

# *Annual Hazardous Materials and Chemical Inventory Instructions*

**EMAILED INVENTORIES ARE DUE BACK  
TO ENVIRONMENTAL SERVICES  
NO LATER THAN FEBRUARY 15, 2019.**

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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 use<sup>1</sup>. Also, chemical inventory reporting is required for worker protection and emergency response<sup>2</sup>. 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 1<sup>st</sup> 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

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

<sup>2</sup> [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. The SDS master list index is also available

on InterAct™ for reference. The three-part pdf files are located in the Hazcom Program Manual folder in the Environmental Services Conference.

- 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](mailto: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](mailto:Environmental@nv.ccsd.net)***  
***<http://ccsd.net/departments/environmental-services>***

To: Risk and Environmental Services Department

From:

Re: School/Facility Number of Occupants  
Emergency Coordinator Contact Information  
Inventory Certification

In 2018/2019, 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 complete and accurate to the best of my knowledge, and 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
- Graphic Arts/Darkroom inventories are submitted on proper forms

\_\_\_\_\_  
Facility Name

\_\_\_\_\_  
Location Code

\_\_\_\_\_  
Facility Administrator OR Designee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone No.

\_\_\_\_\_  
Extension No.