

BASIC INSTRUCTIONS FOR CONDUCTING A CHEMICAL INVENTORY IN SCHOOLS



GOAL: To determine what chemical substances are present in your schools, their quantities and their condition

PURPOSES:

- To remove excess, unused, deteriorated or outdated chemicals from schools
- To identify potentially dangerous chemicals that should not be present or used
- To ensure that all chemicals are managed appropriately
- To comply with all local, state and federal regulatory requirements

PLAN BEFORE YOU START

- Never work alone
- Don't involve students
- Use appropriate personal protective equipment
- Have spill materials available and insure that emergency equipment is operational
- Know whom to call for help if needed
- Have phone numbers of the fire department and state contacts handy

TAKE THE INVENTORY

CAUTION: AVOID TOUCHING OR MOVING CONTAINERS AS OLD CHEMICALS MAY BECOME UNSTABLE AND SOME CHEMICALS FORM EXPLOSIVE COMPOUNDS AS THEY AGE.

Interview appropriate staff members

- Ensure all chemicals in a particular area are identified and inventoried
- Assess level of understanding with proper chemical management

FOR EACH SUBSTANCE

Record:

- The full name
- The Chemical Abstract Number (CAS)
- Manufacturer's name
- Size of the container
- Type of container (metal, glass, gas cylinder, etc.)
- Expiration date or approximate age of the substance
- Storage situation and location, i.e. shelf, refrigerator, cabinet (locked or not locked, fire approved or not), chemistry/biology/storage room location and shelf

NOTE: Much of this information can be obtained from the MSDS associated with the chemical.