

SUBJECT: Chemical Inventory Procedures	REFERENCE #003
DEPARTMENT: ENVIRONMENTAL HEALTH AND SAFETY	PAGE: 1 OF: 1
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OBJECTIVE:

To establish procedures to review and update chemical inventories for all departments that handle, store or dispose of chemical inventories.

POLICY:

a) General Requirements

All departments that use, handle or store hazardous chemicals must maintain an inventory of the hazardous chemicals present in their work areas at all times and regularly updated. This can be done within the Risk and Safety Software that was purchased by the CSU System.

b) Consumer Products

Consumer products must be included in the chemical inventory if the employee exposure to the product is significantly greater than the consumer exposure occurring during the principal consumer use of the product. However, certain minimal inventory thresholds are required for other reporting agencies such as Certified Unified Program Agency (CUPA).

PROCEDURES:

The following process must be followed to insure accurate information is maintained and documented such that chemical inventories are properly monitored, tracked and performed:

- A. When new chemicals come into CSUSB departments they are to be recorded into a chemical inventory system.
- B. When a bottle/box/bucket etc. have been completely exhausted the individual product shall be removed from the individual chemical inventory.
- C. All Safety Data Sheets must be maintained and updated by individual users and be available at all times.
- D. Environmental Health and Safety will periodically take inventory samples of the chemicals in the laboratories to verify that they are in the Risk and Safety Software, and the inventory sampling results will be documented.
- E. If the department is not using the Risk and Safety Software System, EHS will periodically sample the non-RSS inventories through a limited physical inventory, and the results will be documented.
- F. Further monitoring will be accomplished once a year when the responsible party/parties will reconcile and update their chemical inventories in RSS.
- G. If the department does not use RSS, then they will update the inventory records they use and then forward the updated inventory to EH&S.