

OSU Environmental Health & Safety Department
Hazard Communications (Phone 744-7241)
Chemical Inventory

Introduction

Oklahoma Statute, Title 40, Sections 401-424, mandates the compliance of colleges and universities with the state's Hazard Communications Standard. A chemical inventory information includes: the maximum quantity of a chemical you anticipate having on hand, the size and type of container the chemical substance is stored in, the location of the container, the name and Chemical Abstract Service Number (CAS) of the substance, and the availability of a Material Safety Data Sheet for each chemical.

Instructions

1. Read instructions carefully.
2. Please print *IN BLUE OR BLACK INK*.
3. Chemicals must be listed in alphabetical order.
4. Retain a legible copy of your CIL within your department.
5. Submit completed inventory to: OSU Environmental Health & Safety Dept., ROOM 120 Physical Plant Services

DEPARTMENT

The name of the proprietary department

INVENTORY SUPERVISOR

The name of the employee responsible for the department's chemical inventory

CAMPUS MAIL ADDRESS

The mailing address of the inventory supervisor

PHONE

The phone number of the department

BUILDING NAME

The full name of the building, not the initials

BUILDING NUMBER

The University number assigned to the building (if known)

DATE OF INVENTORY

The date the inventory page was completed

PAGE __ OF __

The current inventory page number, then the total number of pages

ACTUAL COUNT

The actual number, or count, of containers present

MAXIMUM AMOUNT ANTICIPATED

The largest number of containers that could possibly be on the premises at one time. (Example: When supplies are newly delivered, before containers are dispersed or used.)

CHEMICAL NAME

The scientific designation of a substance, in accordance with the nomenclature system

COMMON NAME

The trade name or number, code name or number, brand name or generic name. (Example: table salt).

CONTAINER

SIZE

The rated capacity of the inventoried substance's container. (Do not estimate the current volume actually in the container.)
(Examples: 55-gal 5-gal 500 ml 10-lb. 250 g 5 kg)

TYPE

Print the code letters for the construction and materials of the container. Approved container codes: SGS=Steel Gas Cylinder; AGC=Aluminum Gas Cylinder; G=Clear Glass; BG=Brown Glass; SCG=Safety-Coated Glass; SD=Steel Drum; SC=Steel Can; AL=Aluminum Drum or Can; P=Paper/Fiber Container; PD=Plastic Drum; PC=Plastic Can or Bottle; PK=Plastic Carboy; O=Other (Specify)

PS (PHYSICAL STATE)

The physical state code to indicate the physical state of the substance. (S=Solid; L=Liquid; V=Gas; M=Mixed (Liquid-Solid Sludge))

CAS NUMBER

The chemical abstract service number (The unique identification number assigned)

MANUFACTURER

The name of the establishment where the substance was produced, synthesized, extracted, imported, or otherwise made for use or distribution.

NFPA RATING

The National Fire Protection Association rating; a numerical code that is sometimes found on the MSDS. (Buildings are placarded according to this system) H - Health, F - Flammability, R - Reactivity, and S - Specific.

LOCATION

The room number where the chemicals are stored and/or used

MSDS?

Is there a Material Safety Data Sheet for this substance present and accessible in your department?