

HAZARDOUS CHEMICAL INVENTORY

INSTRUCTIONS

The Hazardous Chemicals Inventory form is used for recording ALL hazardous chemicals, products, or materials for which the College must maintain a **Safety Data Sheet** (SDS) under the **Occupational Safety and Health Administration** (OSHA) **Hazard Communication Standard** (29 CFR 1910.1200). These materials can be anything from acetone to zinc, bleach, alcohol, cleansers, etc.

Deans/Directors/Office Managers are responsible for submitting the completed inventory form and updates to the **Office of Facility Services, Director, Campus Box 207**. **Updates must be prepared at least annually and turned in by June 30th of each year in order to meet regulatory reporting requirements.** Deans/Directors/Office Managers should keep blank inventory forms on hand and should keep the completed inventory forms in the work area with Hazard Communication records. MSDSs must be available in the work area for all hazardous chemicals listed.

In completing the inventory form, it is very important to list each product separately. Example: Acetone by Fisher, Acetone by Sigma-Aldrich, and Acetone by J.T. Baker are all separate products. The following table coincides with each column on the inventory form and addresses the specific information required.

Product or Chemical Name on Label	Name of the hazardous product or chemical. (Example: bleach, paraffin, acetone)
(✓) Have SDS	Check this box if you have a SDS for this product. If no SDS, it is your responsibility to obtain one and provide a copy to Facility Services.
Manufacturer Name	Manufacturer's name. (Example: Fisher, Hewlett/Packard, Sigma Chemical Co., J.T. Baker)
C.A.S. Number <i>(if on label)</i>	Chemical Abstract Services registry number.
Product or Catalog Number on Label	Manufacturer's product or catalog number. (Example: 1-Butanol 99.9% HPLC Grade, 27067-9)
CONTAINER: - Number on Hand	Number of containers of the product in the work area.
Size	Container size. (Example: 18 ml, 10 oz., 5 gal, 10 lbs.)
Type	Container type. (Example: glass, plastic, paper bag, etc.)
Total Amount on Hand	Calculate total amount on hand. (Number Containers x Container Size = Total Amount. Example: 4 bottles x 18ml = 72ml)
Room Number and Building	Room number/building name or number where the inventory item is located.

