

PROTOCOL FOR CHEMICAL APPROVAL AT SPACE PARK

All products having a Safety Data Sheet (SDS) must be reviewed and approved by ESH&M prior to use at Space Park. Following, is the protocol for approval of chemicals which are often deemed hazardous materials by regulation.

For Employees:

1. Employees should search the current SDS library first to see if chemical is already approved for use onsite by using this link: [Safety Data Sheets \(northgrum.com\)](https://northgrum.com/SafetyDataSheets)
2. If the SDS is not found, try your search again using the link below: eshm.as.northgrum.com/MaterialStatusViewer/
3. If a product is new to the area, or is used in a new manner or for a different purpose, the employee is required to complete **Chemical Review Form** (MSF-509) located here: [ESHMCRF\(northgrum.com\)](https://northgrum.com/ESHMCRF)
4. Allow 3 days for ESH&M review.
Do not use or store product on site until the Action Summary authorizing its use is issued to the requestor.
5. ESH&M will notify requestor of the status by issuing the Action Summary and the requestor must follow any applicable restrictions.
6. Once the form is complete, click “submit”.



NORTHROP GRUMMAN

Chemical Request Form

** Indicates Required Field*
Δ Microsoft Edge Browser Only

User Information:

* Location
-- Select --

* MyID

* Requester
First Name, Last Name

* End-User
List end-users or using department

* E-mail
john.smith123@ngc.com

Next

For Contractors:

1. Contractors should first refer to the **Technical Data** page using this link:
[Technical Data | Northrop Grumman](#)
2. Consult the two Space Park Contractor Hazardous Material Lists; one sorted by CRP number and the other sorted by Manufacturer's Name.
 - [SPOASISContractorListCRP.pdf \(agencyq.site\)](#) – search by CRP number
 - [SPOASISContractorListMFR.pdf \(agencyq.site\)](#) – search by Manufacturer's Name

If approved without restrictions, the product can be used without ESH&M review if quantity is less than 100 pounds.

If a product is approved **with** restrictions, the restrictions must be followed. Otherwise, those products indicated on either list as “review on a case-by-case basis”, or products not on the list, must be submitted to ESH&M for review prior to use as follows:

1. Submit a completed Contractor Hazardous Material Request Form (K0-F038) which is available using the link below, along with the latest Safety Data Sheet (SDS) to the ESH&M Point of Contact. [Contractor Hazardous Material Request \(agencyq.site\)](#) – **Contractor Form**
2. Allow 3 days for ESH&M review.
Do not use or store product on site until the Action Summary authorizing its use has been issued to the requestor.
3. ESH&M will notify requestor of the status by issuing an Action summary email. Contractors are to ensure the SDS is readily available on site and follow any applicable restrictions.
4. Contractors must place a Supplier Hazardous Material approval label (**Blue Label**) on the Container, or on one container designating a group of containers, and fill in their contractor's name as well as the CRP number of the chemical. The CRP number is identified on the Space Park Contractor Hazardous Material List. Ensure each container can be traced to a BLUE LABEL. Contact your Facilities Project Engineer to obtain Blue Labels.

If request is **Denied**, the product cannot be used in any quantity at Space Park.

