

**Pre-Approval Form for Requisitions with Environmental Health and Safety (EHS)  
Hazardous/Regulated Materials**

Requestor's Name: \_\_\_\_\_ e-mail: \_\_\_\_\_

**Note:** Requester must be Principal Investigator, Research Center Director, Manager or Supervisor for a laboratory or facility where the hazardous or regulated material will be stored or used.

**Attestation:** I attest that I have reviewed the Lists of UH Controlled Chemicals at <https://uh.edu/ehs/labs/chemical-safety/procurement/uh-controlled-chemicals/> and disclosed all hazardous or regulated material purchases.

Requestor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Requisition Number (attach requisition paperwork): \_\_\_\_\_

Department Contact for Requisition: \_\_\_\_\_ e-mail: \_\_\_\_\_

Itemization & description of materials to be purchased (attach additional documentation if needed):

Approvals, as appropriate (Requestor must check applicable category below.):

Department of Environmental Health and Safety: email to [ehs@uh.edu](mailto:ehs@uh.edu)

Radioactive Materials \_\_\_\_\_ Date: \_\_\_\_\_

*(Ship to Environmental Health & Safety Dept., 4513 Cullen Blvd, Ste. 200, Houston, TX 77204. Attention: Radiation Safety Officer)*

X-Ray Machines \_\_\_\_\_ Date: \_\_\_\_\_

Class 3b and 4 lasers \_\_\_\_\_ Date: \_\_\_\_\_

Biological Material/Agents that are either Select Agents/Toxins or Risk Groups 2 or 3

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

*(Ship directly to laboratory. Indicate "Ship To" address on Requisition with Room # and contact person)*

Biological Safety Cabinets: \_\_\_\_\_ Date: \_\_\_\_\_

Biological Safety Cabinet Type: \_\_\_\_\_ & Classification: \_\_\_\_\_

[UH Controlled Chemicals](#) \_\_\_\_\_ Date: \_\_\_\_\_

*(Ship directly to laboratory. Indicate "Ship To" address on Requisition with Room # and contact person)*

EHS reviewed the purchase and determined the Hazardous/Regulated Materials Form is not required.

\_\_\_\_\_ Date: \_\_\_\_\_  
EHS Representative

Routing Instructions for Pre-Approval Form for Requisitions with Environmental Health and Safety (EHS) Hazardous/Regulated Materials

1. Requestor shall review the lists of UH controlled chemicals at (<https://uh.edu/ehs/labs/chemical-safety/procurement/uh-controlled-chemicals/>) and disclose all listed items on this form.
2. The completed Pre-Approval Form for Requisitions with EHS Hazardous/Regulated Materials, purchase requisition, and related paperwork (vendor quote, etc.) must be scanned and emailed to [ehs@uh.edu](mailto:ehs@uh.edu) for EHS approval.
3. Once the Pre-Approval Form for Requisitions with EHS Hazardous/Regulated Materials is approved (signed) by EHS, this Form will be emailed to the Requestor and the Department Contact noted above.
4. The Department Contact will attach the approved Pre-Approval Form for Requisitions with EHS Hazardous/Regulated Materials to the requisition in the Finance System and send both to Purchasing through electronic workflow.