





## **INSTRUCTIONS FOR USE OF FORM**

This form is used when you have a chemical that has a hazardous rating of 2 or more. You will inventory the chemical and note it on this form for accountability. (Per policy 29.7) The form should be filled out as soon as the chemical comes to the facility. The designated supervisor or staff will complete the form.

The (MSDS) reference number space a number or reference is given by the fire safety officer after reviewing the MSDS sheet. This number should be placed on the MSDS sheet. The unit of issue would be pack, qt, box, gallon, etc. In the HMIS/ NFPA blocks numbers 0-4 will be put in the appropriate box. The HMIS/ NFPA ratings can be found on the MSDS sheets. This has to be done in order to know if a chemical needs to be kept on inventory.



*Check the "Forms" Webpage for the current version and disregard previous versions. This form may not be altered without prior approval.*

Distribution: *Original: fire and safety coordinator copy: The fire safety officer.*

CS-0223

Rev: 10/25

