

Chemical Inventory Guide

Central Washington University

1. Intro to Chemical Inventory at CWU

A chemical inventory is a database including all hazardous chemical substances and mixtures used at CWU. It is used to compile all relevant information on the identity, classification, storage, safe use of substances and mixtures.

2. CIMSI General Processes

2.1. What to include and what not to include:

Any chemical that can potentially cause harm is considered to be hazardous.

Chemicals can be hazardous if they:

- Can irritate the eyes, skin, or respiratory tract.
- Are toxic or carcinogenic (cancer-causing)
- Are corrosive.
- Can explode or cause fire.
- Create low oxygen environments.

Chemicals exist in a variety of forms in the workplace. Some common examples: liquids, stored gases, and particles like dust, powders, sprays, and mists.

What to include in your inventory	What not to include
All chemicals and chemical products (except those listed to the right)	Retail products used and stored in amounts and frequencies typical to ordinary household usage.
Lubricants, fuels, and oils (motor oil, gasoline, diesel, vacuum pump oil, grease)	Biological culture media, agar, serum proteins, albumin
Aerosol lubricants (WD 40, Brake Clean)	Enzyme preparations
Paints including spray-paints (oil based, stains)	Non-hazardous buffers
Pesticides and biocides	Radioactive materials (unless mixed with hazardous chemicals)
Pre-packed test kits * (Whole kits should be entered into the inventory, for example DNA/RNA extraction or purification kits (i.e. Zymo	

Research <i>Quick</i> -DNA or Qiagen Plasmid Mini-prep kits)	
	Commercially packaged drugs in solid, final form (tablets, pills) for direct administration
	Commercial food, drugs, and cosmetics, covered by the FDA
	Materials to be used within 1-2 days (“working solutions”)
	Hazardous waste

*The kits should be entered as one unit. Individual bottles that are left over from the kit will be considered secondary containers.

2.2. Updating Inventory


Chemical inventory should be updated whenever a chemical is used up or a new chemical is purchased. It is up to each individual department as to how or if they would like to update quantities used.

2.3. Labeling Process

All labels shall follow the Globally Harmonized System.


Please follow the attached link for more information on the proper labeling technique ([Here](#)). Below is an example of a label.

2



1 Sulfuric Acid

2



3 Danger! May be harmful if swallowed. Causes severe skin burns and eye damage. **4** Fatal if inhaled. Harmful to aquatic life.

Do not breathe dust/fume/gas/mist/vapors/spray. Wear protective gloves/protective clothing/eye protection/face protection. Wear respiratory protection.

5
IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing. Immediately call a POISON CENTER or doctor/physician.

In case of fire Use water spray, alcohol-resistant foam, dry chemical or carbon dioxide.

See Material Safety Data Sheet for further details regarding safe use of this product.

6 Sigma-Aldrich 3050 Spruce Street SAINT LOUIS MO 63103 USA Telephone : +18003255832

2.4. Mixtures

There are two mandatory pieces of information which need to be included on the Secondary Labels: the identity of the hazardous chemicals within the product and

the hazards, either physical, health-related, or environmental, the components present.

2.5. Disposing of Chemicals

Hazardous Waste

Chemicals must be in an appropriate container with the waste, with a securely fastened lid. As a rule, containers that were designed for solid reagents should not be used for liquids. Snap caps, such as those found on milk bottles, wrong size caps, Parafilm®, or other loose-fitting lids or stoppers are not acceptable. Food containers, mason jars, sauce jars, and similar containers are also unacceptable. Do not use biohazard bags for chemically hazardous waste.

Preparing Chemical Waste for Disposal

All containers must be labeled with a “Hazardous Waste” or “Dangerous Waste” Label unless the container has the original manufacturer’s label on it already. The label must state all components of the waste and their percentages (percentages must add up to 100%), as well as the hazardous properties of the material, and the date that it is transferred from the satellite accumulation area to the primary hazardous waste area. Dangerous Waste labels can be printed.

Primary Storage Areas

If your department does not have a primary storage area within you building, please contact EHS at ehs@cwu.edu and we will pick up your waste and move it to a contained area.

2.6. Support/Contact Information

If there are any questions regarding Chemical inventory or waste removal, please contact EHS.

Ehs@cwu.edu or 509-963-2255