

# Annual Chemical Inventory Certification

All Northwestern University non-research departments in which there is potential for hazardous chemical exposure must review their chemical inventories and submit to Risk Management on an annual basis. This ensures hazardous chemical information is routinely updated in accordance to 29 Code of Federal Regulations (CFR) Part 1910.1200, Hazard Communication.

Additional information regarding Northwestern's Hazard Communication program can be found on [Risk Management's website](#).

To ensure accuracy of and availability to safety data sheets (SDSs) and chemical inventories, Hazard Communication Coordinators must complete the following:

1. Complete an inventory of all hazardous materials currently used within your department. Review and, if necessary, update or revise the online SDS inventory currently on file.
2. Attach copies of all SDSs for each hazardous material on the inventory list that has been changed, updated, or amended. Also, please include an SDS for all materials that do not appear on the SDS inventory list, but have been added to your department's inventory.
3. Locate SDSs by contacting the manufacturer.

To ensure your department is in compliance, complete the applicable choice below:

There is no change to our Department's Chemical Inventory list, including SDSs.

There are additions to our Department's Chemical Inventory list.

There are deletions from our Department's Chemical Inventory list.

If your department's inventory incurred additions or deletions during this review period, attach revised Chemical Inventory to this Certification, prior to submitting.

I verify that the above checked statement(s) is/are accurate and true to the best of my knowledge.

**Department:**

**Department Supervisor:**

**Hazard Communication Coordinator:**

**Signature:**

**Date:**

Upon completion, submit to Risk Management for annual review.

