



Code	QA109
Title	Chemical Agents Inventories
Policy Owner	Health & Safety Officer
Date	10 th November 2020
Approved By	University Management Team

1.0 Purpose

Introduce a system to maintain an accurate inventory of chemicals held in each School and Unit and to map the user/owner of each chemical to their lifecycle. A chemical agent is defined as an agent that produces chemical reactions.

2.0 Description

Chemical safety requires that there is a complete record of the chemicals held in the University. This record can be used to manage fires, accidental releases or other serious incidents. In the absence of such a list emergency services may be reluctant to deal with any incident other than at arms length leading to increased physical loss to the University. The aim of this policy is to introduce a system which requires Schools and Units to prepare, maintain and return an inventory of all chemicals held. The inventory will specify the location of chemicals and also the staff member in control of that space (typically a Principal Investigator or the person in charge of a teaching laboratory). The Inventory will be maintained locally and updated on a School/Unit wide basis periodically and this to be at least annually. The Inventory will be used to monitor the movement of chemicals and to control the end of life cycle and disposal of chemicals and their ultimate destination/destruction on completion of a project or retirement of a staff member in control of the space in which they are contained. In addition to the immediate safety improvement there are additional benefits to this chemical inventory stock control, quality and the more efficient use of limited resources including staff time, specialist storage arrangements and financial.

2.1 Inventory Format

A simple Excel based standard has been adopted for recording the inventory (the chosen format is linked). The inventory will record the name of the chemical, its unique CAS number, its location, the amount of the chemical held and the owner/PI responsible for its storage. Additional information relating to the hazards presented by chemicals or the appropriate safety precautions can also be recorded in the same file or linked to the relevant chemical agents risk assessment's database.

2.2 inventory Preparation

The Head of School or their nominee is responsible for ensuring the preparation of the chemical Inventory for the School/Unit, and for ensuring that it is updated at last annually and returned to the Health and Safety Office. In practice it will be easier for the responsible person to devolve responsibility for preparation of sub inventories to responsible people in smaller units or relevant PI's. This will also ensure the knowledge of holdings is held locally where the chemicals are being stored. The overall inventory can then be prepared by combination of the sub inventories.

2.3 Inventory Maintenance

The inventory at a local level will be a live document with entries removed when chemicals are used up and entries added when new chemicals are purchased. The school wide inventory will be updated at regular intervals, at a minimum yearly. Each Unit needs to verify as part of its own safety



management system when and who will complete/update the Unit's chemical inventory. One means to do this is to include the local arrangements for this in the [Unit Safety Statement Policy](#).

2.4 Chemical disposal/handover

The inventory will be used to plan for end of project or retirement of staff. Where a project is coming to an end or a staff member is coming up to retirement the Inventory will be used to identify chemicals which will be left in need of disposal. The purchase of chemicals will always involve planning for the disposal cost of the chemicals or waste products derived there from and this will form part of the funding model for all projects. Depending on local arrangements and project budget expiry, a reserve budget option may need to be implemented where chemicals will need to be disposed after the project funding has ceased. No build-up of older chemicals must be allowed in Units as this presents a significant chemical hazard. The Head of School/Unit will ask the staff member to confirm all chemicals have been disposed of at the end of the project or prior to leaving their post. Planning for disposal will begin several months in advance. Where chemicals are of use to others in the unit responsibility can be transferred by agreement by changing designation in the inventory.

3.0 Responsibilities

Name	Responsibility
UMT	Policy Approval
Director of Safety/ Chief Operating Officer:	Policy Owner Creating and revising policy
Head of School/Unit:	Ensuring the following: <ul style="list-style-type: none">• Preparation of and maintenance of chemical inventory for their School• Annual return of the Chemical Inventory to the Health & Safety Office.• Confirming the safe disposal/reassignment of chemical samples left at end of project or before the retirement of a staff member.
HOS Nominee:	Preparation of, maintenance and annual return to the Safety Office of chemical inventory for the School or Unit
PI or other person in charge of chemicals:	Control of chemical sub-inventory. Planning and arranging for disposal of chemical agents

4.0 Attachments

[Inventory Template Spreadsheet](#) - linked