

NEW PRODUCTS CHEMICAL INVENTORY FORM INSTRUCTIONS

Use the *New Products Chemical Inventory Form* to add **new items** to your chemical inventory or to record products that are not included on the computer printout. If you have a product with the same name, but a different manufacturer, the information should be put on this form or noted on your inventory. The first line of the *New Products Inventory Form* provides an example of how to complete the form.

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

1. 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.”
2. Write your **name, site, room name or number and date** for each form you complete. Please use a separate form for each room.
3. **Product Name:** Write the **name of the product or chemical** as it appears on the label.

 Write the FULL NAME of the product.

EXAMPLE: Glidden Spread-Satin Interior Latex Paint, Royal Blue
4. **Product Code:** Write the **product code or catalog number**, if provided. **(Very Important)** Product #, UPC Code, etc.
5. **Container Size:** Please fill in the **container size**. See bottom of *New Products Chemical Inventory Form* for additional container size units, i.e., *5 gallons, 32 oz., 1 pint, 500 ml*
6. **Container Type:** Please fill in the **container type code** based on the list at the bottom of the *New Products Chemical Inventory Form*, i.e., *plastic bottle, glass bottle, box, bag, 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. **Total Volume:** This is the **total amount of the product on hand**, regardless of how many containers there are.
9. **MSDS?** Do you have the Material Safety Data Sheet or MSDS for this product? If so, please forward to the Environmental Compliance office.
10. **Manufacturer Name/Address/Phone:** Please write the **name, address, and phone number** of the manufacturer from the container. This assists us in finding the correct MSDS.

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**New Products – Put on this form.
Same Product Name/Different Manufacturer – Put on this form or note on inventory form.**