

Chemical Inventory Management Procedure

(1) Introduction

Maintaining an accurate inventory of hazardous chemicals at CWU is essential for compliance with local and state regulations. An annual physical inventory of the university's chemical supply has many benefits that align with the university's core value of safety, as well as its strategic goal of sustainability.

(2) Procedure

All administrative and academic operating units that have hazardous chemicals must establish and maintain a chemical inventory in the management system as defined in this procedure and referenced in [CWUP 2-40-140](#) Health and Safety for the University Community.

(3) Definitions

(A) Hazardous Chemical: Any chemical that is classified as a physical hazard or a health hazard, a simple asphyxiate, combustible dust, pyrophoric gas, or hazard not otherwise classified in accordance with the Hazard Communication standard, [WAC 296-901-14022](#).

(B) Chemical Inventory Management System (CIMS): A centralized system coordinated by the office of Environmental Health and Safety (EH&S) to monitor the inventory of hazardous chemicals in use and storage.

(C) System Administrator: The Manager of the Environmental Health and Safety Department administers the CWU Hazardous Chemical Inventory software application.

(D) Chemical Inventory Manager: An individual designated by the appointing authority of a college, division, or department to ensure compliance with this procedure.

(E) Chemical Steward: The individual with primary responsibility for the hazardous chemicals. In research labs, this individual will usually be the principal investigator (PI). In other work units (e.g. maintenance shops, art studios, instructional labs, etc.), this individual will usually be the supervisor or manager of the unit. If the facility is shared among several faculty or staff, the department chair or division head may be designated as the chemical steward.

(F) Chemical User: Any individual that uses, works with, or works in an area where hazardous chemicals are used.

(4) Responsibilities

(A) Provost and Vice Presidents:

- Responsible for the ultimate success and management of the CIMS.
- Provide ongoing support and resources for the CIMS program.

(B) Deans and/or Department Heads:

Designate a Chemical Inventory Manager (and an alternate) for colleges, departments, programs, or areas of responsibility that use hazardous chemicals and ensure the Chemical Inventory Manager receives appropriate training.

Ensure that new and current Chemical Inventory Managers in their area of responsibility are familiar with this procedure and meet the requirements specified.

(C) Manager of Environmental Health and Safety:

- Utilize the CIMS to maintain awareness of the quantity and location of hazardous chemicals on the university campus(es).
- Provide Chemical Inventory Managers and authorized end-users with appropriate access to the CIMS.
- Coordinate CIMS training for Chemical Inventory Managers.
- Provide ongoing support for use of the CIMS.
- Provide updated information on the CIMS as appropriate.
- Audit overall university implementation and compliance with CIMS.
- Compile and submit an annual inventory audit report to the Provost and Vice Presidents.

(D) Chemical Inventory Managers:

- Provide EH&S with building and personnel information as it relates to the chemical inventory.
- Be familiar with and use the features of the CIMS as it pertains to their area of purview.
- Ensure that all Chemical Stewards within their areas of purview update the CIMS annually.
- Provide Chemical Stewards with CIMS training.
- Provide up-to-date and accurate inventory reports to EH&S and the appropriate appointing authority annually.

(E) Chemical Stewards

- Be familiar with and use the features of the CIMS as it pertains to their area of purview.
- Ensure that hazardous chemicals in their work area are identified and recorded in the CIMS.
- Perform an annual hazardous chemical inventory and update the CIMS.

[Responsibility: Operations Division; Authority: Cabinet/UPAC; Reviewed/Endorsed by: Cabinet/UPAC; Review/Effective Date: xx/xx/2021; Approved by: James L. Gaudino, President]