

HSC Chemical Inventory Announcement

It's time to start preparing for the annual Chemical Inventory Submission!

Does this apply to my lab and what is it? The responsible party and/or designee for each WVU laboratory and chemical storage area is **required** to submit annually a current, accurate chemical inventory. The chemical inventory must be generated electronically using the attached form. This form looks very similar to last year's form. There have been some modifications with the instructions. Please read the information presented below, and also hover over the red triangles on the Chemical Inventory Form, then copy the information from last year's inventory to this new form and update as necessary. Once again, the attached form **MUST** be used in place of any previous forms.

Where does it go? Your updated Chemical Inventory Form is due to your CHO by **June 15th** of each year unless your CHO specifies otherwise. Your CHO will collect all of the Departmental inventories before forwarding them to the HSC Safety Office by **July 1st**. However, if you are a 9-month appointment, then your chemical inventory is due in May prior to your departure.

Why is this required? State, federal and local regulations require that this information be collected annually. Specific quantities of certain chemicals trigger reporting requirements to various agencies. The chemical inventory is also used by local emergency response teams in the event of an emergency response to your lab.

NEW Instructions for Completing the Chemical Inventory:

- ❖ Hover over the **Red Comment Triangles**, which have been updated and provide clarification
- ❖ For mixtures with multiple CAS Numbers, enter the word "mixture" for the CAS Number. You are not required to list all of the CAS Numbers in a mixture.
- ❖ Be sure to include compressed gases in the chemical inventory
- ❖ Only 3 special hazards are required to be identified: Oxidizer (OX), Water Reactive (~~W~~), and Simple Asphyxiant Gases (SA). The six (6) simple asphyxiant gases are Nitrogen (N₂), Helium (He), Neon (Ne), Argon (Ar), Krypton (Kr) and Xenon (Xe).
- ❖ A Separate Chemical Inventory sheet **MUST** be used for each room (including rooms within a room)
- ❖ For shared rooms, each Investigator **MUST** fill out a Chemical Inventory Form for their items that are stored and used there

Did you know?

- ❖ Safety Data Sheets (SDSs) must be archived and kept on file for thirty (30) years. This includes SDSs for products no longer used.
- ❖ SDSs must be immediately accessible to workers and maintained by designated employees associated with the laboratory or chemical storage space.