

Enterprise Risk Management Standard Administrative Procedures	07/24/13	-	Effective
24.01.01.ERM.07	06/25/19	-	Revised
Chemical Inventory Program	ERM	-	Author

Introduction

Texas A&M University-Kingsville (TAMUK), in accordance with the Texas Hazard Communication Act and with other federal and state regulations cited in this procedure, is required to collect information on the chemicals that are used and stored on its campuses. By maintaining a chemical inventory, TAMUK is able to comply with state and federal regulations, provide information to state and local entities to aid in emergency planning.

Purpose

This procedure is required as a supplement to System Policy 24.01 and System Regulation 24.01.01.

Procedures and Responsibilities

1. STANDARD ADMINISTRATIVE PROCEDURE

- a. Responsible persons in areas in which hazardous chemicals may be found must submit a chemical inventory by using the online chemical inventory database program administered by Environmental Health and Safety. This procedure supplements the TAMUK Hazard Communication Standard Administrative Procedure.
- b. For the purpose of this procedure, a hazardous chemical will be defined as any chemical or material that is a physical, health, or environmental hazard and/or which exhibits one or more of the following characteristics:
 1. Flammable
 2. Reactive
 3. Corrosive
 4. Toxic/Irritant
- c. The exemptions set forth in the TAMUK Hazard Communication Program are applicable to this procedure.

2. RESPONSIBILITIES

- a. Environmental Health and Safety (EHS) shall:
 1. Administer and maintain the online chemical inventory database program.
 2. Provide training and support for users of the online chemical inventory database program.
 3. Review all inventories for compliance with reporting requirements.
 4. Conduct increased monitoring through spot checking inventories of identified higher risk laboratories and storage facilities. The increased monitoring will be coupled with the existing laboratory inspection schedule.
 5. Compile reports from inventory data and submit these reports to the applicable local and state agencies.
- b. Department Heads shall ensure that faculty and staff members are knowledgeable of this procedure and remain compliant.
- c. Faculty and Staff shall:
 1. Ensure that they and/or one or more of their staff members have received access to and have been trained in how to use the online chemical inventory database program.
 2. Submit a complete and accurate inventory of the hazardous chemicals in their work area(s) by November 1st of each calendar year.
 3. Update their inventory as new chemicals are brought into the work area or old chemicals are removed.

Related Statutes, Policies, Rules or Requirements

[System Policy 24.01, Risk Management](#)

[System Regulation 24.01.01, Risk Management Programs](#)

[Texas Hazard Communication Act \(THCA\) - Health and Safety Code \(HSC\) Title VI, Subtitle D, Chapter 502](#)

[Public Employer Community Right-to-Know Act – \(HSC\) Title VI, Subtitle D, Chapter 506](#)

[Hazard Communication – Texas Administrative Code \(TAC\) Title 25, Part 1, Chapter 295, Subchapter A](#)

[Hazardous Chemical Right-to-Know – TAC Title 25, Part 1, Chapter 295, Subchapter H](#)

[Federal Hazard Communication Standard - 29 CFR Section 1910.1200](#)

Definitions

Refer to above references for any applicable definitions.

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