

Instructions For Completing The Emergency HAZMAT Inventory Form

General

1. This form is to be completed by all departments who *store* hazardous materials and chemicals (HAZMAT).
2. HAZMAT which must be reported are included on two attachments:
 - a. Appendix A, "List of Extremely Hazardous Substances", includes HAZMAT that must be reported if they exceed the Threshold Inventory Quantity (TIQ) shown as the first number to the right of the substance.
 - b. Appendix B, "Materials Extracted From 49CFR Part 172.101", includes HAZMAT that must be reported if the amount stored exceeds 500 pounds.
 - c. **Any HAZMAT that does not meet the quantities described in Appendix A or B does not need to be reported.**
3. Areas of your department that must be reported include: chemical stock rooms, warehouses, outside/inside storage, above and below ground tanks, bulk gas cylinder storage, etc.

Form Fields

1. **CAS #:** Enter the CAS# located next to the chemical on the two appendix lists. CAS numbers for most chemicals can be found on Attachments A and B. To obtain CAS numbers for other chemicals, go to: <http://www.sigmaaldrich.com> - enter the chemical name and search.
2. **Chemical Name:** Enter the common name of each hazardous component.
3. **Other description of chemical:** Check either pure, mixture, solid, liquid, or gas (check only one)
 - a. **Inventory Quantity:** For each chemical listed, estimate the maximum and average daily amounts **in pounds** present at your facility during the reporting period. For liquids in which only volume is known, indicate the specific gravity and volume of the liquid. Also, estimate the number of days that chemical was present on your site.
4. **Storage Type:** Choose one of the following and write your choice on the form:
 - a. Above ground tank
 - b. Below ground tank
 - c. Tank inside building
 - d. Steel drum
 - e. Plastic or non-metallic drum
 - f. Can
 - g. Carboy
 - h. Silo
 - i. Fiber drum
 - j. Bag
 - k. Box
 - l. Cylinder

- m. Glass bottle or jug
 - n. Plastic bottle or jug
 - o. Tote bin
 - p. Tank wagon
 - q. Rail car
 - r. Other
5. **Storage condition:** Choose one *each* of the following for *both pressure and temperature* and write your choice on the form.
- a. Pressure
 - i. Ambient pressure
 - ii. Greater than ambient pressure
 - iii. Less than ambient pressure
 - b. Temperature
 - i. Ambient temperature
 - ii. Greater than ambient temperature
 - iii. Less than ambient temperature
6. **Storage Location:** Brief description of the precise location of the material (see example)

Other Helpful Information

1. Blank Emergency HAZMAT Information forms (EHI-1-01) can be downloaded from the EH & S website at: <http://www.safety.louisiana.edu> (click on HAZMAT).
2. Appendix A, “List of Extremely Hazardous Substances”, is also available in PDF form at the EH&S website under the HAZMAT section.
3. Any questions regarding this form can be directed to Joey Pons at x25357 or safetyman@louisiana.edu.