

To: The Ohio State University Wooster Campus

22 May 2009

RE: Mandated On-line Chemical Inventory (<http://oarc.osu.edu/ehs/>)

A Chemical Hygiene Plan is required by the Occupational Safety and Health Administration (OSHA), the American National Institute of Health (ANSI), the Department of Homeland Security, and the Ohio State University, to be maintained in every laboratory or non laboratory area where chemicals are used/stored on campus. An important component of this plan is maintaining a current chemical inventory, where, it has also been mandated by the Wooster Fire Department (WFD) to be an accessible on-line document. In addition, the OSU/OARDC Director and Associate Directors Office's have adopted this mandate and are fully supporting the effort. Page two lists the chemicals to be included in this online program requirement.

Since being annexed into the city limits of Wooster we have undergone several changes in regard to emergency response. One of the most significant changes is the WFD now responds to all emergencies on campus. The WFD has mandated that all recipients of their services maintain an on-line chemical inventory so that they have the ability to access inventories when responding to emergencies, particularly fire emergencies.

To comply with the Federal Government and meet the needs of the WFD an online program for the chemical inventory was developed by Dave Lohnes and adapted for the Wooster Campus Safety Committee for trial. This process resulted in Dave Lohnes and Lee Wilson creating a product that has significantly simplified this website. In addition to designing the inventory program Dave Lohnes has created, with the help of Matt De Vore, an instructional video, which has been posted on U-tube, as well as, the EHS web site. This instructional video is an outstanding tool that explains exactly how to use the chemical inventory program. If you use and/or store chemicals you must upload your chemical inventory to this on-line program.

We are anticipating a deadline for completion by 1 Sep 2009. The inventories will be included as part of the annual laboratory safety and annual campus fire inspections conducted by WFD and EHS personnel.

If you have any questions or concerns regarding chemical inventories or requirements please contact EHS (x3663); for questions regarding the on-line program, in particular, please contact IT Services (3772).

Thank you for your cooperation in this matter.

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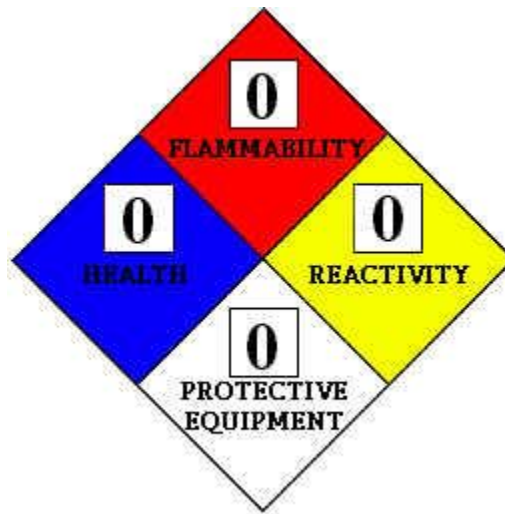
What chemicals apply?

Department of Homeland Security (6 CFR Part 27 Appendix to Chemical Facility Anti-Terrorism Standards) requires laboratory and non laboratory types to comply with this regulation. Chemicals listed on **Appendix A** are to be inventoried and uploaded onto this online program. To print a list of chemicals go to the web site below:

http://www.dhs.gov/xlibrary/assets/chemsec_appendixa-chemicalofinterestlist.pdf.

Hazardous Communications Standard 29 CFR 1910.1200 requires laboratory AND non laboratory types to comply with this regulation. Chemicals with a toxic/flammability rating of 3 or 4 are to be listed on the online inventory program. There is NO specific list of chemicals; this information is found on the particular MSDS, which is to be maintained by the department.

http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=standards&p_id=10099)



If any rating is 3 or 4, it is considered hazardous materials and must be included in your inventory

SUMMARY: If you use/store/possess any chemical on Appendix A or any chemical with a health/flammability/reactivity rating of 3 or 4 it must be listed on the online chemical inventory under your building.

If you are a non laboratory type area; someone needs to be designated to inventory and upload this information.

Supervisors are held accountable for compliance.