

Please read instructions below for details and our Terms and Conditions.

**Plan Ahead!**



**COLORADO SCHOOL OF MINES**  
EARTH • ENERGY • ENVIRONMENT

# CSDF Chemical Requisition Form

CSDF Only Please  
Date Recvd.

RQ# \_\_\_\_\_

First Name:  Last Name:  Requestor's Phone:

Advisor or Supervisor Name:  Requestor's Email:

Department:  Building:  Lab / Room No.:

Banner Index No.:  or FOAP  -  - **5420** -

Number of Containers	Size of Containers	Chemical name, purity, grade (ACS, HPLC, etc.), vendor name, catalog or product number, and CAS No. (120 character max. Use multiple lines if needed.)	MSDS? Yes / No	CSDF Only Please Charge Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Additional Comments, Instructions, or Shipping Requests.	<input type="text"/>	5420 Total	<input type="text"/>	Grand Total	<input type="text"/>
		5416 Total			

**Form Instructions / Terms and Conditions:**

- Only current Hazardous Waste Generator trained requestors are authorized to purchase chemicals from the CSDF. Training certification is required annually to maintain eligibility. Please contact the EH&S Department's Environmental Health Manager to inquire about training requirements and schedules (X3869).
- Chemical distributions will be made from CSDF stock whenever practical (same amounts, grades, and or purity specifications).
- An e-mail will be sent to the above listed address when the order is completed and ready to be picked up at the CSDF.
- The normal CSDF pickup window hours are: Monday - Friday, 9:00 am to 12:00 noon and 1:00 pm to 4:00 pm. Please call X3555 for pickups outside of these hours.
- The CSDF is located in Coolbaugh Hall, Room 030. Printed forms can be submitted at the CSDF.
- Requesting expedited shipping services will incur additional shipping charges. Contact the CSDF for cost estimates.
- Requestors must be 21 years of age or older to purchase or pickup absolute ethanol. A valid, state issued, photo ID is required for proof of age.
- Please be prepared to produce a valid CSM photo ID (BlasterCard) when picking up chemicals from the CSDF.
- All requestors are responsible for proper transportation, storage, use, and disposal of chemicals. Contact the CSDF for guidance if needed.

Save completed form with a different name before attaching to email. Email completed form to: CSDF@Mines.edu

Authorization Signature for Banner Index Account Listed Above. \_\_\_\_\_  
CSDFChemReqForm2013a.pdf

Date: \_\_\_\_\_