| **Chemical Purchasing and Selection Checklist** | **Done** |
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| 1. **Pre-Selection**
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| There is a qualified person or team responsible for managing chemical selection, purchasing, and inventory tracking. | □ |
| All chemical purchasing/selection requests are directed to the appropriate department or staff member in accordance with the facility’s chemical purchasing policy.  | □ |
| A compliant SDS for has been obtained for the chemical.  | □ |
| Chemical composition data (from SDS and/or laboratory testing) has been reviewed to determine any legal or RSL/MRSL requirements or restrictions.  |  □ |
| Safer chemical alternatives have been fully evaluated.  |  □ |
| A review has been conducted to ensure the facility has the appropriate workplace protections in place such as storage areas worker exposure protections.  |  □ |
| 1. **Post-Selection**
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| The chemical has been added to the facility’s approved chemical list and the chemical inventory list.  |  □ |
| Acceptable purchase/storage quantities for the chemical have been determined. |  □ |