SOUTH TEXAS COLLEGE

Hazardous Materials Relocation Request Form

Requestor Name/Phone Number: _____

Department:_____

Request: _____

Deliver to (Campus,Building, Room#, Employee): _____

Type of Hazardous Material Product (Circle One): Chemical Biological

Relocation Questions (Circle One):

a. Is it in original packaging? Yes / No
b. Is it properly packaged? Yes / No
c. Is it properly labeled as per SDS? Yes / No
d. Is it temperature sensitive? Yes / No
e. Is the SDS included in the package? Yes / No
f. Is it properly sealed? Yes / No

If the answer to any of the above questions is no, provide details on packaging procedures. If package is temperature sensitive, provide detailed packaging information.

_____
_____
_____

Relocation initiated by: _____

Relocation prepared by: _____

Relocation reviewed by: _____

Relocation authorized by: _____ _____
Department Chair Shipping and Receiving

Hazardous materials received by: _____

Copy for (Circle One): Shipping & Receiving Requestor

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