



Memorandum

To: New Principal Investigators / Supervisors with Hazardous Chemicals
From: Rebecca Bloodworth, Environmental Health & Safety Dept. / Chemical Safety Division
Date:
Re: Hazardous Chemical Inventory List & Training Update

RETURN TO SAFETY OFFICE BY:

All new principal investigators are required to complete an initial chemical inventory of the hazardous chemicals stored/used in their laboratory. We are requesting that the CAS number, NFPA 704 code, and approximate storage quantity be listed for all hazardous chemicals (recognized physical or health hazard.) Chemicals may be entered into the table provided with this memorandum. Attach additional sheets, if necessary. In subsequent years, you will receive the chemical inventory for each designated laboratory to be updated. The Texas Hazard Communication Act requires that the hazardous chemical inventory be reviewed and updated annually. Alternatively, you may attach your own compiled list of chemicals (Excel spreadsheet).

Also included for update is a list of your employees and their chemical hazard training record. Training in the basics of the Texas Hazard Communication Act, including MSDS interpretation and container labeling requirements, is provided to all classified employees, or faculty, at the time of new employee orientation. Additional training of workers for the specific hazardous chemicals used in the normal course of their duties is the responsibility of each supervisor as outlined on the attached *Principal Investigator's / Supervisor's Laboratory / Area Hazardous Chemical Training Record*. The Act requires this training be conducted prior to the employee working with the hazardous chemical and that the training be documented and kept on file 5 years. A significant change in chemical type, quantity, or use requires re-training. Please retain the original record in your *Chemical Safety Handbook* binder and forward a copy of any safety training you give your employees to the Safety Office for recordkeeping purposes.

Principal Investigator / Supervisor Assurances:

I have reviewed the attached Chemical Inventory List & Employee Training record for the lab /area listed above and I have verified the following:

PI / Supervisor: _____ **Date:** _____
Signature & Date Required by the Texas Hazard Communication Act; 2 THSC § 502.005(b)

PLEASE RETURN to Environmental Health & Safety, 1.343T, within 30 DAYS of receipt of this inventory.

Please complete the information requested in the table below for each new hazardous chemical you have added to the lab / area inventory since the last update or not included on the attached list.

INCLUDE CHEMICALS WITH A RECOGNIZED PHYSICAL AND/OR HEALTH HAZARD.

- Physical Hazards: Combustible, flammable, compressed gas, explosive, organic peroxide, oxidizer, pyrophoric, or reactive.
- Health Hazards: Carcinogen, toxic, irritant, corrosive, or sensitizer.

DO NOT INCLUDE THE FOLLOWING TYPES OF CHEMICALS FOR THIS LIST:

- Non-hazardous chemicals and retail consumer goods used for their intended purpose. For example *Easy Off Fume Free Max Oven Cleaner* or *Arm & Hammer Baking Soda*.
- Reagents and Stock Solutions containing less than 1% of a hazardous chemical, or less than 0.1% of a highly toxic or carcinogenic chemical. For example, a 0.5% solution of Tris Buffer would not be included, but a 0.5% solution of benzene would.
- Items considered "Articles" under the law. Articles include items such as ink pens, markers, alcohol pads, and blood collection tubes, which may contain small amounts of hazardous chemicals, but under normal use, there is little or no risk of human exposure. Contact Environmental Health & Safety if you have questions about articles.

If available, include the CAS number and NFPA 704 code, H - (health=blue color), F - (Flammability=red color), R - (Reactivity=yellow color), Spc - Special Hazard such as Carcinogen (CA), Oxidizer (OX), Corrosive (COR), Acid (ACID), Radioactive material (RAD), Poison – highly toxic (TOX), Water reactive (W).

#	Chemical Name	CAS Number (Chemical Abstracts Sequence)	NFPA 704 Code				Avg. Storage Qty/Day: grams(g) or liters(L)	Max Storage Qty at any time: g or L	Room #
			H	F	R	Spc			
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									

Lab Number / Area: _____

PI / Supervisor: _____

Date: _____