

# The Chemical Purchase Request Form

The **Chemical Purchase Request Form** is used to request Environmental Health & Safety (EHS) approval prior to purchasing chemicals for use on campus. A separate form must be submitted for each end-user.

These instructions will show you how to log in to CiBR-Trac, access the form, and fill it out for submission.

***Let's begin!***

 Purchasers must be authorized to use the **Chemical Purchase Request Form**. Please contact **EHS** at [safety@fullerton.edu](mailto:safety@fullerton.edu) or 657-278-7233 to be added as an authorized chemical purchaser. If you already are an authorized chemical purchaser, please proceed with the instructions below.

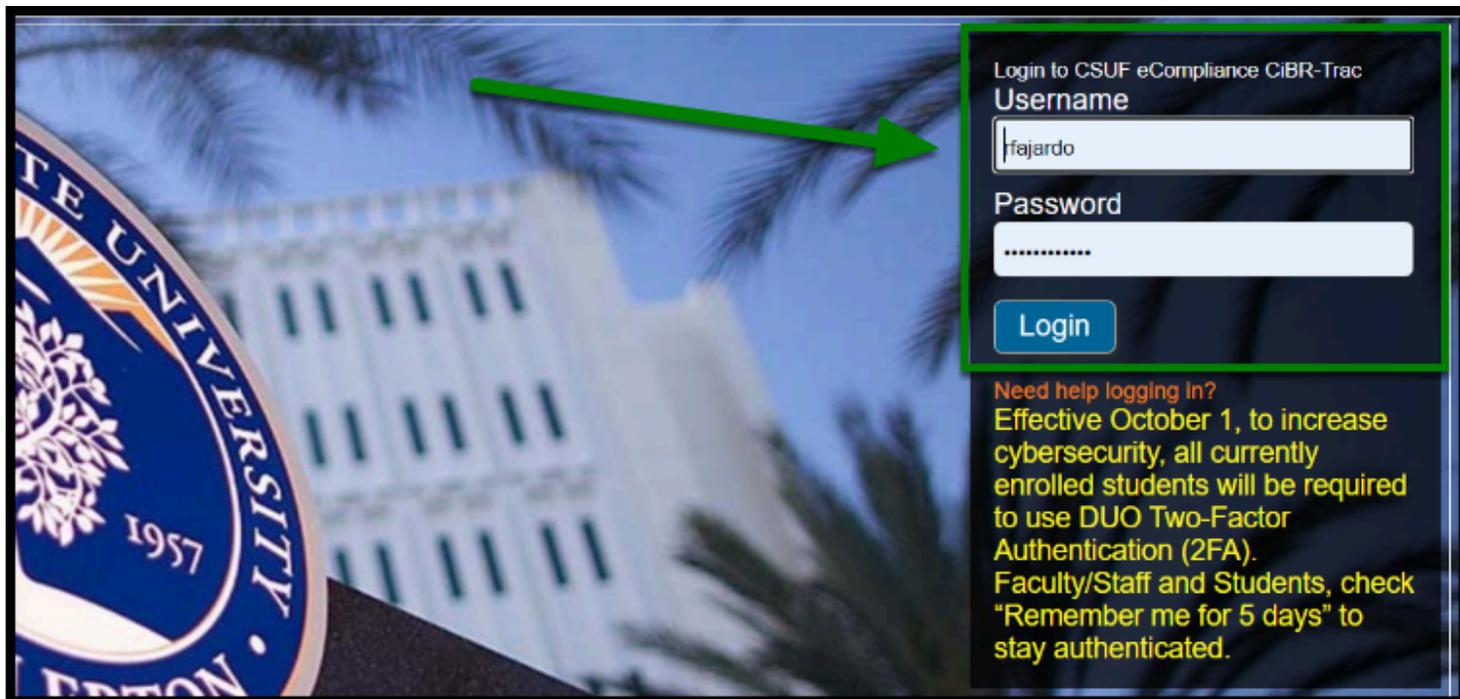
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## Logging into CiBR-Trac

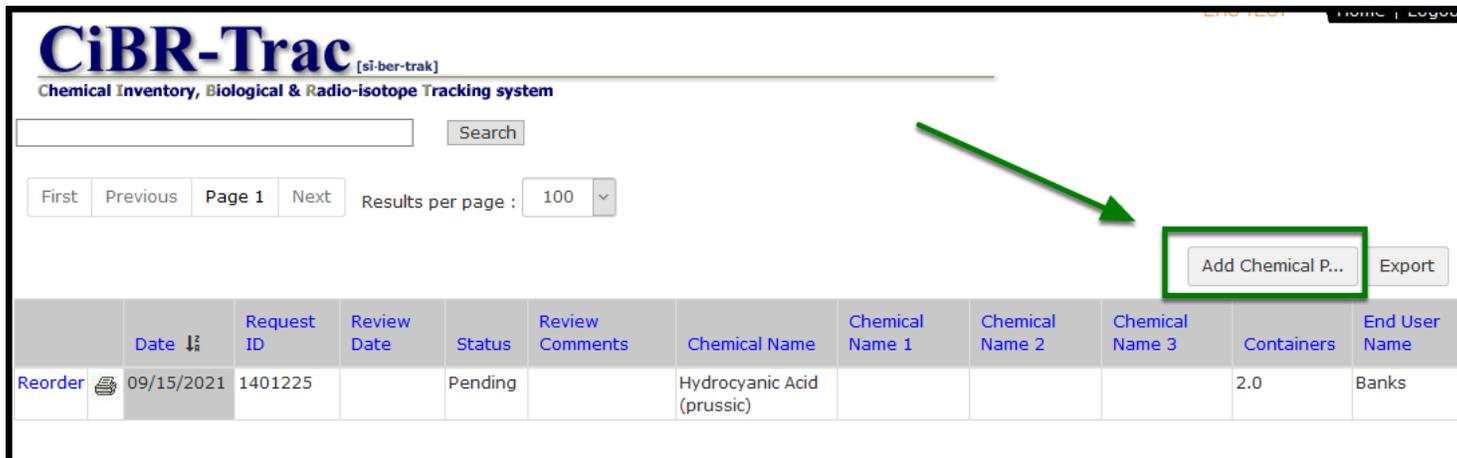
**Step 1:** Begin by logging into CiBR-Trac ..... 0 by using your campus credentials.

 **Note:** You will be redirected to the campus login page.



## Opening the Chemical Purchase Request Form

**Step 2:** Once logged in, click on the **Add Chemical Purchase Request** button.



The screenshot shows the CiBR-Trac web application interface. The page title is "CiBR-Trac [si-ber-trak] Chemical Inventory, Biological & Radio-isotope Tracking system". There is a search bar and a "Search" button. Below the search bar are navigation buttons: "First", "Previous", "Page 1", and "Next". To the right of these buttons is a "Results per page" dropdown menu set to "100". A table displays a list of chemical purchase requests. The table has columns for "Date", "Request ID", "Review Date", "Status", "Review Comments", "Chemical Name", "Chemical Name 1", "Chemical Name 2", "Chemical Name 3", "Containers", and "End User Name". A green arrow points to the "Add Chemical P..." button, which is highlighted with a green box. The "Export" button is also visible.

	Date	Request ID	Review Date	Status	Review Comments	Chemical Name	Chemical Name 1	Chemical Name 2	Chemical Name 3	Containers	End User Name
Reorder	09/15/2021	1401225		Pending		Hydrocyanic Acid (prussic)				2.0	Banks

**Step 3:** From there, the form will open in a new window. It will be your task to complete the chemical purchase request form.

 **Note:** If the window does not appear, check your pop-up blockers.

**CiBR-Trac** [si-ber-trak]  
Chemical Inventory, Biological & Radio-isotope Tracking system

## Chemical Purchase Request

Asterisks (\*) indicate required fields

**Date \***  
04/26/2021

**Requestor Name \***  
Raul Fajardo

**Department**  
EHS

**Email \***  
rfajardo@Fullerton.edu

**Phone \***

End User Name - Contact EHS if End User Name is not listed (safety@fullerton.edu or 657-278-7233) \*

In the next section, we will cover filling out the form from beginning to end.

## Filling out the Form

! All fields marked with a red asterisk are **required**.

**Step 4:** The **Date, Requestor Name, Department, and Email Address** should automatically fill in based on your account. Confirm that they are correct.

i The **Requestor**, in this case, is the person completing this form.

**CiBR-Trac** [si-ber-trak]  
 Chemical Inventory, Biological & Radio-isotope Tracking system

## Chemical Purchase Request

Asterisks (\*) indicate required fields

**Date \***  
 04/26/2021

**Requestor Name \***  
 Raul Fajardo

**Department**  
 EHS

**Email \***  
 rfajardo@Fullerton.edu



**Step 5:** Next, input your **Phone** number.

**CiBR-Trac** [si-ber-trak]  
 Chemical Inventory, Biological & Radio-isotope Tracking system

## Chemical Purchase Request

Asterisks (\*) indicate required fields

**Date \***  
 04/26/2021

**Requestor Name \***  
 Raul Fajardo

**Department**  
 EHS TEST

**Email \***  
 rfajardo@Fullerton.edu

**Phone \***

**End User Name - Contact EHS if End User Name is not listed (safety@fullerton.edu or 657-278-7233) \***



**Step 6:** Then, select the **End User Name** from the drop-down list.

- i** The **End User** is the person who will use the chemical, for example, the Principle Investigator, technician, staff member, etc.

EHS

Email \*

rfajardo@Fullerton.edu

Phone \*

657-278-4942

End User Name - Contact EHS if End User Name is not listed (safety@fullerton.edu or 657-278-7233) \*

-- None selected --

-- None selected --

Abraham

Ahmed

Ambrocio

Armstrong

Bagshaw

Banks

Bennett

Berriman

Bhari

Biasi

Bickmore

Billingsley

Boelter

Bonuso

Brennan

Burnaford

Bursztyn

**Step 7a:** From there, select the **End User Building** and **End User Room** by clicking on the **Lookup** button.

- i** The **End User Building/Room** is the location where the chemical will be stored or used.

**End User Building \***

**End User Room \***

**Other Room**

Lookup 🔍

Lookup 🔍

**Step 7b:** After clicking on **Lookup**, select from the list of campus building names and room numbers by clicking on the **arrow** icon in the select column.

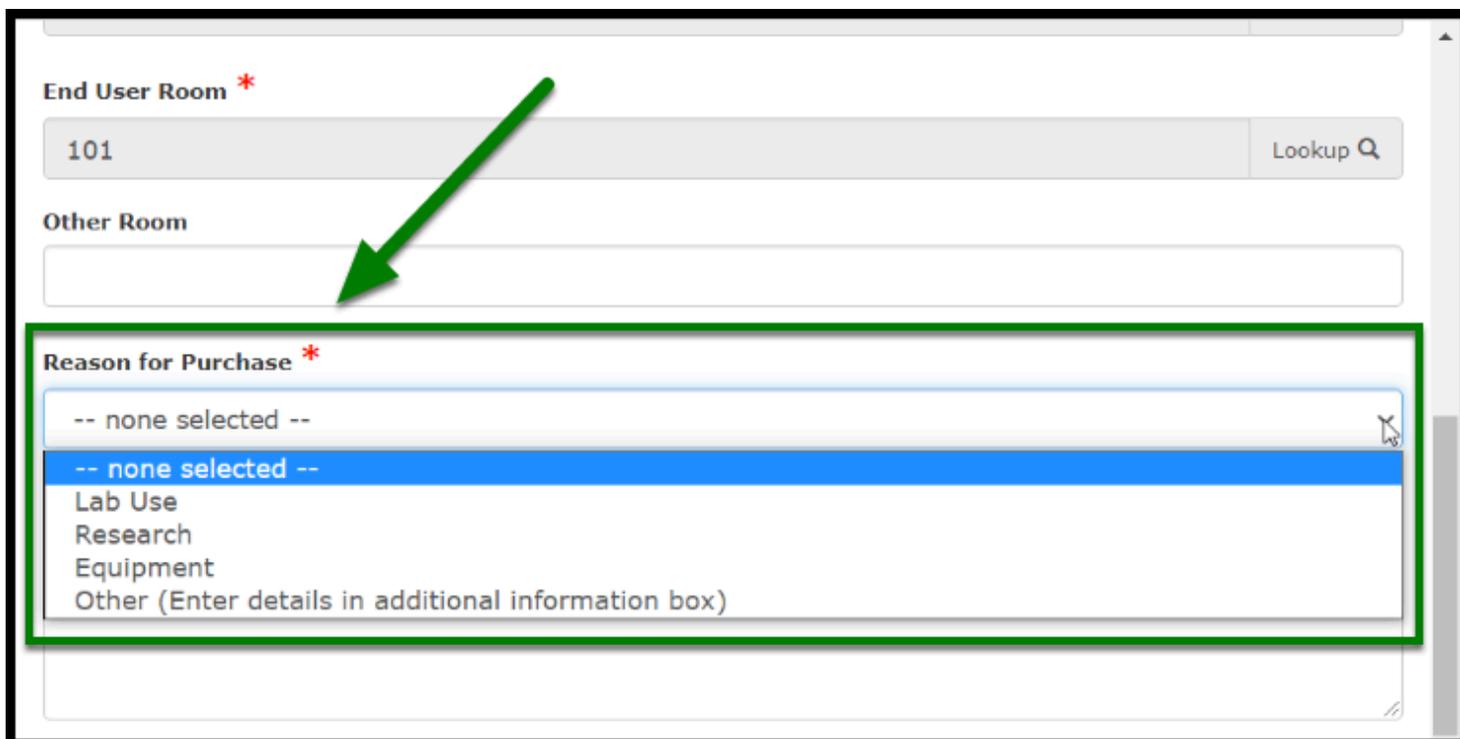
Click  to update the form with the selected values.

Keyword  Search Reset

First | Previous | Page 1 | Next Results per page : 100

select	Building Name↓	Room
<input checked="" type="checkbox"/>	Anderson Family Field Pressbox	50
<input checked="" type="checkbox"/>	Anderson Family Field Pressbox	101
<input checked="" type="checkbox"/>	Arboretum - Friends Trailer	115A
<input checked="" type="checkbox"/>	Arboretum - Friends Trailer	117
<input checked="" type="checkbox"/>	Arboretum - Friends Trailer	116
<input checked="" type="checkbox"/>	Arboretum - Friends Trailer	115
<input checked="" type="checkbox"/>	Arboretum - Greenhouse	101
<input checked="" type="checkbox"/>	Arboretum - Heritage House	106
<input checked="" type="checkbox"/>	Arboretum - Heritage House	107
<input checked="" type="checkbox"/>	Arboretum - Heritage House	105
<input checked="" type="checkbox"/>	Arboretum - Heritage House	105A
<input checked="" type="checkbox"/>	Arboretum - Heritage House	108
<input checked="" type="checkbox"/>	Arboretum - Heritage House	102
<input checked="" type="checkbox"/>	Arboretum - Heritage House	101
<input checked="" type="checkbox"/>	Arboretum - Heritage House	103A
<input checked="" type="checkbox"/>	Arboretum - Heritage House	101A
<input checked="" type="checkbox"/>	Arboretum - Heritage House	104
<input checked="" type="checkbox"/>	Arboretum - Heritage House	104A
<input checked="" type="checkbox"/>	Arboretum - Heritage House	105B
<input checked="" type="checkbox"/>	Arboretum - Heritage House	103
<input checked="" type="checkbox"/>	Arboretum - Library Trailer	119
<input checked="" type="checkbox"/>	Arboretum - Library Trailer	118A
<input checked="" type="checkbox"/>	Arboretum - Library Trailer	118
<input checked="" type="checkbox"/>	Arboretum - Maintenance Building	101

**Step 8:** The appropriate **Reason for Purchase** should also be selected from the drop-down.



End User Room \*

101

Other Room

Reason for Purchase \*

-- none selected --

-- none selected --

Lab Use

Research

Equipment

Other (Enter details in additional information box)

**Step 9:** For **Material Storage Location**, specify any specialty equipment that will be used, such as a fume hood, corrosive cabinet, etc. by inputting it in the space provided.

**i** **Material Storage Location** is where the chemical will be stored.

Reason for Purchase \*

Lab Use

Material Storage Location (e.g. fume hood, corrosive cabinet, flammable cabinet, etc.)

In the next section, we'll talk about how you'll go about adding the chemical(s) to the form that you are requesting.

## Chemicals

**Step 10:** For each chemical requested, you will need to enter the **Chemical name, CAS number, Physical State, Purity (Grade), Vendor, Number of containers, Weight/Volume, and Units.**

Chemicals

If you are unable to locate the chemical name, select *Not In List* and enter the chemical name in the comment field below. Include all other required information

Chemical name	CAS number	Physical State	Purity (Grade)	Vendor	Number of containers	Weight / Volume	Units
* 1,1,3,3- Tetramethylbutyl Peroxyneodec	51240-95-0	* Liqu	Lab	Fisher	* 2	* 8	* gal
		-- nt					-- nt
		-- nt					-- nt

💡 For more detailed information on how to input each field, click on the blue links below.

## Chemical name and CAS number

📘 Use the search feature to look up the chemical name.

⚠️ If unable to find the chemical name, select **Not In List** and enter the chemical name in the comment box below.

**Chemicals**  
 If you are unable to locate the chemical name, select *Not In List* and enter the chemical name in the comment field below. Include all other required information

Chemical name	CAS number	Physical State	Purity (Grade)	Vendor	Number of containers	Weight / Volume	Units
* <input type="text" value=""/> <input type="button" value="Q"/>	<input type="text" value=""/>	* <input type="button" value="--"/> ▾	<input type="text" value=""/>	<input type="text" value=""/>	* <input type="text" value=""/>	* <input type="text" value=""/>	* <input type="button" value="v"/>
<input type="text" value=""/> <input type="button" value="Q"/>	<input type="text" value=""/>	<input type="button" value="--"/> ▾	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="button" value="v"/>
<input type="text" value=""/> <input type="button" value="Q"/>	<input type="text" value=""/>	<input type="button" value="--"/> ▾	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="button" value="v"/>

- i** Once you find the chemical you are looking for, click on the **arrow** button within the **select field**.

Select a chemical from the list. If you can not find the chemical, select [Not In List](#) and enter the chemical name and CAS in the comments section

Keyword

First | Previous | Page 1 | Next Results per page : 100

select	Chemical	CAS
<input checked="" type="checkbox"/>	1-[1-(2-Thienyl)cyclohexyl]piperidine	
<input checked="" type="checkbox"/>	1-[1-(2-Thienyl)cyclohexyl]pyrrolidine	
<input checked="" type="checkbox"/>	1,1,3,3- Tetramethylbutyl Peroxyneodecanoate	51240-95-0
<input checked="" type="checkbox"/>	1,1,3,3- Tetramethylbutyl Peroxypivalate	22288-41-1
<input checked="" type="checkbox"/>	1,1-Dimethyl-3-Hydroxybutylperoxyneoheptanoate	110972-57-1
<input checked="" type="checkbox"/>	1,1-Dimethyldiborane	16924-32-6
<input checked="" type="checkbox"/>	1,1 di-(tert-Butylperoxy)-3,3,5-Trimethylcyclohexane >90-100%	6731-36-8
<input checked="" type="checkbox"/>	1,1 di-(tert butylperoxyl)cyclohexane >80%	3006-86-8
<input checked="" type="checkbox"/>	1-(1-Phenylcyclohexyl)pyrrolidine	
<input checked="" type="checkbox"/>	1,2-dibromo-3-chloropropane	96-12-8
<input checked="" type="checkbox"/>	1,2-Dimethyldiborane	17156-88-6

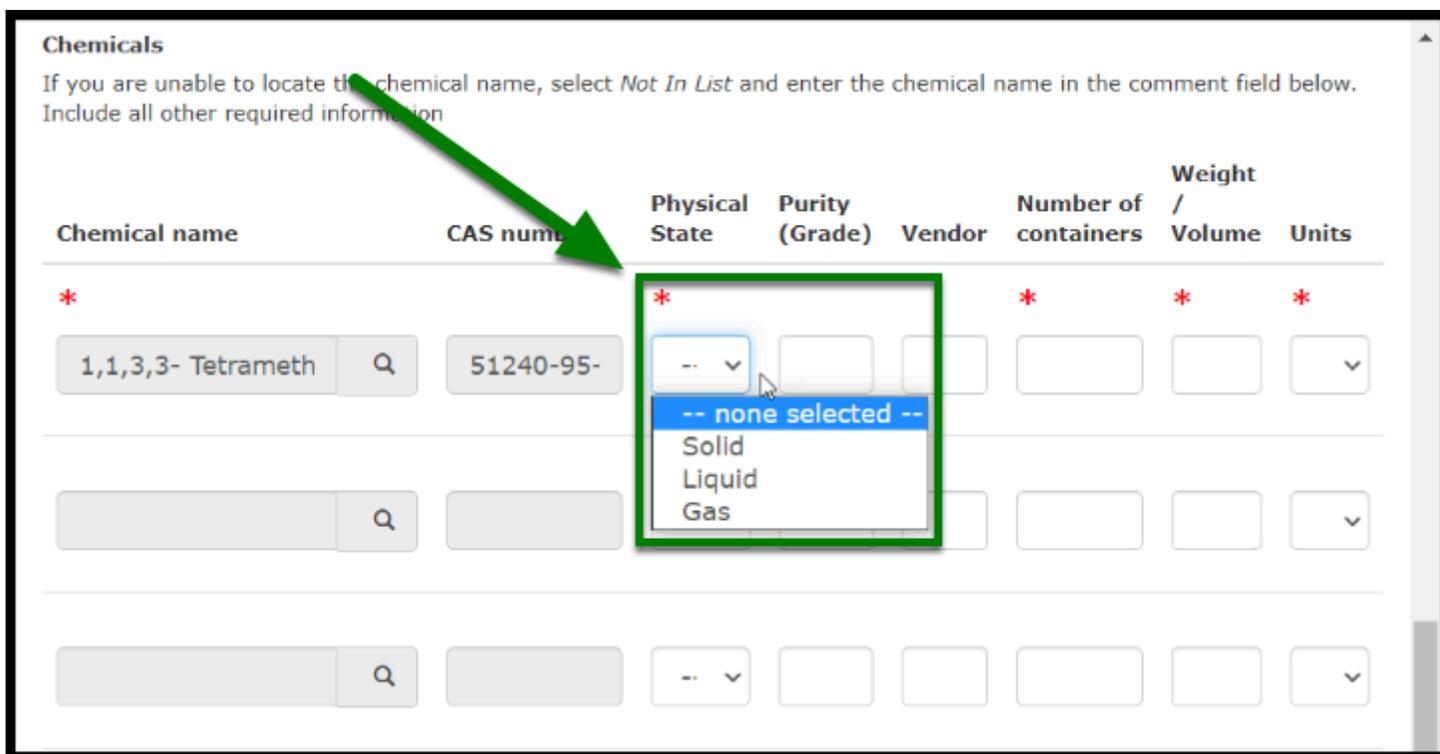
## Physical State

- i** Click on the **Physical State** drop-down to select either **solid**, **liquid**, or **gas**.

**Chemicals**

If you are unable to locate the chemical name, select *Not In List* and enter the chemical name in the comment field below. Include all other required information

Chemical name	CAS number	Physical State	Purity (Grade)	Vendor	Number of containers	Weight / Volume	Units
* 1,1,3,3- Tetrameth <input type="text"/>	* 51240-95- <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"/>



## Purity (Grade)

 Input the **Purity (Grade)** of the chemical you are requesting.

**Chemicals**  
 If you are unable to locate a chemical name, select *Not In List* and enter the chemical name in the comment field below. Include all other required information.

Chemical name	CAS number	Physical State	Purity (Grade)	Vendor	Number of containers	Weight / Volume	Units
* 1,1,3,3- Tetrameth <input type="text" value="Q"/>	51240-95-	* L <input type="text" value="v"/>	<b>Lab</b>	<input type="text"/>	* <input type="text"/>	* <input type="text"/>	* <input type="text" value="v"/>
<input type="text"/>	<input type="text"/>	-- <input type="text" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="v"/>
<input type="text"/>	<input type="text"/>	-- <input type="text" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="v"/>

## Vendor

**i** Input the **name of the vendor** the chemical will be purchased from.

**Chemicals**  
 If you are unable to locate the chemical name, select *Not In List* and enter the chemical name in the comment field below. Include all other required information

Chemical name	CAS number	Physical State	Purity (Grade)	Vendor	Number of containers	Weight / Volume	Units
* 1,1,3,3- Tetrameth <input type="text" value="Q"/>	51240-95-	* L <input type="text" value="v"/>	Lab	<b>Vendor</b> Fist	*	*	*
<input type="text"/>	<input type="text"/>	-- <input type="text" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="v"/>	<input type="text"/>	<input type="text" value="v"/>
<input type="text"/>	<input type="text"/>	-- <input type="text" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="v"/>

## Number of Containers

 Type the **number of containers**, or use the **arrows** to select the appropriate number.

**Chemicals**

If you are unable to locate the chemical name, select *Not In Stock* and enter the chemical name in the comment field below. Include all other required information

Chemical name	CAS number	Physical State	Purity (Grade)	Vendor	Number of containers	Weight / Volume	Units
* 1,1,3,3- Tetrameth <input type="text" value="Q"/>	51240-95-	* L <input type="text" value="v"/>	Lab	Fist	* 2 <input type="text" value="v"/>	* <input type="text"/>	* <input type="text" value="v"/>
<input type="text"/>	<input type="text"/>	-- <input type="text" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="v"/>
<input type="text"/>	<input type="text"/>	-- <input type="text" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="v"/>

## Weight/Volume

**i** Type the **number**, or use the **arrows** to select the appropriate number.

**Chemicals**

If you are unable to locate the chemical name, select *Not In List* and enter the chemical name in the comment field below. Include all other required information

Chemical name	CAS number	Physical State	Purity (Grade)	Vendor	Number of containers	Weight / Volume	Units
* 1,1,3,3- Tetrameth <input type="text" value="Q"/>	51240-95-	* L <input type="text" value="v"/>	Lab	Fist	* 2	* 8 <input type="text" value="v"/>	* <input type="text" value="v"/>
<input type="text"/>	<input type="text"/>	- <input type="text" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="v"/>
<input type="text"/>	<input type="text"/>	- <input type="text" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="v"/>

## Units

**i** Select the appropriate **unit** for weight/volume (liters, gallons, etc.).

**Chemicals**  
 If you are unable to locate the chemical name, select *Not In List* and enter the chemical name in the comment field below.  
 Include all other required information

Chemical name	CAS number	Physical State	Purity (Grade)	Vendor	Number of containers	Weight Volume	Units
* <input type="text" value="1,1,3,3- Tetrameth"/> <input type="button" value="Q"/>	<input type="text" value="51240-95-"/>	<input type="button" value="L"/> ▾	<input type="text" value="Lab"/>	<input type="text" value="Fist"/>	<input type="text" value="2"/>	<input type="text" value="8"/>	* <input type="button" value="-- none"/> ▾ ft3 lbs ton (Eng) gal mL L cm3 m3 mg g kg ton (met) oz pints ug ul fl oz
<input type="text"/> <input type="button" value="Q"/>	<input type="text"/>	<input type="button" value="--"/> ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/> <input type="button" value="Q"/>	<input type="text"/>	<input type="button" value="--"/> ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/> <input type="button" value="Q"/>	<input type="text"/>	<input type="button" value="--"/> ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/> <input type="button" value="Q"/>	<input type="text"/>	<input type="button" value="--"/> ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

## Wrapping it all up

**Step 11:** Add any necessary additional information in the text box below, if applicable.

Please specify any additional information that would be critical for the review of this purchase request

**Step 12:** After all fields have been completed, click the **Submit Request** button.

Please specify any additional information that would be critical for the review of this purchase request

**Submit Request** **Print Receipt** **Close this window**

## That's it!

The request will be submitted to **Environmental Health and Safety (EHS)** for review. You will be contacted when the request is reviewed.

## Re-ordering previous requests

**Step 13 (optional):** If you will like to reorder a previous request that has the same chemicals that you will need, you can use the reorder button found within each request line item, as shown below:

Search

First Previous Page 1 Next Results per page : 100

	Date ↓	Request ID	Review Date	Status	Review Comments	Chemical Name	Chemical Name 1
Reorder	09/15/2021	1401225		Pending		Hydrocyanic Acid (prussic)	

**Step 14 (optional):** When you click on the Reorder button, your request will automatically be filled based on the original request, and you can proceed to review and submit the request once more.

### Chemical Purchase Request

Asterisks (\*) indicate required fields

**Date \***

**Requestor Name \***

**Department**

**Email \***

**Phone \***

**End User Name - Contact EHS if End User Name is not listed (safety@fullerton.edu or 657-278-7233) \***

## Additional information

 Routine cleaning and maintenance hazardous materials previously reviewed and approved for purchase by EHS may have 'pre-approved' status in CiBR-Trac. Requests for purchase of these routine cleaning and maintenance supplies will be automatically approved by CiBR-Trac after the request is submitted.

Some examples of **pre-approved** chemicals are:

- Waxie 210 Solsta Neutral Cleaner
- Waxie Graffiti Remover
- Waxie 764 Lemon Quat Disinfectant Cleaner

 New routine cleaning and maintenance hazardous materials not previously approved by EHS must be reviewed prior to purchase by submittal of a Chemical Purchase Request form. Please advise EHS if new materials are candidates for 'pre-approval.'

## Have any questions?

 Please contact **Environmental Health and Safety** (EHS) at [safety@fullerton.edu](mailto:safety@fullerton.edu) .....0 or at 657-278-7233