

CHEMICAL INVENTORY

CHEMICAL INVENTORIES:

The Manitoba Workplace Safety and Health Regulations require all chemicals used in the workplace to have an (M)SDS, which must be updated every three years. In order to maintain a current chemical inventory, school departments are required to submit a chemical inventory to the divisional Safety Officer each year. This inventory is used to update the existing inventory on the MSDSonline database site.

Every year in May the divisional Safety Officer will download the most current copy of your chemical inventory into an Excel spreadsheet. Inventories will then be emailed to each department. Please use the following to review your chemical inventory.

- 1) For any items that you no longer have, **please cross it off the inventory.**
- 2) For any **new items** that you have added that are not on the list **please add them to the bottom of the inventory.**

- 3) For any new items you MUST include the following information:

Note: MSDSonline needs this information to find the MSDS's from the manufacturer.

- Chemical Name
- Manufacturer's name
- Product number (if there is one)
- The product's SDS

Please forward your updated inventory to the divisional Safety Officer via e-mail. Please **DO NOT** send in a completely different inventory as you must use the attached list and email or mail it. Please have your inventory completed no later than **May 30**.

Every time new chemicals are purchased staff are required to submit a new SDS to the divisional Safety Officer. The new MSDS will then be uploaded into MSDSonline database. **Please note this is for new chemicals only.** If you are continuing to purchase the same chemical from the same supplier and your SDS is already in the database so you do not need to resubmit the SDS.

Your inventory will be updated into the MSDSonline database over the summer. Once completed a new copy of your inventory will be printed and sent out in September.

Note: if you did not submit an inventory or there is missing information in your inventory, it will not be updated/available on MSDSonline or in your printed inventory you receive every September. Please contact the divisional Safety Officer for further information.

Reminder: MSDSonline can be accessed via the Pembina Trails website. Click on "What we Offer", click on [Safety, Health & Environment](#), click on Safety, click on [MSDSonline](#).