CMU.*

*"I hereby declare that the above information has been reviewed and applicant is allowed to proceed with the chemical purchase."*

.....  
Signature  
Date:

.....  
Stamps



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**4. HAZARDOUS OR REGULATED CHEMICALS PURCHASING CHECKLIST (Fill in before purchasing process).**

NO.	ITEM	ACTION	
		YES	NO
1.	Existing chemical stock in the laboratory has been checked.		
2.	Study method/ guideline/ procedure/ manual is available as reference.		
3.	The size and quantity of item purchased has been considered in accordance with the rate of material consumption.		
4.	Proper Personal Protective Equipment (PPE) is provided for the use of hazardous chemicals.		
5.	Appropriate location and facility are available for storage of chemical. Please state the location for chemical storage: _____		
6.	Safe location for the use and handling of chemical has been identified. Please state the location for chemical handling: _____		
7.	Emergency response plan has been prepared in case of spillage/ fire/ incident.		
8.	Possible scheduled wastes code generated from the chemical activity has been identified. Please state the scheduled waste code: _____		
9.	Have received a safety briefing or training related to the safe use of chemicals.		

**5. CHECKLIST UPON RECEIVING CHEMICALS FROM SUPPLIER**

NO.	ITEM	ACTION	
		YES	NO
1.	Clear labeling and packaging that comply to CLASS Regulation 2013.		
2.	Packaging is free from contamination.		
3.	Delivered chemicals is as described when ordered.		
4.	Chemical Inventory & Chemical Register has been updated.		
5.	Latest SDS (preparation/ revision date not more than 5 years) is received from the supplier.		
6.	Write date of receipt on chemical container.		
7.	Store the chemicals correctly and safely.		
8.	Invoice and delivery order is provided by the supplier.		

**6. CHEMICAL RECEPTION DECLARATION (\*Before payment process)**

*"I hereby declare that the above information is true and I will be fully responsible in managing chemical health and safety requirement for the chemical listed."*

.....  
Applicant's signature & stamp  
Date:

.....  
Appointed officer signature & stamp  
Date:

- Item 6 (Before payment process) – Payment process will be declined without approval from the appointed officer.
- Appointed officers need to notify Chemical Management Unit (CMU) through email to [cmcutm@utm.my](mailto:cmcutm@utm.my) for any purchasing of hazardous or regulated chemicals.