To: Chemical Safety Team, Safety Office (chemical@hku.hk)

**Safety Office Staff ONLY**

**Ref no.**

**Central Chemical/Liquid Nitrogen Supply**

**Order Form**

|  |  |
| --- | --- |
| **Date** |  |
| **Department** |  |
| **Building** |  |
| **Room** |  |
| **\*Requested by** |  |
| **\*Tel no.** |  |
| **Account no.** |  |
| **Remark**  **(e.g. Date of delivery, SBS order no., etc.)** |  |

\*Please see Personal Information Collection Statement overleaf

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Items** | **Grade** | **Volume (L) /bottle** | **Article no.** | **Quantity** |
| Acetic Acid | AR | 2.5 | 1002 |  |
| Acetone | AR | 2.5 | 14 |  |
| Chloroform | AR | 2.5 | 2445 |  |
| Ethanol (absolute) | AR | 2.5 | 20821 |  |
| Concentrated Hydrochloric Acid | AR | 2.5 | 1107 |  |
| Methanol | AR | 2.5 | 6009 |  |
| Xylene | AR | 2.5 | 4341 |  |
| Ethanol (95%) | Tech | 20 | E14583 |  |
| Others:  (For self-departmental chemicals pick up ONLY) |  |  |  |  |

|  |  |
| --- | --- |
| **Item** | **Quantity (L)** |
| Liquid Nitrogen |  |

|  |  |
| --- | --- |
| **Total ($)** |  |
| **Approve and Sign**  **by Budget Holder** |  |

Remark

1. Each order form can be used for ONE location and ONE Account no. ONLY.
2. All required information MUST be filled.

The University of Hong Kong Safety Office Personal Information Collection Statement, Dangerous Goods Provision and Collection. The personal data you may choose to provide in your request for service will be used solely by members of the Safety Office Dangerous Goods Team to facilitate communication and arrangements for provision of Safety Office services in connection with Dangerous Goods. The personal data will not be transferred and disclosed to the University’s faculties/schools/departments/other offices and work units/staff members. It will not be transferred or disclosed to other organisations, agencies and persons in or outside Hong Kong (e.g. service providers engaged by the University). In handling the personal data provided, the requirements of the Personal Data (Privacy) Ordinance (“Ordinance”) and other applicable legal requirements of other jurisdictions will be strictly complied with. You have the right to request access to and correction of your personal data as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Please visit the University’s Privacy Policy Statement for enquiries or further details. If you choose to provide personal data in connection with your request for service you will be agreeing to the above statements.