

TML\MSH Microbiology Department Policy & Procedure Manual	<b>Policy # MI\LS\13B\v02</b>	Page 1 of 3
Section: <b>Laboratory Safety Manual</b>	Subject Title: <b>Chemical Inventory Procedure</b>	
Issued by: <b>LABORATORY MANAGER</b>	Original Date: April 20, 2001	
Approved by: Laboratory Director	Revision Date: October 22, 2003	

**Policy:**

A current inventory of chemicals will be maintained in Microbiology in the Material Safety Data Sheet Binder (MSDS). An Inventory List of all Controlled/Hazardous/Designated materials will be submitted to the Occupational Health & Safety (annually, by February 1<sup>st</sup>). Any revisions will be submitted as necessary.

**Purpose:**

In the event of a fire, or other emergency, Occupational Health & Safety can provide emergency personnel with a hospital wide Inventory List of all Controlled/Hazardous/Designated materials.

**Responsibility:**

All laboratory personnel must ensure the chemical inventory is kept up to date. The Department Head/Manager will ensure that the inventory is current (annually, by February 1<sup>st</sup>).

**Key Elements:**

- Receiving New Chemicals
- Opening New Chemicals
- Emptying Chemicals
- Relocating Chemicals
- Disposing Chemicals to Hazardous Waste
- Verifying Chemical Inventory

**Related Documents:**

<a href="#"><u>GENERAL CHEMICAL SAFETY</u></a>	MI\LS\11\v01
<a href="#"><u>HANDLING CHEMICALS</u></a>	MI\LS\12\v01
<a href="#"><u>LABELLING CHEMICALS</u></a>	MI\LS\13\v01
<a href="#"><u>DISPOSAL OF CHEMICAL WASTE</u></a>	MI\LS\16\v01
W\OH&S\Safety\Hazardous Materials Inventory\600 University\14 Level\Microbiology	

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### **Procedure:**

#### Receiving New Chemicals

1. Record date received on bottle as well as supervisor in charge of project. Use labels located on the Chemical Inventory List clipboard.
2. Determine appropriate storage location using MSDS and WHIMIS labels.
3. Add new chemicals to the Chemical Inventory List that is posted in Media Prep Room 1475.
4. Place chemical in appropriate storage location in alphabetical order.
5. File MSDS in the binder in room 1470. If no MSDS was received with the new chemical, check the MSDS binder to see if current MSDS is already filed. If not available, download and print the MSDS using the internet.
6. Designated person will periodically update computerized list and print and post a new list when warranted.

#### Opening New Chemicals

1. Record the date a chemical is opened on the container. Also record the expiry date on the container if appropriate.

#### Emptying Chemicals

1. When a chemical is emptied, record the date and initial the Chemical Inventory List posted in Media Prep Room 1475.
2. Dispose of empty containers appropriately.

#### Relocating Chemicals

1. When a chemical is moved, record the new location, the date and initial the Chemical Inventory List posted in Media Prep Room 1475.

#### Disposing of Chemicals to Hazardous Waste

1. When a chemical is removed from usage and is being held for hazardous waste removal/pickup, record the date and initial the Chemical Inventory List posted in Media Prep room 1475.
2. Place Chemical in Designated area to await disposal.

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#### Verifying Chemical Inventory

1. The Designated person will update the computerized inventory list using the Chemical Inventory List posted in Media Prep room 1475.
2. Print out a new list.
3. Physically verify that all chemicals on the list are present.
4. Visually inspect chemicals for signs of deterioration and past expiry dates.
5. Remove all expired or unfit chemicals
6. Correct any errors on computerized inventory
7. Print and post new list