

## Instructions for Completing the 2016 Chemical Inventory Worksheet

Please read these instructions thoroughly prior to filling out the Chemical Inventory Worksheet! Be sure to look over the Federal List of Extremely Hazardous Substances (EHS) to determine if any of your chemicals meets the definition of an extremely hazardous substance - as little as 1.0 pound of an EHS may be subject to reporting requirements!

Note - You should only report those materials that are required to be reported as described in the cover memo.

**Building** — The building for which this inventory is being compiled.

**Supervisor** — The full name of the person supervising the acquisition of this information.

**Approved By** — Approval of the contents of the completed inventory by a department head (e.g. director, assistant director, etc.) should be indicated here with a signature.

**Date** — The date of completion of this inventory.

**Room Number** — Location of product and/or chemical mixtures.

**Product Name** — Indicate the complete name of the product or chemical compound here.

**Chemical Ingredients** — For products and/or chemical mixtures, please list the chemical constituents here (chemical ingredients are identified on the MSDS in section II - Hazardous Ingredients). There is limited space in the chemical ingredients section, and hence it may not be possible to list all of the chemicals ingredients of the product or mixture. If the product or mixture has more than four constituents, simply list the first four constituents as they appear on the MSDS.

**Chemical Abstracts Services (CAS) Number** — Provide the CAS number from the MSDS for each of the chemical ingredients listed in column II.

**Concentration** — Indicate the approximate concentration (percentages will suffice) of each of the chemical ingredients listed in column II.

**Maximum Daily Amount (in pounds)** — The maximum amount of each hazardous chemical at your facility should be based on the highest quantity of the substance (in pounds) that was stored at any one time during the calendar year 2016.

Example: Suppose that on one day during the year, you had 20,000 gallons of gasoline at your facility. First of all, you would need to convert the quantity into pounds - The general method for converting gallons into pounds involves the following formula if the specific gravity is given in grams per milliliter (g/ml):

$$\text{Number of Pounds} = (\text{Number of Gallons}) \times (\text{Specific Gravity}) \times (8.3)$$

The specific gravity of the substance is simply a mass to volume ratio that is unique for every substance. The specific gravity can be found on an MSDS under physical characteristics. The constant 8.3 serves to convert units of volume (gallons) into units of mass (pounds). Using this equation, we can convert our volume of gasoline into pounds by multiplication:

$$(20,000) \times (0.76) \times (8.3) = 126,160 \text{ pounds of gasoline}$$

Thus, our **maximum daily amount** of gasoline is 126,160 pounds.

If the specific gravity is given in pounds per gallon, simply multiply the number of gallons by the specific gravity. If the units are unclear, for liquids, a specific gravity around 1 is usually in grams per milliliter, and a specific gravity between 6 and 12 is in pounds per gallon.

**Average Daily Amount (in pounds)** — For each hazardous chemical, estimate the weight (in pounds) that was present at your facility during the year. To do this, total all daily weights and divide by the number of days the chemical was present on the site. The average daily amount can be estimated from inventory records and other measurements or by the following method if you do not know the amount of material generally on hand.

Example: Suppose that your facility stores gasoline on its premises for six months out of the year. Invoice records show that your vendor made three deliveries to your facility, delivering 20,000 gallons of gasoline at each visit. Using the conversion above, we find that the total amount of gasoline delivered was 378,480 pounds. Since the gasoline was kept on site for six months (approximately 180 days), the **average daily amount** is

$$378,480 / 180 = 2,103 \text{ pounds.}$$

**Storage Container** — Choose which of the following type of container is used to store the hazardous chemical:

above ground tank	underground storage tank	tank inside building
steel drum	plastic drum	can
carboy	silo	fiber drum
bag	box	cylinder
glass container	plastic bottle or jug	tote bin
tank wagon	rail car	other