

Safety Corner

Hazard Communications

Chemical Inventories, Labels & MSDS

A recent survey of over 300 companies showed that inadequate inventorying and labeling of chemicals was pervasive throughout industry. Here is a simple approach to getting it right!

- 1) Have each area supervisor create a list of the chemicals present within their work areas, which includes the location, label name, manufacturer's name and part number of each chemical. Unlabeled or illegible containers should be flagged and recorded in a separate area on the same list.
- 2) Provide the lists to your HazComm Coordinator so they may compare the lists to your chemical inventory (typically your index of MSDS) and ensure you have MSDS for all chemicals provided on the lists.
- 3) When the inventory is up-to-date and all MSDS have been obtained, review each MSDS and add either the NFPA or HMIS hazard rankings for each chemical to your inventory.
- 4) Distribute the completed inventory back to area supervisors, along with sufficient NFPA or HMIS labels (available from any safety supplier) and ask that the label be filled out and affixed to all containers (except original containers whose labels are still legible).
- 5) Require that all new chemicals be accompanied by an MSDS or that an MSDS is obtained prior to a chemicals use and that all received MSDS be forwarded to the HazComm Coordinator for inclusion on the inventory and in the MSDS Book.
- 6) Repeat this process at least annually.

A free chemical inventory template can be downloaded from :

<http://www.aquionix.com/tools.htm>

Facilities with more than 10 employees...

**Don't Forget to post your OSHA
300-A Summary From
February 1st to April 30th**

Call us if you have any questions!

Used Oil Requirements

Below, is a summary of the storage, transportation and disposal requirements for Used Oils, which include: motor oil; transmission fluid; brake fluid; and hydraulic oil.

Storage - All containers of used oil must be in good shape, not leaking, kept closed, and labeled with the words "Used Oil." **Never mix any other wastes with Used Oil.**

Transportation - Used oil must be removed from your facility by a transporter with an EPA ID Number approving them as a Used Oil Transporter. *Exception: Used oil generators may transport up-to 55 gallons of their Used Oil to an approved collection center without an EPA ID Number, if a generator owned vehicle is used.*

Releases - Releases must be immediately stopped, contained and cleaned up. Action must be taken to prevent future releases.

Used Oil Filters - Unless terne-plated, once drained of all free-flowing oil, typical Used Oil Filters may be recycled or disposed as solid, non-hazardous waste. Terne-plated filters must be disposed as hazardous waste due to their lead content. *Note: the drained oil must be managed as used oil per the above requirements.*

Did You Know...

1 gallon of oil can contaminate 1,000,000 gallons of water.