

APPENDIX E - Chemical Information List (CIL)

To comply with the Emergency Planning Community Right-To-Know Act (EPCRA), mandated by Federal law, all chemicals on the Gwynedd Mercy University campus must be inventoried. Each department should designate a Hazard Communication Coordinator specifically to: 1) maintain the chemical inventory for the department, 2) to make sure the list is always up to date, and 3) to provide accurate information to employees about the chemicals used in their department. The law requires that the local fire department be informed of the types, quantities, and locations of these chemicals when the TPQ has been met or exceeded.

When new hazardous materials are brought into the workplace, the CIL must be modified within 30 days to include the acquisition. New entries on the CIL may be amended to the end of the department's list until such time when it is annually revised.

The CIL requires detailed information concerning the chemical, i.e., type, quantity, location, etc. All information requested on the CIL must be provided. A computer-generated version can be accepted; but all information requested on the CIL form must be given. The following information is needed to complete the CIL:

Department:	The name of the proprietary department.
HAZCOM Coordinator:	The name of the employee responsible for the department's chemical inventory.
Campus Mail Address:	The mailing address of the HAZCOM Coordinator.
Phone:	The phone number of the department
Location:	The room number where the chemical or substance is being stored
Date of Inventory:	The date the inventory was completed.
Actual Count:	The actual number or count of containers present.
Maximum Amount Anticipated:	The largest number of containers that could possibly be on hand at any one time.
Chemical Name:	The scientific designation of a substance (not the chemical formula).
Common Name:	The trade name or number, code name or number, brand name or generic name.
Container:	<i>SIZE</i> of the rated capacity of the container (not how much of the substance is in the container). <i>TYPE</i> --print the code letters for the construction and material of the container (codes for containers can be found on the back of the CIL form).

Physical State (PS):	The physical state of the substance
CAS Number:	The chemical abstract service number
Manufacturer:	The name of the company that produced the chemical or substance.
HMLS Rating:	A numerical code that rates the substance according to HEALTH, FLAMMABILITY, REACTIVITY, SPECIFIC hazards.
SDS:	SAFETY DATA SHEETS

It is the responsibility of departments to determine the best system for developing their CIL's. Departments may include additional information on the CIL to:

1. Permit better identification of the product (e.g., include manufacturer's name)
2. More easily identify product location (e.g., storage location)
3. Relay information to employees concerning appropriate protective measures (e.g., indicate when protective gloves are necessary)
4. Facilitate a department's understanding and use of hazardous materials

APPENDIX F - CIL Guidance

This appendix contains guidance information and examples to assist the Hazard Communication Coordinator in each department in the development and maintenance of the CIL component of the written Hazard Communication Program. An up-to-date CIL must be forwarded to the Office of Environmental Safety annually (by January 15 of each calendar year).

Consumer commodities do NOT need to be added to the list if employees use the materials as typical consumers. Examples include:

1. An accountant in the English Department buys **paint** from the local hardware store and paints her office.
2. A mechanic from the Physical Plant stops at the Motor Pool and fills her vehicle with **gasoline** and adds a quart of **oil** to the crankcase.
3. An employee from the Physical Plant uses **WD-40[®]** to lubricate his circular saw.
4. A manager from Environmental Safety sprays her office with **Raid[®]** to exterminate spiders.
5. A professor from Chemistry buys **Windex[®]** from the grocery store and washes the windows in her two laboratories.

If materials are procured or used in a manner not typical to the consumer, they MUST be considered hazardous and added to the Chemical Information List. Examples include:

1. An accountant in the English Department buys **paint** from the local hardware store and paints all of the offices in her department (duration of use not typical to consumer).
2. A mechanic from the Physical Plant fills 30 vehicles with **gasoline** per day (frequency of use not typical to consumer).
3. An employee from the Physical Plant uses **WD-40[®]** as oil paint additive (not typical consumer use).
4. A manager from Environmental Safety purchases **pyrethrins** from a chemical supply house and sprays her office to exterminate spiders (product is not available to typical consumer).

One of the goals for developing the HCP is to permit a management flexibility that allows for implementation as best suited to a particular unit. Examples that are cited are not intended to define any systemic constraints that must be followed. Any management system implemented that satisfies the basic fundamentals of the Hazard Communication Program is acceptable.