



Office of Environmental Health & Safety  
 333 South Beaudry Avenue  
 Los Angeles, CA 90017  
 Phone: (213) 241-3199



Download the Form and Click Submit by Email

# Request for Chemical Product Evaluation

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

The District maintains a "Chemical Products List" specifying commercial products which have been reviewed and determined safe for use at District facilities. Chemical products may not be used in District facilities unless they are included in the approved list, which may be found at [www.lausd-oehs.org](http://www.lausd-oehs.org). This form may be used to request OEHS review and approval of chemical products not presently on the Chemical Products List.

To request a chemical product evaluation:

1. Complete all sections of this form. A separate request form must be submitted for each product; you may not submit multiple products with one request form. If it is a multi-part system, then please note the specific products that must be used in the "Application Method" section.
2. Click on the "Submit by E-mail" button at the top of the form. This should open a ready-to-send e-mail with a data attachment using your desktop e-mail client. If you prefer to use web-based e-mail, you may send a saved copy of the completed PDF form as an e-mail attachment to [chemeval@lausd-oehs.org](mailto:chemeval@lausd-oehs.org)
3. Attach an electronic copy of the MSDS and any other documents you are submitting for review to your e-mail.
4. Send e-mail.
5. Requestors will receive a reply e-mail when the product evaluation has been completed advising them of the approval status. The OEHS website will be updated within one week of the evaluation.

## REQUESTER INFORMATION

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 E-mail: \_\_\_\_\_  
 Phone: \_\_\_\_\_

Note: Only authorized LAUSD employees may request chemical product evaluations. We will not accept requests from vendors or contractors. All requests from Facilities Services Division shall be forwarded to the Maintenance and Operations Technical Services Unit for initial review.

Site: \_\_\_\_\_  
 Facilities Project #: \_\_\_\_\_ (If request relates to a bond-funded project)  
 Address: \_\_\_\_\_  
 City, State, ZIP: \_\_\_\_\_

## PRODUCT INFORMATION

Product Name: \_\_\_\_\_  
 Manufacturer: \_\_\_\_\_  
 Address: \_\_\_\_\_

All submissions must include an electronic copy of the Material Safety Data Sheet (MSDS) that clearly identifies any chemicals listed on California's Proposition 65. The MSDS must also list all hazardous ingredients. If that information is not listed on the MSDS, you may submit a signed document from the manufacturer on company letterhead. You may also attach additional information on the product that should be considered such as product labels, technical sheets, manufacturer's instructions or product specifications.

## USAGE INFORMATION

Product User

Contractor     Pest Management     Food Services     Maintenance and Operations Staff  
 Other: \_\_\_\_\_

Usage Environment

Indoors     Outdoors     During School Hours     Non-School Hours  
 Other: \_\_\_\_\_

Est. Vol. Used per Year and Product Formulation (i.e., premixed, etc.)

\_\_\_\_\_

Application Method

\_\_\_\_\_