



DATE: January 6, 2020

TO: Risk and Environmental Services Department

FROM: _____
(Facility Administrator Name or Responsible Designee’s Name)

SUBJECT: School/Facility Number of Occupants,
Emergency Coordinator Contact Information, and
Inventory Certification

In the 2019/2020 school year, the number of occupants at our school/facility is estimated to be _____ (enter number of occupants).

Our Emergency Coordinator contact information is given below.

Name: _____
 Title: _____
 Phone: _____
 Email: _____

As the responsible person for the preparation of the attached inventory, I certify that the inventory is 1) complete and accurate to the best of my knowledge and includes all the chemical products and their respective Safety Data Sheets available onsite, 2) there are no prohibited chemicals included in the inventory, and 3) that I have checked that the following required information has been included:

- Product name – Catalogue numbers are included for products in the Graphic
- Arts/Darkrooms
- Manufacturers address and phone number present
- Physical state (<S>olid, <L>iquid, <G>as, <A>erosol) information is present
- Container type and size present

Facility Name

Location Code

Facility Administrator OR Designee Signature

Date

Phone No. Extension No.