HAZARDOUS CHEMICALS INVENTORY

Dean/Director:	Dept/Section	To be filled in by OEHS only:
Supervisor:	Supervisor Phone No.	Date Inventory Completed
Person Submitting:	Campus/Mail Code	Date Inventory Submitted

Product or Chemical Name on Label	(√) Have MSDS	Manufacturer Name	C.A.S. No. (If on Label)	Product or Catalog No. on Label	<u>No.</u> on hand	CONTAINI Size (ml.g., mg,lbs)	E R <u>Type</u> (glass, plastic,etc)	Total Amt. on Hand	Units (ml,g, mg,lbs)	Rm#/ Bldg.

INSTRUCTIONS FOR COMPLETING HAZARDOUS CHEMICALS INVENTORY

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The Hazardous Chemicals Inventory form is used for recording ALL hazardous chemicals, products, or materials for which Tulane must maintain a **Material Safety Data Sheet** (MSDS) 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.

Supervisor/principal investigators are responsible for submitting the completed inventory form and updates to the *Office of Environmental Health & Safety* (*OEHS*), *Chemical Safety Manager, Tulane University Health Sciences Center, TW16*. Updates must be prepared at least annually and turned in by December 31st of each year in order to meet regulatory reporting requirements. (Electronic reporting is encouraged. Please contact OEHS for details.) Supervisors/principal investigator 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.

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Product or Chemical Name on Label		Name of the hazardous product or chemical. (Example: bleach, paraffin, acetone)				
(\checkmark) Have MSDS		Check this box if you have a Material Safety Data Sheet (or electronic access to one in the work area) for this product.				
Manufacturer Name		Manufacturer's name (Example: Fisher, Hewlett/Packard, Sigma Chemical Co., J.T. Baker)				
C.A.S. Number (if on label)		Chemical Abstract Services registry number (C.A.S.)				
Product or Catalog N	umber on Label	Manufacturer's product or catalog number. (Example:1-Butanol 99.9% HPLC Grade, 27067-9)				
CONTAINER:	No. on Hand	Number of containers of the product in the work area.				
	Size	Container size. (Example: 18 ml, 10 oz, 5 gal, 10 lbs)				
	Туре	Container type. (Example: glass, plastic, paper bag, etc.)				
Total Amount on Har	nd	Calculate total amount on hand. (Number Containers x Container Size = Total Amount. Example: 4 bottles x 18ml = 72ml)				
Room Number/Bldg		Room number/building where the inventory item is located				