

HS011-SDS Authoring Form

Please complete the form below and email safety@unsw.edu.au with digital copy of the SDS.

(*) Mandatory fields

SDS Product Identifier and Uses	
* Product Name/Chemical name:	
Synonym(s):	
Use(s):	R&D

SDS Region / Format	
* SDS Region(s):	<input checked="" type="checkbox"/> AU
* SDS Format:	<input checked="" type="checkbox"/> GHS provide: <input checked="" type="checkbox"/> R/S (Applicable for AU only) <input type="checkbox"/> Other (please provide):

Supplier Details	
Note: Written authorisation is required if alternate supplier details other than your own are to be listed on the SDS.	
* Supplier Name:	[office number][School name] e.g Rm 107 Chemistry, Faculty of Science Faculty of [name], UNSW
* Phone: (Team number acceptable)	
* Emergency Phone: (Team number acceptable)	E-mail:
* Address: (Physical Address Preferred)	The University of New South Wales (UNSW Sydney) Sydney NSW 2052 Australia

*[office number] is the office number of the principal/lead researcher

Payment Details (SDS authoring service is \$275 incl. GST per SDS)	
* Project Code/Charfield: <i>[Department ID-[Fund ID-[Project ID]]</i>	
* Project Owner:	
*Has requester seek approval from the project owner to spend from the project? (Y/N)	
Please provide proof of the approval from the project owner with this form either as an attachment of email/PDF	

IF SDS does not exist and SDS needs to be written entirely, requestor will need to fill in this [form](#) and email the form back to safety@unsw.edu.au

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SDS Authoring Process (1-2 weeks):

1. SDS file and contact details is sent to RMT team
2. RMT send back a draft of SDS to requestor for feedback
3. Requestor confirms with RMT specialist
4. RMT finalizes the SDS and upload the copy to ChemAlert platform
5. RMT finance sends back invoice for the SDS authoring
6. Central Safety team will initialize payment of the invoice by UNSW finance