HAZARDOUS MATERIAL PURCHASE PROCESSES

REQUESTOR

ESH/SUPPLY

Requestor identifies need to purchase material

A hazmat?

No → Regular ILSMIS purchase

Yes

On requestor's AUL?

No → Complete Material Request, site-specific training info. and obtain product-specific MSDS from manufacturer.

Submit all requested info to Code 0074

Yes

Fill out ILSMIS request and fwd to Code 0074

ESH checks AUL, inventory disposition and screens for "bad stuff"

HAZMIN Center buyer places order

Matl delivered to HAZMIN Center, inspected, entered into HSMS, and barcoded.

Matl delivered to requestor

haz-SMART

How can I tell if the material I want to purchase is hazardous?

Most liquids, powders or gases are considered hazardous. They might not harm humans, but if spilled, could harm the environment.

haz-SMART

The ILSMIS system requires the following information:

- Vendor:
  Name, Address, POC, Phone
- Manufacturer:
  Name, Part #, MSDS #
- Material:
  Name, Unit Price, Quantity
- Custodian:
  Name, Code
- User:
  Name (who will use it)
- Storage location:
  Bldg, Room
- Delivery location:
  Bldg, Room *(signature required on delivery)*
- Job Order #

Note:
Outside Buyer's Code will always be F5 (Kim George)

- IMPORTANT -
Incorrect or incomplete information will considerably delay the processing of your ILSMIS request.

9/29/99