



AURORA PUBLIC SCHOOLS
CHEMICAL INVENTORY
INFORMATION PACKET

2012-2013

**Please read this information
packet thoroughly.**

QUESTIONS? CONTACT KIMBERLY HOWARD
ENVIRONMENTAL COMPLIANCE BRANCH
303-326-2115 X 28682

PLEASE COMPLETE AND RETURN BY:

The Role of the HAZMAT Coordinator

Each site has designated one district employee to serve as the HAZMAT coordinator who assists the Environmental Compliance Branch by serving as the point of contact.

The purpose of the HAZMAT coordinator **IS NOT** to physically complete the inventory themselves, unless you are personally responsible for one of the areas that need to be inventoried. The main duties of the HAZMAT coordinator are to:

- **Distribute inventories to the proper people.**
- **Ensure the information is accurate and complete.**
- **Ensure the inventory packet is returned by the due date.**

Each individual department or classroom within a site is responsible for completing its own portion of the packet and returning it to their HAZMAT coordinator.

In this packet you will find a Chemical Inventory Checklist for you to follow as you go through this process. Please follow this checklist closely. It will help you ensure the inventory contains all the information we need. As you receive the inventories back from people and you see that the information is not complete (for example, a missing unit of measure or unclear information as to the quantity that is on hand, or any required information that is blank), it is your responsibility to return to the person who completed the inventory to get the missing information. It may be helpful if you make a copy of the instructions on how to fill out the form to include with the inventory sheet so the person completing it will understand the procedure.

PLEASE DO NOT RETURN INCOMPLETE INVENTORIES!
They will be returned to you if incomplete!

After you complete and sign the checklist, you are ready to send us your inventory. **MAKE A COPY of the completed inventory to keep in your building in case we need to contact you with questions.** Please send your completed inventories with the checklist to the Environmental Compliance Branch at Facilities, c/o Kimberly Howard.

We know that this is a time-consuming project for you. Your time and efforts are **greatly appreciated**. You are providing important information that helps us comply with state, federal and local regulations designed to make the schools safer for students and employees.

THANK YOU FOR YOUR VALUABLE ASSISTANCE IN ACCOMPLISHING THIS IMPORTANT TASK!



CHEMICAL INVENTORY CHECKLIST

For Hazmat Coordinator

Location: _____ Extension: _____

HAZMAT Coordinator: _____

If you have additional rooms/areas with products that need to be inventoried, please put that information on the **New Products Chemical Inventory Form**.

For Annual Chemical Inventory Form:

- Is the inventory on the appropriate forms?
- Is it still the same manufacturer? If not, please write the correct one in.
- Was the "container type" and "unit measurement" marked for each item?
- Was the "total amount of product" space completed for each item? **No blanks are allowed.**

For the New Products Chemical Inventory Form:

- Is all the necessary information provided? **No blanks are allowed.**
- Product name
- Product code
- Physical state
- Container size/type
- Total amount of product on hand
- MSDS (if available)
- Manufacturer name/address/phone number

Double check the inventory locations, and **include department information, as well as a room number**. See the following list for your departments, which must be included on the inventories. This list may **not** be **all inclusive**. There may be additional areas at your site where hazardous products are stored.

Check the box when the inventory is turned in and complete per the guidelines listed above:

<u>Elementary</u>	<u>Middle Schools</u>	<u>High Schools</u>
<input type="checkbox"/> Custodial	<input type="checkbox"/> Custodial	<input type="checkbox"/> Custodial
<input type="checkbox"/> Office	<input type="checkbox"/> Office	<input type="checkbox"/> Office
<input type="checkbox"/> Art	<input type="checkbox"/> Art	<input type="checkbox"/> Art
<input type="checkbox"/> Kitchen	<input type="checkbox"/> Kitchen	<input type="checkbox"/> Kitchen
<input type="checkbox"/> Clinic	<input type="checkbox"/> Clinic	<input type="checkbox"/> Clinic
<input type="checkbox"/> Para Workroom	<input type="checkbox"/> Para Workroom	<input type="checkbox"/> Para Workroom
<input type="checkbox"/> Boiler/Mechanical areas	<input type="checkbox"/> Boiler/Mechanical areas	<input type="checkbox"/> Boiler/Mechanical areas
<input type="checkbox"/> Classrooms _____	<input type="checkbox"/> Industrial Arts	<input type="checkbox"/> Industrial Arts
<input type="checkbox"/> Other _____	<input type="checkbox"/> Home Arts	<input type="checkbox"/> Home Arts
<input type="checkbox"/>	<input type="checkbox"/> Photography	<input type="checkbox"/> Photography
<input type="checkbox"/>	<input type="checkbox"/> Kiln/Ceramics	<input type="checkbox"/> Kiln/Ceramics
<input type="checkbox"/>	<input type="checkbox"/> Classrooms _____	<input type="checkbox"/> Swimming Pools
<input type="checkbox"/>	<input type="checkbox"/> Other _____	<input type="checkbox"/> Auto Shop
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Drama/Theater/Stage
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Classrooms _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Other _____

There is space on the next page if you run out of room here and need to add any additional rooms/areas.

Signature of HAZMAT Coordinator

Date



CHEMICAL INVENTORY CHECKLIST For Hazmat Coordinator

Location: _____ **Extension:** _____

HAZMAT Coordinator: _____

Please use this page to add any additional rooms/areas that are not listed on the previous page.

<u>Elementary</u>	<u>Middle Schools</u>	<u>High Schools</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Signature of HAZMAT Coordinator

Date

2012-2013 ANNUAL CHEMICAL INVENTORY

UPDATE FORM INSTRUCTIONS

All of your inventory items, **except the science chemicals**, should be listed on the computer printout form identified as the **2012-2013 Annual Chemical Inventory Update Form**. These are the items that were listed on last year's inventory. They were entered into the computer and used to generate this year's form and update the District's Material Safety Data Sheets (MSDS) database.

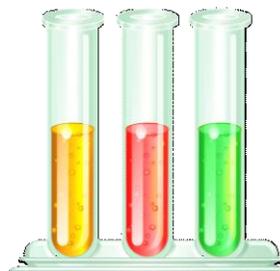
Products To Include On Chemical Inventory

The following lists some of the potentially hazardous chemicals you should include on your inventory:

Acids	Etching agents	Insecticides	Rubbing Alcohol
Adhesives	Flammables	Herbicides	Sealers
Aerosols	Foaming resins	Janitorial supplies	Shellacs
Antibacterial	Fuels	Kerosene	Solders
Soaps	Fungicides	Lacquers	Solvents
Automotive	Gasoline	Lye	Strippers
Catalysts	Glazes	Medicinal Supplies	Thinners
Corrosives	Glues	Paints	Varnishes
Cleaning agents	Greases	Peroxide	Water treatments
Coatings	Industrial oils	Pesticides	Wood
Degreasing agents	Inks	Resins	preservatives

Items Not necessary To Include On Chemical Inventory

Baby Oil	Hand Soap	Batteries
Charcoal	Consumable food	Dish detergent
Laundry Products	Personal cosmetic products	Watercolors
Finger paint	Lotions	Wood



1. Write your name and the date at the bottom of the page.
2. **Product Name:** Make sure the product name is correct.
3. **Manufacturer Name:** If the name of the manufacturer is not correct, please write in the correct name along with the address and phone number, if available, on the container label.
4. **Total Amount:** Write the **total quantity on hand** in the blank provided. If the total amount is zero and you intend to order more of this product, please write in a zero "0". Please take into consideration containers, which are partially empty. Please add up total amount of the product and write it in this blank.

EXAMPLE: You have ten containers. Each container is a one gallon plastic bottle. Five containers are completely full (making five gallons). Two containers are half full (making one more gallon). The remaining three containers are almost empty and you estimate the total quantity in them is another ¼ gallon. The **total quantity** would be **6.25 gallons** (or 6 ¼ gallons).

5. **Unit of Measure:** Please mark the correct unit of measure (see bottom of update form for examples: *dry ounces, pounds, cups, pints, gallons, etc.*).
6. **Container Type:** Please mark down the type of container in the blank provided. (see bottom of update form for examples: *can, bag, box, plastic bottle, glass bottle, etc.*).
7. **Physical State:** Is the product a **solid, liquid, gas, or aerosol**? A powder is considered a solid. If you have a paste and you're not sure whether it's a solid or a liquid, write "paste."
8. **No Longer Use This Product:** If you no longer use this product, please mark this box so the product can be removed from your inventory list.
9. **Pick Up and Dispose:** If you need to dispose of a product, please check the box provided and you will **NOT** need to answer any other questions for that product. **DO NOT JUST THROW THE PRODUCT AWAY.** If you check this box, the item will be picked up and properly disposed of by the Environmental Compliance personnel so plan to have it ready for pickup. This will eliminate the product completely from your future inventory update forms.
10. **Changes to This Product Noted on Attached New Products Chemical Inventory Form:** If you have changes or additions to your inventory, please check this box and use the **New Products Chemical Inventory Form** to update us with your new information. If you have a product with the same name as listed on the inventory, but the manufacturer is different, then please complete the **New Products Chemical Inventory Form** with the corrected information or note the new information on your inventory.

**NEW PRODUCTS CHEMICAL INVENTORY INSTRUCTIONS
ARE LOCATED ON THE BACK OF THE NEW PRODUCTS FORM**

If you need additional copies of this form for your inventory, please contact the HAZMAT Coordinator at your site or you can find the New Products Chemical Inventory Form at <http://www.apsnet/env/> under the tab "MSDS/Inventory", then click on "Chemical Inventory."

PLEASE KEEP IN MIND THAT HAVING THE CORRECT INFORMATION MAKES CERTAIN THERE WILL BE AN MSDS AVAILABLE IN CASE OF AN EMERGENCY!

2012-2013 ANNUAL CHEMICAL INVENTORY UPDATE

ELEMENTARY SCHOOLS > YOUR SCHOOL NAME

ROOM: _____ CLINIC _____

Please note the EXACT product name, manufacturer, type of container, total amount of product on hand, and the physical state of the product, i.e., liquid, solid, gas, aerosol. If any product information needs to be corrected, please make the change so we have accurate data. Types of containers and units of measure are noted at bottom for your convenience.

If you do not use the product anymore, please check the box. If you need the product disposed of, please check box and we will pick it up.

Product Name: _____ QuatStat _____ Manufacturer Name: _____ Betco Corporation _____

Total Amount: _____ 1 _____ Unit of Measure: _____ Quart _____ Container Type: _____ Plastic Bottle _____ Physical State: _____ Liquid _____

No longer use this product Pick up and dispose Changes to this product noted on attached New Products Chemical Inventory Form

Product Name: _____ Hydrogen Peroxide _____ Manufacturer Name: _____ Walgreen's _____

Total Amount: _____ Unit of Measure: _____ Container Type: _____ Physical State: _____

X **No longer use this product** **X** **Pick up and dispose** Changes to this product noted on attached New Products Chemical Inventory Form

THE ABOVE IS AN EXAMPLE OF HOW TO COMPLETE INVENTORY UPDATE

Any questions, please call Kimberly Howard at x28682

IMPORTANT

Sometimes, products have the same name, but the manufacturer is not the same. Please make sure the manufacturer is still the same on your listed products. If not, please write in the accurate manufacturer information, so we can obtain the appropriate MSDS and make sure your inventory is correct.