

## CONDUCTING A CHEMICAL INVENTORY



- Never work alone
- Don't involve students
- Use appropriate personal protective equipment
- Have spill materials available
- Insure emergency equipment are operational
- Know whom to call if needed

- Develop a tracking system for capturing inventory
- Record basic information for each substance identified
- Basic information includes: Full name, CAS number, manufacturer, container size, chemical characteristics, age, expiration date, storage situation, location.

*NOTE: Plan to take an inventory of all rooms, closets, desks, drawers, cabinets, storage containers, etc. Additionally, much of the information captured during the inventory can be obtained from the associated Material Safety Data Sheet (MSDS)*

- Sort Chemicals into Organic and Inorganic classes
  - Store chemicals compatibly (vertically and horizontally)
  - Use the NFPA hazard identification system to describe health hazard, flammability, reactivity and especial hazards a chemical may present
- NOTE: Compatibility and storage information can be obtained from the MSDS associated with the chemical substance; typically in section 7*

- Determine the hazardous characteristics and storage requirements for each chemical
- Plan to eliminate all chemicals that are beyond their shelf life
- Plan to eliminate all chemicals that are unusable or unneeded
- Plan to eliminate all chemicals identified as shock sensitive, explosive, highly toxic, carcinogenic, mutagenic or teratogenic

Please refer to the updated [School Chemistry Laboratory Safety Guide](#), published by the U.S. Consumer Product Safety Commission, the Centers for Disease Control and Prevention and the National Institute for Occupational Safety and Health, for suggested shelf storage patterns for Inorganics and Organics.

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- Contact local fire department if immediate assistance is needed
  - Do not dispose of any materials or wastes down sinks toilets or drains without prior approval from the local waste water treatment department
  - Do not dispose of any chemicals into the trash without contacting your solid waste disposal company for approval
  - Ensure hazardous wastes are collected by a licensed transporter and brought to a permitted Treatment Storage or Disposal Facility (TSDF)
- NOTE: Before disposing of any chemical be sure that you have made a hazardous waste determination and have confirmed that your disposal method is safe and in compliance with all applicable regulations (review MSDS, Section 13). If unknown substances are discovered, please make a note of it on the worksheet and bring it to the attention of the disposal contractor. They will be able to test the substance to determine its characteristics.*