

New Chemicals Procedure

This present procedure is necessary if a new chemical is to be brought in CMi_BM+1 by users. The different points detailed here below must be all fully completed before introducing and using any new product which is not already in the CMi products list.

1. CMi staff is provided with the following documentation:

- Material Safety Data Sheet (MSDS), gathered by the user.
English version is required. Usually, this is accessible from suppliers' website.
- Standard Operation Procedure (SOP), generated by the user (see template).
MSDS is required to complete important points of the SOP.
- Any additional information if needed.

2. Documentation is reviewed by a CMi committee to:

- Make a decision on the storage location and on the disposal procedure.
- Check equipment needed to ensure safe use of the product.
- Ask for modification/additional information if needed.

3. Upon approval from committee:

- MSDS and SOP are posted on CMi website.
- The product is introduced in CMi_BM+1 by CMi staff together with the user.
- The product is labeled with date of introduction and username
- The product is stored at the location specified by CMi staff and mentioned in the SOP.