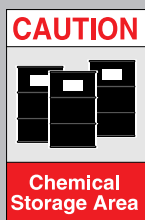


Chemical Inventory



Federal, state, and local regulations require UC Berkeley to inventory the types and quantities of its hazardous materials. The Chemical Inventory Program, coordinated by the Office of Environment, Health & Safety (EH&S), tracks and reports the storage and use of hazardous materials. The inventory assists emergency responders, provides campus users with specific hazard and storage information, aids in the sharing of chemicals, and reminds users to dispose of sensitive chemicals before they become unsafe or expensive to dispose of. This Fact Sheet will help you decide if you need to do a chemical inventory.

Who needs to do a chemical inventory?

- Principal Investigators, supervisors, storeroom managers, and anyone else in charge of areas where hazardous materials are stored must prepare and maintain an updated chemical inventory (or delegate this responsibility).
- Department administrators are responsible for ensuring that their department has accurate and current chemical inventories on file at EH&S.

Which hazardous materials must be inventoried under this program?

A hazardous material is any material that, because of its quantity, concentration, physical characteristics, or chemical characteristics, poses a significant present or potential hazard to human health and safety or to the environment if released. Materials to report in a chemical inventory include, but are not limited to:

Laboratory chemicals: acids, bases, solvents, mercury, metallic salts, halogenated compounds, toxic substances such as lead compounds and acrylamide, mixtures of hazardous chemicals

Compressed gas: toxic gases, pressurized gas cylinders of pure gases or mixtures of gases

Liquids under pressure: liquid nitrogen, liquid oxygen, propane, aerosols, chlorofluorocarbon refrigerants (liquid/gas phases)

Paints and inks: both water- and oil-based paints, spray paints, printing inks or pastes

Solvents and spirits: degreasers, kerosene, paint thinners

Lubricants: pump oil, hydraulic oil, motor oil, brake fluid, greases

Finishes: varnishes, shellacs, floor waxes, lacquers

Fuels: gasoline, camping fuel, diesel fuel

Maintenance/structural materials: asphalt-containing roofing, adhesives, and bonding agents

Grounds/landscape materials: fertilizers, plant food supplements, soda ash

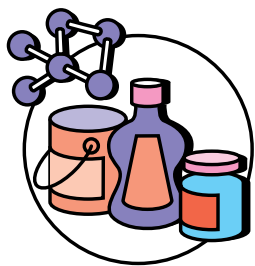
Pesticides: insecticides, rodenticides, acaricides, fungicides, defoliants, herbicides

Drugs: pharmaceuticals

Photographic materials: developers, reducers, stabilizers, activators, fixers, stop bath

Custodial materials: cleaning agents, bleaches, floor strippers, soaps and detergents, disinfectants, corrosive products, ammonia





Where are
hazardous materials
found?

When is the
inventory due?

I think I need to do
a chemical inventory.
What do I do next?

Note: Other hazardous materials, such as biological agents and radioactive materials, should not be included in the chemical inventory since they are tracked under separate EH&S programs. Very small quantities of hazardous materials (such as liquid toners and cleaners stored in offices) need not be reported. Call EH&S at 642-3073 if you have a question about whether a chemical or other material needs to be reported through the Chemical Inventory Program.

- Research and teaching labs
 - Field stations
 - Printing operations
 - Underground storage tanks
 - Shops
 - Custodial closets
 - Stockrooms/storerooms
 - Swimming pools
 - Gardens
 - Containers under pressure
such as liquid nitrogen tanks
and gas cylinders
 - Clinics
 - Cold rooms/cold
storage
 - Darkrooms
 - Paint spray booths
- Each department must submit an update annually. A department is assigned one of four quarterly periods for preparing its inventory and submitting it to EH&S. EH&S sends reminders to departments at the beginning of their reporting quarter, along with instructions and specific due dates.
 - In addition to the scheduled updates, if there are any significant changes such as room relocations, increased maximum amounts, new or dangerous chemicals added, or changes in names and phone numbers of key contacts, you must submit updates to EH&S within 30 days of the change.

Contact your department safety coordinator for assistance in getting started. You can also visit the EH&S web site (<http://ehs.berkeley.edu>) for instructions, forms and software, or call EH&S (642-3073) for assistance and training.