

Chemical Inventory Process: Part 1 - onsite chemical inventory - Version 1, August 2026

All UWF Shop locations (including vehicles, mechanical rooms, and Corp Yard containers)

Standard operating procedure & certification of hazard assessment for PPE
Names of those certifying this hazard assessment for PPE

SIGNATURES	
APPROVED by: Click or tap here to enter text.	Date: Click or tap to enter a date.
<i>Signature of supervisor approving hazard assessment & certifying PPE assessment</i>	
REVIEWED by: Click or tap here to enter text.	Date: Click or tap to enter a date.
<i>Signature of department/unit safety staff</i>	

Purpose

This work practice is for the use of {Unit/Dept/Shop/Area} staff employed by UW Facilities on the Seattle campus, 1410 NE Campus Parkway, Seattle WA 98195 tasked with **conducting chemical inventory for all their shop locations and spaces, including vehicles, mechanical rooms and Corp Yard containers.**

If conditions and/or hazards presented in this document are not reflective of the assigned task(s), then work must stop immediately. Personnel will notify their supervisor immediately to request guidance and an updated hazard assessment.

Roles and Responsibilities for This Task

*Remove any roles/responsibilities not relevant to this SOP with Hazard Assessment

ROLE	RESPONSIBILITY
UWF VP	- Overall authority and accountability for all operations within UWF.
Associate VP/ Assistant VP	- AVPs have operational responsibility and maintain overall responsibility for Health & Safety performance in their respective units.
Executive	Directors have the overall program responsibility for managing and

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Director/ Director	safely executing work within their department.
Safety Staff (Unit or Dept)	- Provide technical review of job specific health & safety plans, HRCs, JHAs, SOPs.
Manager/Area Manager/ Supervisor	- Ensure that individuals under supervision have the knowledge and skills to perform work safely, receive training appropriate to their job function, have access to required PPE and equipment, and maintain Health & Safety qualifications. - Ensure that individual employee Health & Safety performance is periodically assessed and documented using the appropriate performance review process. - Retraining is assigned if deficiencies are identified.
Person assigning work (Supervisor/ Project Manager/ Lead)	- Perform and document hazard assessments and modify them if the job changes or conditions change. - Assign work as needed. - Ensure employees are current with training. - Confirm employees have the right tools, PPE, and materials to do the job safely.
Employees	- Participate in training and any required medical monitoring & clearances. - Follow all procedures, training, and instructions. - Give due consideration to personal safety and the safety of others while performing assigned tasks. - Promptly report all health and safety issues, accidents, incidents, and near misses to supervision. - Stop work if additional hazards are discovered or if work changes.

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Hazard Assessment

Instructions:

To complete this form, use the [Hazards, Controls, PPE and Training Excel](#) file. This document is not comprehensive, and you can add items to your form that are not on the Excel file. There are tabs for each topic. Review each of these tabs to ensure you have considered most possible hazards/solutions. For every hazard you should have a Control and/or PPE and/or Training as a means of addressing the hazard. Have your Department/Unit safety staff, or UWF Safety (if you don't have an assigned safety staff) review the hazard assessment for accuracy.

POTENTIAL HAZARD	CONTROLS AND RECOMMENDED ACTIONS	PERSONAL PROTECTIVE EQUIPMENT	TRAINING
Hazardous chemicals (Irritant, Acute toxicity, Oxidizer, Corrosive)	- Caution Signs - SDS (Safety Data Sheet) - Adequate ventilation	- Nitrile gloves - Safety glasses	HazCom/GHS and Emergency Washing Equipment training
Flammable chemicals	- Flammable cabinets - Fire extinguisher	- Nitrile gloves - Safety glasses	Fire extinguisher online/hands on training
Compressed gases (gases under pressure)	Ensure proper storage	- Nitrile gloves - Safety glasses	Compressed Gas Safety
Regulated building materials	Contact Regulated Materials Office (RMO) if suspected material disturbance or release	- Nitrile gloves - Safety glasses	- Asbestos <1% and Lead worker training - Asbestos Awareness - Lead Awareness
Worksite control hazard	Temporary lighting in low light areas	Headlamp and/or flashlight	NA

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• Low overhead/low height (while walking/standing) hazard	• Ensure bumpers/protection in place for low ceilings in mechanical rooms	• If no bumpers in place, bump cap or hard hat	• Situational Awareness
• Vehicles in parking lots	• Parking lots where vehicles are moving	• Hi-vis vest/clothing	• Situational Awareness
• Airborne contaminants	• Dust, paper, etc.	• Dust mask	• Respiratory Protection
• Accessing high shelves	• Ladder	• Safety glasses (dust/debris)	• Ladder safety and Hands-on training
• Uneven walking/working surfaces • Wet/slippery walking/working surfaces	• Inspect area prior to entry	• Substantial footwear	• Slips, Trips and Falls online training
• Trip hazard	• Reorganize materials if presenting a trip hazard or stored inappropriately	• Substantial footwear	• Slips, Trips and Falls online training • Keep walkways clear
• Musculoskeletal injury (awkward position)	• Ergonomic awareness • Use assistance for movement of heavy items • Store heavy items on lower shelves or floor to prevent tipping.	• Awareness of posture • Body positioning	• Back Protection training

Commented [RF1]: I'd rethink this comment, should it be in the hazards area, something like Accessing High Shelves, then put the ladder in the second column and think about any PPE that might be needed. Probably not a hardhat but safety glasses to protect from dust/debris/ other stuff?

Noise (power tools, machinery, traffic)	Minimize time in loud environments	Ear plugs/earmuffs	Hearing Conservation
- Outdoor environmental hazard (Heat stress) - Outdoor air quality	- Weather/air quality forecast - Minimize time in high temperature environments - Frequent water breaks	- Cooling vest - Work indoors if conditions warrant (see exposure plans)	- Outdoor Heat Exposure - Wildfire Smoke training
Sharp edges & points	Situational Awareness	- Cut resistant over Nitrile gloves - Long sleeves/long pants	First Aid/CPR training

Equipment, Tools, and Chemicals, and Supplies

REQUIRED	OPTIONAL
Paper copy of Shop-specific chemical inventory (from MyChem)	Dust mask
Pencil/pen/highlighter	N95 respirator (voluntary use)
Safety glasses	Hi-vis vest (Corp yards)
Nitrile (chemical resistant) gloves	Cooling vest (Corp yard)
Substantial footwear	Cut resistant gloves
Flashlight	Bump cap/hard hat

Tasks and Steps

Prepare Space

- Ensure HazCom/GHS training is current
- Procure a paper copy of the last chemical inventory completed for all spaces for designated Shop
- Review the Caution Sign at entrance to the space/cabinet/area/vehicle, and/or the relevant Safety Data Sheets (SDS) for known hazards, thus ensuring the inventory designee has the appropriate supplies and PPE prior to entering the space/cabinet/area/vehicle
- Confirm spill kits and emergency equipment (eye washes and emergency showers) are available

General Requirements

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- Do not open, handle, or transfer chemicals solely for inventory purposes
- Do not intentionally smell or inhale chemical vapors
- Inventory areas systematically to avoid omissions
- Stop work and notify supervision if unsafe conditions exist

Procedure Steps

Shops and fixed workspaces (includes cabinets, shelves, Corp Yard containers)

Verify and document that:

- All hazardous chemicals are included in the inventory
- Manufacturer labels are present and legible
- Secondary containers are labeled with identity and hazard information
- SDSs are readily accessible in paper or digital form
- Containers are in good condition (no leaks, corrosion, or damage)
- Incompatible chemicals are segregated
- Flammable liquids are stored in approved cabinets or areas
- Acids are stored in approved cabinet.
- Compressed gas cylinders are properly secured & stored.

Vehicles and Mobile Units

When chemicals are carried or stored in vehicles:

- Vehicles shall be secured, and engines turned off during inspection
- Only authorized chemicals may be transported
- Containers must be closed, serviceable, and secured
- Quantities must be within approved or excepted limits
- Chemicals shall not be stored in passenger compartments (exceptions: Deicer and hand sanitizer)
- SDSs or emergency response information must be available (MyChem access on phone or 911)

Unidentified or Non-compliant chemicals

1. Do not open or disturb the container
2. Isolate the chemical if it can be done safely
3. Label the container **"DO NOT USE – UNKNOWN"**
4. Notify the supervisor immediately
5. Arrange for identification, proper labeling, or disposal from EH&S

In the event of a spill, accidental release or exposure:

1. Stop work immediately
2. Refer to EH&S's [Spill Response Poster](#) posted in Shop area. Also contact EH&S Spill Advice Line 206-543-0467

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3. Follow site-specific emergency and spill procedures.
4. If containment of spill is feasible, use designated and maintained spill kit
5. Evacuate, if required
6. Obtain medical attention as appropriate
7. Report the incident to your supervisor and EH&S. Submit an OARS report.

Final Housekeeping

- Retain completed inventory documentation until next scheduled inventory
- Update chemical inventory lists in [MyChem](#). See MyChem SOP [HERE](#).
- Replace missing or non-compliant [labels](#)
- Obtain missing SDSs by downloading from or contacting the manufacturer or email mychem@uw.edu
- Remove expired, unauthorized, or excess chemicals by submitting an online [chemical waste collection request](#) with EH&S. Refer to the [Chemical Waste Guide for UW Facilities](#)
- Track and document corrective actions to closure

Document Information

This document is intended to comply with WAC 296-800-11005 and WAC 296-800- 16010.

Employees receiving this information. If additional lines are needed, add separate sheet.

NAME	DATE

Version Change History

Version 1: **August 2026**

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