



THE FIVE WS

OF CHEMICAL INVENTORY MANAGEMENT

Keeping a proper and updated inventory is crucial to the success of any business-not only to avoid penalties but to maintain operational safety and business development. Effective Chemical Inventory Management begins with the acknowledgement of what materials are currently on site and responsibilities associated with the materials.

Exploring the Five Ws of Chemical Inventory Management helps **DRIVE BEST PRACTICES** for your organization and provides a **SAFE AND SECURE** foundation to meet safety standards.



WHY IS CHEMICAL INVENTORY MANAGEMENT IMPORTANT?



Companies often use **electronic or manual** methods of recording inventory data and shockingly, some companies assume the risk of having no standard method of inventory management at all.

HOWEVER, INVENTORY IS CRUCIAL IN FOUR AREAS OF ANY INDUSTRY

WORKPLACE SAFETY

The Department of Labor reported **3 MILLION** work-related injury and illness cases in 2014. **KEEPING A SAFE AND SECURE** working environment for employees and the surrounding community should be **PARAMOUNT** to any organization.



REGULATORY COMPLIANCE



Next to Fall Protection, **HAZCOM** standards incurred the second most frequently violated **OSHA** standards in 2015. As of August 2016, each serious violation can accompany a penalty of up to **\$12,471**. Compliance includes state and federal responsibilities, up-to-date SDS lists and awareness of hazards associated with materials on site.

CONTRACTUAL OBLIGATIONS

Chemical Inventory Management enables **MANUFACTURERS AND SUPPLIERS** the opportunity to **GOVERN AND REPORT** any breach in material agreements during production.



BUSINESS STRATEGIES

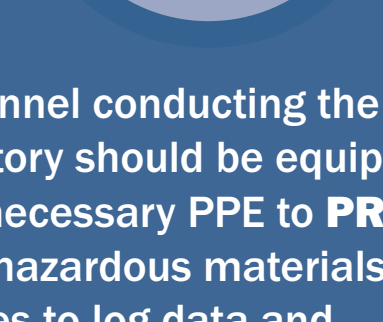
Campaigns such as **ENVIRONMENTALLY-FRIENDLY** initiatives can be impacted by proper inventory as organizations drive strategic initiatives in **INFORMATION-BASED INNOVATION**.

WHAT SHOULD ORGANIZATIONS KNOW BEFORE BEGINNING AN INVENTORY?



While preparing for inventory, personnel should be **INFORMED** of three requirements:

- What items are needed
- What must be inventoried
- Which materials need a SDS



Personnel conducting the inventory should be equipped with necessary PPE to **PROTECT** from hazardous materials, devices to log data and flashlights to access all areas within a facility.

Every unique material within the facility **MUST BE COUNTED**. When recording materials, specialists capture data such as the area located or stored, product name, manufacturer and product codes to provide adequate information to further examine each material.

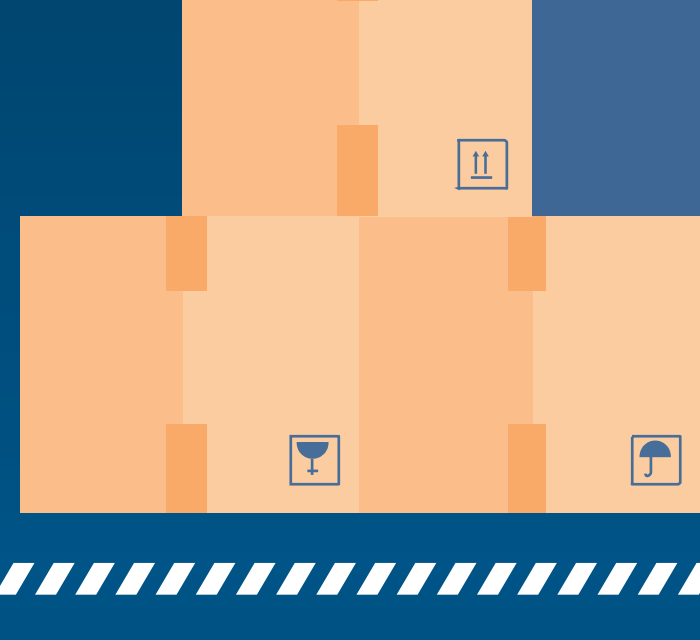


In addition, each **SPECIALIST SHOULD KNOW** which chemicals need to be logged. The evaluation includes surveying the material's purpose and exposure and should be made by a trained professional to obtain **A FULL AND PROPER ASSESSMENT**.

WHERE IS INVENTORY CONDUCTED?

The simple answer is... EVERYWHERE.

Best practices begin with the area containing the most materials, working methodically **CLOCKWISE OR COUNTER-CLOCKWISE** throughout each area and spiraling to the center.



This technique couples with investigating the four Cs:

- Every Corner
- Cabinet
- Closet
- Container

in a chemical area or facility.

WHO SHOULD BE INVOLVED IN CHEMICAL INVENTORY?



Inventory is an ongoing task that **REQUIRES LEADERSHIP** buy-in for policy and process development, technology for efficient data collection and communication within the organization among **BUYERS AND EHS MANAGERS** to monitor product variations or regulatory changes that might affect inventory results or compliance.

A TEAM OF TRAINED, EXPERIENCED SPECIALISTS ARE BEST SUITED TO UNDERTAKE THE MISSION

not only examining the facility for materials, but recording necessary data to document materials and acquire relevant SDSs.

WHEN SHOULD ORGANIZATIONS CONDUCT FULL INVENTORIES?

A full inventory should be conducted **EVERY 12-18 MONTHS**. A wash, rinse and repeat method helps maintain proper records, ensure operational safety and engage proper risk management.



AFTER THE INVENTORY

Reconciliation and Acquisition services enable specialists to compare inventory results with an organization's current SDS documents to evaluate results and acquire documents needed to provide a safe and compliant workplace. Maintaining an inventory properly and reconciling it with documentation establishes a programmatic workflow that sets business up for success in an ever-changing industry.