

## Annual Chemical Inventory Certification

All Northwestern University non-research departments in which there is potential for hazardous chemical exposure must verify the accuracy of their chemical inventories on the online safety data sheet (SDS) repository ([M3V](#)) and submit this certification to Environmental Health and Safety (EHS) on an annual basis. The submittal of this certification is the responsibility of the Hazard Communication Coordinator for each department.

This certification ensures that hazardous chemical information is routinely updated in accordance with [29 Code of Federal Regulations \(CFR\) Part 1910.1200, Hazard Communication](#) and Northwestern's Hazard Communication [Program](#).

For information on how to use the online repository (M3V), review the online [Training Video](#) and [User Guide](#). For questions, contact [ehs@northwestern.edu](mailto:ehs@northwestern.edu).

### Please complete the following steps to submit the Annual Chemical Inventory Certification:

1. Review your department's chemical inventory in the online SDS repository ([M3V](#))
2. Compare it to the chemicals currently used in your department.
3. Check all applicable option(s) below:
  - There is no change to our department's chemical inventory.
  - There have been additions to our department's chemical inventory; if so, provide a list of which chemicals have been added or attach the new SDSs.
  - Chemicals have been removed from our department's inventory; if so, provide a list of which chemicals have been removed.
4. Provide your department information.
5. Submit this form to Environmental Health and Safety ([ehs@northwestern.edu](mailto:ehs@northwestern.edu)).

Department: \_\_\_\_\_ Department Supervisor: \_\_\_\_\_

Hazard Communication Coordinator: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_