*Note: This is a template. Delete this red text in your finished version. Before use, the text below must be adapted to the local conditions at the school. This template provides two examples of possible routines for updating a chemical inventory, one where the inventory is updated by anyone who receives a safety data sheet, and one where a designated person is responsible for updating the inventory. Choose the routine that suits your school or adapt the examples to your situation. If your school has a digital inventory, you may want to include a procedure for use or a link to the manual as part of the routine.*

# Routines for the Chemical Inventory

*This document was last reviewed [date] by [name]*

Purpose

A chemical inventory contains of a list of, together with the safety data sheets for, all chemicals and solutions the school has bought. Depending on national laws and regulations, the inventory can be physical or digital.

NB! In 2023, new regulations for safety data sheets were introduced (Commission Regulation (EU) 2020/878). The safety data sheet complies with these regulations if the revision date is January 1, 2021, or later.

Example 1. Routine for maintaining the chemical inventory

* When the school receives a safety data sheet, add it to the chemical inventory.
* If there are older versions of the safety data sheet in the inventory, replace the old data sheet with the new one.
* If you discard old chemicals or empty a container without ordering a new batch of the chemical, update the chemical inventory by deleting the chemical(s) from the list and removing their corresponding safety data sheet(s)
* If you move a chemical to another storage position, update the information in the chemical inventory.

In addition, revise the content of the inventory **once every three years**, to ensure that it is correct and up to date. Safety data sheets that are more than five years old should be replaced by an updated version.

Example 2: Routine for maintaining the chemical inventory

**All chemistry teachers** should inform the person who is responsible for the chemical inventory/department when

1. a new safety data sheet is received, to ensure it is added to the inventory
2. a chemical is used up, or discarded and will not be replaced, so that the listed chemicals and the corresponding safety data sheet can be removed from the inventory

The **person responsible for the chemical inventory** should:

1. Add new chemicals to the chemical inventory.
2. Update the chemical inventory if chemicals are moved to another storage position.
3. Remove safety data sheets and delete discarded or used-up chemicals that will not be replaced from the inventory
4. Revise the content of the inventory **once every three years**, to ensure that the list of chemicals in the department is correct and up to date. Safety data sheets that are more than five years old should be replaced by an updated version.