



Hazardous Chemical List

(See Guidelines on next page)

Department/Area: _____

Date Prepared: _____

Prepared by: _____

Chemical Identity* Label Name, Product Name or Specific Name	Manufacturer's Name (on SDS or Container)	SDS Obtained (√)	Labeling (√) in place (N/A) Not Applicable			Used in Non-routine Tasks
			Original Container	In-House Container	Other Warning	

*This name must match the name used on the SDS and labeling.

GUIDELINES FOR THE HAZARDOUS CHEMICAL LIST

USE - The Hazardous Chemical List form is designed to provide the written list of hazardous chemicals required in the OSHA Hazard Communication Standard. The form also serves as a checklist for the status of Safety Data Sheets.

- a. **DEPARTMENT/AREA.** Enter the department or work area name and location to which the list will apply.
- b. **DATE PREPARED.** Enter the date the list was prepared or revised.
- c. **PREPARED BY:** Enter the name of the person completing the list.
- d. **CHEMICAL IDENTITY.** Enter the chemical name as it appears on the manufacturer's label. This is usually the product name. Use the specific chemical name (e.g., isopropyl alcohol, mineral spirits) only if it is also used as the product name on the label and SDS.
- e. **MANUFACTURER'S NAME.** Enter the Manufacturer's name shown on the SDS or label.
- f. **SDS.** Enter a check confirming the receipt and filing of a Safety Data Sheet on each chemical product.
- g. **LABELING.** Enter a check or "N/A" confirming the status of each container of hazardous chemical.

ORIGINAL CONTAINER – All shipped containers coming in or going out must be labeled.

IN-HOUSE CONTAINER – All in-house containers should be labeled, except for temporary transfer containers.

OTHER WARNING – Check this column if labeling consists of some form other than a container label (e.g., signs, placards, process sheets, batch tickets, and operating instructions). Otherwise, mark "N/A".

- h. **USED IN NON-ROUTINE TASKS.** Enter "No" or the task name in which this product may be used in a non-routine task that has a chemical hazard (e.g., cleaning tanks) that needs to be addressed during training.