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.