What is the objective?

The chemical inventory is needed to:
- **List** all the chemical products used and stored on-site (whatever is the use: for production processes, cleaning operations, wastewater treatment, spot removing, etc.);
- **Collect** the basic information about all these products: supplier name, SDS\(^1\) availability, CAS number\(^2\), stock, etc.

The objective of the chemical inventory is to get all the data in **one single format table** and to make sure the **content is up-to-date** and corresponds to the actual chemical products stock available on-site.

How to achieve this objective?

**Step 1:** Create a template for the chemical inventory as per the model below (if no template provided by your customer).

**Step 2:** Fill-in the columns as per the example below:

### Chemical inventory template

<table>
<thead>
<tr>
<th>Factory name:</th>
<th>Responsible person:</th>
<th>Date of last update:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Area/Process</th>
<th>Chemical name / commercial name</th>
<th>Substances and CAS numbers</th>
<th>Type of chemical</th>
<th>Chemical supplier</th>
<th>Chemical manufacturer</th>
<th>MSDS</th>
<th>Quantity stored on-site (to date*)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Denim washing</td>
<td>Oxalic acid</td>
<td>Oxalic Acid, Aehydrus (0.6%), 144-62-7</td>
<td>Acid</td>
<td>Star syndicate</td>
<td>AqualPhoenix Scientific Inc.</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Denim washing</td>
<td>Densimcal Binder PAC</td>
<td>2,2'-Oxybis(oxyethanol) 111-45-6</td>
<td>Binder</td>
<td>RH Corporation</td>
<td>CHT Bazema</td>
<td>Yes</td>
<td>to be prepared</td>
</tr>
</tbody>
</table>

*Indicate for which process or for which purpose the chemical is used*
*Indicate the name of the chemical as it appears on the label on the container*
*Indicate the substances (ingredients) of the chemical formula as per the label and SDS*

This template is an **example** and showing the minimum requirements but columns can be added such as “chemical product provided with original label Yes/No”, “chemical storage area”, etc.

- **Appoint a manager** to be in charge of the chemical inventory update and write a process regarding how to update the inventory: what should be the frequency? E.g. As per new chemical orders arrivals;
- **Highlight** (e.g. with red text) the missing information or the pending task such as the SDS translation in local language. For missing inputs, the factory has to request the chemical supplier to provide the missing information.

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\(^1\) **Safety Data Sheet** (SDS or also mentioned as MSDS): is a document provided for each chemical product which lists the properties of this particular chemical product and provide information on how to safely use it, store it, dispose it, what to do in case of accident, etc.

\(^2\) **CAS number**: “Chemical Abstract Service”. It is an “ID number” specific to every chemical substance (ingredient of a chemical product).
**Fact-sheet - How to establish a chemical inventory?**

### Common non-compliances

#### Chemical product found on-site not included in the inventory

The factory doesn’t have a system to ensure that every chemical supplied is registered in the inventory. The inventory might not be updated regularly. Mistakes can also be related to inconsistencies between the name on the label, the name in the SDS and the name in the chemical order receipt. This is why it is important to cross-check all information provided by the chemical supplier.

#### Chemical inventory incomplete

Case 1: in the picture below, you can see a factory’s chemical inventory where the CAS numbers are not indicated for the chemical substances of each product:

![Inventory List - Chemicals](image1)

Case 2: in the picture below, you can see a factory’s chemical inventory where the area of use, chemical supplier name, commercial name, MSDS availability, etc. are missing:

![Chemical inventory list](image2)