

2020 HAZARDOUS MATERIAL INVENTORY INSTRUCTIONS

What to Report

Any substance that your department uses, stores, or produces which is hazardous or contains hazardous components should be included in the inventory. Examples are items which are classified by any of the following terms: toxic, highly toxic, carcinogen, suspected carcinogen, irritant, corrosive, sensitizer, mutagen, reproductive hazard, combustible liquid, compressed gas, flammable, water reactive, pyrophoric, organic peroxide, oxidizer, explosive, etc. Materials produced on-site include carbon monoxide fumes, welding fumes, wood dust, compressed air, and related items. Examination of labels, Safety Data Sheets (SDS's), or other sources will help in determining if a substance is hazardous. **It is not necessary to report items packaged for use by the general public if they are used infrequently and possessed in small quantities.**

Biological agent inventories must be updated as appropriate. Please report new biological agents on the form found at <http://www.memphis.edu/ehs/pdfs/bioinventoryform.pdf>.

If your department does not use, store, or generate hazardous materials, check the appropriate blank on the attached form, sign, date, and return the inventory form to Environmental Health and Safety by November 27, 2020.

If your department uses **Chematix** and has not performed a physical inventory since 2016, complete a physical inventory, reconcile the inventory in Chematix, and check the appropriate blank on the attached form. Sign, date, and return the form to EH&S by November 27, 2020.

If additional hazardous materials are acquired in 2020 after inventory completion, please notify EH&S by January 8, 2021.

How to Report

Whenever possible, please update the print-out of your 2019 inventory – if attached. For products that contain several hazardous chemicals, multiply the maximum quantity of the product by the percentage of each hazardous constituent (as found on the SDS) to determine the quantity of each hazardous constituent.

Where an item listed on the print-out was no longer stored, used, or produced in 2020, **draw a single line through that entire entry**. If no changes were made in any parameter reported in 2020, make no changes on the print-out. For those items where any parameter has changed significantly, please draw a single line through that parameter and note changes on the print-out. Please note that the quantity listed on the forms is the maximum possessed; **there is no need to decrease a quantity to account for a small amount used from a container during the year**. If the physical state is blank on the print-out, please note the physical state on the updated print-out. Add new items to the print-out or on an inventory form [one form per substance per location per state (solid, liquid, gas)]. **Where multiple inventory forms will be required to update your inventory, please contact EH&S for an Excel spreadsheet file that may be used instead of the paper form.**

Additional information may be requested on certain hazardous materials held by departments covered under Superfund Amendments and Reauthorization Act, Title III. Special forms and instructions will be provided later for this information.

The following guidance is provided in updating the print-out and in completing inventory forms or spreadsheets:

Product Name - List the name of the product as found on the container label and SDS.

Chemical Name - List the name of the chemical being inventoried. (If you are using the inventory form, be sure to include the percentage of each hazardous chemical in a product and the CAS Number associated with each chemical.)

CAS Number - Please include the Chemical Abstract Service Registry Number for each hazardous material. This number is available from such diverse sources as the container label, SDS, and some chemical catalogs. The CAS Number is extremely important as a means of chemical identification, especially where a material has numerous synonyms. (Radioisotopes and infectious agents may not have CAS Numbers.)

Maximum Quantity - List the maximum amount of the product or chemical possessed at any one time during 2020. **(To obtain the maximum quantity of each hazardous component in a product containing several chemicals, please multiply the maximum quantity of the product by the appropriate percentage of each hazardous chemical in the product.)**

Units - Please include real units (such as pounds, kilograms, gallons, etc.) associated with the listed quantities. **Cans, bottles, boxes, tubes, etc. are not acceptable units.**

Building - Confirm the building on the print-out or list the building name on the inventory form.

Room Number - Confirm the room number or list on the form.

Location (optional) - Use this along with building and room number to give a more specific location such as "Flammables Cabinet" or "Third Shelf."

Department - Confirm the name of your department on the print-out or list on the form.

Physical State - Circle "S" for solid, "L" for liquid, or "G" for gas.

Concentration of Solution - Indicate the concentration of solutions and whether percent, normal, or molar. This information will also assist in listing chemical hazards.

Research Lab - Circle yes or no in response to the question.

Signature and Date - It is essential that each page be signed and dated. Unsigned forms may be returned as unacceptable.

<p>Please return updated inventories to Environmental Health and Safety by November 27, 2020.</p>
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**THE UNIVERSITY OF MEMPHIS
HAZARDOUS MATERIAL
INVENTORY 2020**

Product Name: _____, CAS Number: _____

Chemical Name: _____, _____%, CAS Number: _____

_____, _____%, CAS Number: _____

_____, _____%, CAS Number: _____

Maximum Quantity: _____ **Please include units such as pounds, kilograms, gallons, liters, etc.**

Physical State (circle one): Solid Liquid Gas

Concentration of Solution: _____

Building: _____

Room Number: _____, Location (optional): _____

Department: _____

Is this a research lab (circle one): Yes No

This department does not use, store, or produce hazardous materials (check) _____.

This department maintains its hazardous material inventory in Chematix. Chematix data is deemed accurate as of date signed (check) _____.

Signature _____, Date _____

Your signature acknowledges that this information is true, accurate, and complete.