

Annual Hazardous Materials and Chemical Inventory Instructions

**EMAILED INVENTORIES ARE DUE BACK
TO ENVIRONMENTAL SERVICES
NO LATER THAN FEBRUARY 15, 2006.**

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Welcome to the online instructions for completing your inventory of the hazardous materials and chemicals at your school/facility. An inventory of the hazardous materials and chemicals present at the school/facility is a requirement of the Federal Hazard Communication Standard. It is the Clark County School District's (CCSD's) policy to inform all employees of the hazards associated with the materials that they use on the job.

These instructions have been prepared to help you develop your chemical information including the identification, hazards, amounts and locations of the chemicals at your facility.

1. Why the Annual Inventory is needed?

Federal and State regulations require that all areas within your facility must be inventoried for hazardous materials and chemicals. Because of their inherent ability to cause death, injury and damage to property, hazardous materials require reasonable

controls for their handling and use¹. Also, chemical inventory reporting is required for worker protection and emergency response². It is also useful for determining if prohibited materials are present at the schools, if there are excess hazardous materials present at the facility, and if the Safety Data Sheets (SDS) (formerly Material Safety Data Sheets (MSDS)) have been obtained for all hazardous materials at the facility. Lastly, it is helpful in determining possible sources of indoor air pollutants.

An operating permit is required in order to store, transport onsite, dispense, use or handle hazardous materials and chemicals onsite. This permit must be renewed annually through the Department of Public Safety, State Fire Marshall's Division (SFM). The CCSD Environmental Services Department is here to report your hazardous material and chemical inventory annually by March 1st to obtain your facility's Nevada State Fire Marshal operating permit. If the school/facility is determined by SFM that the school/facility does not have large enough quantities of hazardous materials and chemicals onsite, they may not issue a permit.

2. Start Your Inventory by Locating Inventory Forms Online.

Inventory forms and these instructions are available on our website at <http://ccsd.net/departments/environmental-services>

Students ▾ Parents ▾ Employees ▾ Trustees ▾ Community ▾

Home > District > Departments > Environmental Services

Environmental Services

ADDRESS
4828 S. Pearl Street
Las Vegas, NV 89121
[Map](#)

CONTACT
Business Hours: 7:00 AM - 5:00 PM
Phone: (702) 799-6496
Fax: (702) 799-2995
WAN: 0767-5692

Science Chemical Inventory Pickup Help Asbestos Awareness Hazardous Materials and Chemical Inventory

¹ Title III of the Federal Superfund Amendments and Reauthorization Act (SARA) statute titled the [Emergency Planning and Community Right-To-Know Act \(EPCRA\)](#).

² [U.S. Occupational Safety and Health Administration \(OSHA\) Hazard Communication Standard](#) must annually provide chemical information to the state emergency response commission, the local emergency planning committee and the local fire department.

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<http://ccsd.net/departments/environmental-services>

3. Where and What to Inventory.

All hazardous materials and chemicals, whether purchased by CCSD or privately, that are stored or used during the course of work shall be inventoried; those for personal use should not be inventoried. The inventory should include hazardous materials and chemicals stored or used in the classrooms, storage areas, and other building areas for cleaning, landscaping, maintenance, operations, and pest control.

Chemicals are found in many products that we use at CCSD. This list provides some examples of hazardous materials and chemicals which may be found in various school/facility areas. Any material with a hazard warning (such as "flammable," "combustible," "keep out of reach of children," "corrosive," "use with ventilation") should be reported unless the material is strictly for personal use.

| Location | Chemical Type |
|--|---|
| Biology, Chemistry and Other Science Labs | Acids and Bases |
| | Flammable and Combustible Materials (e.g. acetone, ethanol, fuels, methanol) |
| | Nitrates, Nitrites |
| | Oxidizers |
| | Poisons |
| | Solvents |
| | Sulfates, Sulfites |
| | Volatile Organic Compounds (VOCs) |

| Location | Chemical Type |
|-------------------------------------|--|
| Custodial Supplies/Storage Areas | Adhesives and glues |
| | Ammonia |
| | Bleach |
| | Cleaning agents (bathroom, board, classroom) |
| | Disinfectant products (e.g., soaps, sprays, wipes) |
| | Floor cleaner |
| | Glass cleaner |
| | Insecticides |
| | Paints (latex, enamel, spray) |
| | Volatile Organic Compounds (VOCs) |

| Location | Chemical Type |
|--|--|
| Kitchen/Culinary Supplies/ Food Service Areas | Ammonia |
| | Bleach |
| | Cleaning agents |
| | Disinfectant products (e.g., soaps, sprays, wipes) |
| | Glass cleaner |
| | Insecticides |
| | Volatile Organic Compounds (VOCs) |

| Location | Chemical Type |
|----------------------|--|
| Offices & Classrooms | Cleaners |
| | Deodorizers |
| | Duplicating fluid |
| | Disinfectant products (e.g., soaps, sprays, wipes) |
| | Liquid White-out® correction fluid |
| | Rubber cement |
| | Rubber cement thinner |
| | Photocopier toner |
| | Volatile organic compounds (VOCs) |

| Location | Chemical Type |
|--|--|
| Graphic Arts Classrooms (e.g., art, design, drawing, darkroom, photography, publishing) | Acetone |
| | Adhesives and rubber cements |
| | Dyes |
| | Duplicating fluids |
| | Glazes and resins with metals (e.g., lead) |
| | Paints (latex, enamel, spray) and thinners |
| | Photo developing supplies |
| | Printing supplies (e.g., blanket wash) |
| | Solvents |
| | Volatile organic compounds (VOCs) |

| Location | Chemical Type |
|---|--|
| Industrial Arts Classrooms (e.g., auto shop, upholstery, wood shop) | Adhesives and rubber cements |
| | Compressed gases |
| | Contact cleaner |
| | Fuels and other flammable materials |
| | Motor oil (new and used) |
| | Paints (latex, enamel, spray) and thinners |
| | Resins and Stains |
| | Solvents and other combustible materials |
| | Welding rod |
| | Volatile organic compounds (VOCs) |

4. How to Fill-Out the Inventory Forms.

There are three different forms – one form for school inventories including custodial supplies, a second form for school graphic arts areas, darkrooms, and photography classes, and a third form for maintenance facilities (maintenance vehicles **ARE NOT** to be inventoried).

On the inventory form for **each school/facility area**, type or clearly print in ink, the facility name, location, room number, inventory date, product name (including the catalogue numbers for darkroom items), the manufacturer’s address and phone number (if present on the container), the physical state of the item (<S>olid,

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<L>iquid, <G>as, <A>erosol), maximum amount on-hand, container type and size, and storage location for every hazardous material and chemical on site.

- **DO NOT** print in pencil.
- **DO NOT** put more than one room/area per inventory form.
- **DO NOT** put case lots as quantities.

See below for specific instructions on how to fill out each column on the form;

- FACILITY NAME, LOCATION CODE, and ROOM NUMBER:** Enter the school/facility name, the school/facility location code, and the room number for the chemicals/hazardous materials on the inventory form. Only use one inventory form per room/area. **DO NOT interchange the facility location code and room number. They are not the same entries.**
- PRODUCT OR CHEMICAL NAME:** Enter the product or chemical name exactly as printed on the label. **Graphic Arts and darkroom inventories MUST INCLUDE PRODUCT NUMBERS.**
- MANUFACTURER:** Enter manufacturer's name and address. A phone number will be accepted in place of an address. You may use more than one line to enter the name and address per product or chemical, if necessary.
- PHYSICAL STATE:** Indicate the physical state - (S)olid, (L)iquid, (G)as, or (A)erosol.
- MAXIMUM AMOUNT (Quantity) ON HAND:** Enter the maximum amount (quantity) you might have on site at any time during the year. **Case lots ARE NOT acceptable.**
- CONTAINER:** Enter the container type (glass, can, plastic, etc.) and size (gallon, quart, oz, etc).
- STORAGE LOCATION:** Indicate where the product is stored; ie: acid cabinet, flammable cabinet, etc. (if applicable).
- SAFETY DATA SHEET (SDS):** If you have a Safety Data Sheet (SDS) (formerly Material Safety Data Sheet (MSDS)) for the chemical, put a Y (for Yes) in the "SDS Onsite?" column.

- i. **DO NOT WRITE ANYTHING IN THE COLUMN MARKED “HAZMAT OFFICE ONLY”.**

5. How to Certify the Inventory.

Once the inventory is complete, the school/facility administrator or his/her designee should check the inventory for completeness and accuracy. Then, cut and paste the inventory certification (below) onto facility letterhead, fill out, sign and include in your inventory submittal. This memo template is also available on the following web page <http://ccsd.net/departments/environmental-services/start-your-inventory-by-locating-forms>

6. Where to Send Completed Inventories.

Email completed inventories and the signed certification to Environmental@nv.ccsd.net. Please include the school name in the subject line.

Please contact us for assistance or for further information regarding these services.

***CCSD Environmental Services
702-799-0990***

Environmental@nv.ccsd.net
<http://ccsd.net/departments/environmental-services>



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.