Hazardous Materials Workflow Process - EH&S Review

**Step 1 - Shopper**
- Complete BearBuy Non-Catalog Form
- Check "Hazardous Materials" box (may be EH&S review)
- Include only hazardous materials on form

**Step 2 - Shopper**
- Add catalog item to Cart (include only hazardous materials in Cart)
- Route Cart

**Step 3 - Req Creator**
- Enter org node and chartstring
- Review cart and create Requisition
- Submit Requisition for approval

**Step 4 - Req Approver**
(Org node approver)
- Review and approve Requisition

**Step 6 -**
Dept works with EH&S to implement required training, controls, documentation, etc.

**Step 5 -**
Review hazardous materials requisitions to ensure proper controls and handling

**Step 7 -**
Approve Requisition in BearBuy

**Step 8 -**
Process and approve order
(See "Basis for Award" Workflow)

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**Department**
- Catalog item?
  - Yes
  - **Step 2 - Shopper**
  - **Step 3 - Req Creator**
  - **Step 4 - Req Approver**
  - **Step 5 -**
  - **Step 6 -**
  - **Step 7 -**
  - **Step 8 -**
- No
  - **Step 2 - Shopper**
  - **Step 3 - Req Creator**
  - **Step 4 - Req Approver**
  - **Step 6 -**
  - **Step 7 -**
  - **Step 8 -**

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**EH&S**

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**BearBuy**

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**Buyer**

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