

## Safety Resources

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### Chemical Inventory Program

Safety Resources aims to maintain a comprehensive university-wide chemical inventory library to assist with **local emergency response** and to be in compliance with **provincial and federal regulatory requirements**.

Information regarding chemical inventories is kept confidential within Safety Resources and would only be accessed by authorized members of Protective Services in the event of an emergency.

#### What do I need to do?

It is the duty of the person responsible for purchasing chemicals for your workplace to complete, or to delegate the task of completing, a chemical inventory.

- ▶ Complete the [Chemical Inventory Spreadsheet](#)
  - Complete bi-annually (February + August), for all chemicals in your possession
  - Please ensure that all required fields are completed / accurate
- ▶ Submit inventory to our [Chemical Inventory Central Repository](#)
  - Submit one inventory per room ONLY

#### Why is a chemical inventory required?

If you have chemicals in your workplace, you are required under the [Saskatchewan Occupational Health and Safety Act and Regulations](#) (303) to develop and maintain a list of all chemical substances used, stored, produced or disposed of in the course of work processes.

Chemical inventories will help to:

- ▶ Make the workplace safer by knowing exactly what products are present, in what quantities, and where the products are stored
- ▶ Maintain an up-to-date list of all products
- ▶ Identify (and remove) any excess, unused, or unnecessary products
- ▶ Implement proper storage and handling techniques, including any specific requirements
- ▶ Isolate and store the most hazardous products securely
- ▶ Comply with regulatory requirements

As you keep inventory for your own work purposes, we ask for a copy of your inventory, for our records.

Protective Services and Safety Resources works closely with emergency response personnel (Ambulance; Saskatoon Fire Department; Saskatoon Police Service) when there is an emergency on campus.

- ▶ It is imperative that accurate chemical inventory information is available to emergency response personnel to:
  - Understand the hazards present
  - Fight fires with appropriate fire suppression techniques
  - Keep emergency personnel safe while they execute their jobs
- ▶ Failure to produce accurate inventories to increases the risk for greater harm to life and to property

#### More Information

- ▶ [Chemical Inventory Info Sheet](#)
- ▶ If you have questions, contact Jeff Lindsay at 306-966-8495.
- ▶ If you possess any chemicals that are unknown / expired / unwanted, you can [arrange for safe disposal](#) at no cost to you.

### FAQ's

#### Do I need to inventory each piece of a chemical kit, such as an ELISA kit or PCR kit?

No, with tiny volumes of reagents in the kit, just inventory the kit as one piece. Please ensure the SDS is available.

#### What if my chemical does not have a CAS number? What if the item is a mixture of chemicals with multiple CAS numbers?

In these cases, you can leave the CAS number blank in the inventory spreadsheet.

**Do we have to list each bottle of the same thing? For example, do we have to list each can of spray paint?**

In this case, it is acceptable to bulk all items of the same type on one line and list the entire quantity. Many units maintain inventories that record the number of containers of a compounds. In this example, all spray paint can be lumped together in one line item.

**What physical state do we list for compounds that can change state?**

List the physical state under normal storage conditions.

**What state are products in aerosols cans?**

According to *Transportation of Dangerous Goods Regulations*, aerosols should be listed as a gas.

**What physical state is grease?**

For inventory purposes, grease can be listed as a solid.

