 NUS National University of Singapore	NUS Safety & Health Manual		Procedure No:	OSHE/SOP/GL/03
	Title: Hazardous Substance Inventory Record		Revision No : Issue Date :	000 21-Oct-04
			Page:	1 of 3
Prepared By		Approved By		Review Date
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1.0 OBJECTIVE

The objective of this SOP is to ensure that all laboratories in the National University of Singapore (NUS) adopt a consistent record keeping system of all hazardous substances stored, used, transferred and disposed. This SOP will provide additional safety safeguards and security to ensure accountability of hazardous substances.

2.0 SCOPE

This SOP is applicable to all labs under the management of NUS. This SOP is also applicable under the Chemical, Radiation and Fire Safety & Health programmes. All staff and students are to comply with the requirements of this procedure.

3.0 RESPONSIBILITIES

It is the responsibility of respective Principal Investigators (PI) to ensure that all hazardous substances inventory records are consistent with the requirements of this SOP.

4.0 DEFINITION


Responsible Person: The person assigned the responsibility to ensure that all records of hazardous substances are kept in line with the requirement of this SOP. This is usually the PI of the lab. He may delegate the record keeping to a designated person in the lab.

Hazardous substances: Hazardous substances include any material of biological, chemical or radiological origins that is determined by the responsible person to be hazardous based on risk assessment. Determination of whether a substance is hazardous can be based upon what is specified in a reliable Material Safety Data Sheet (MSDS) classification, i.e. Toxic, Corrosive, Infectious etc.

5.0 PROCEDURES

5.1 *Requirements of Hazardous Substances Record*

- a. All hazardous substances used or stored in a lab must be recorded in a Hazardous substance inventory record system.
- b. The inventory record system can be implemented at the lab, research group, department or faculty level.

 NUS National University of Singapore	NUS Safety & Health Manual		Procedure No:	OSHE/SOP/GL/03
	Title: Hazardous Substance Inventory Record		Revision No : Issue Date :	000 21-Oct-04
			Page:	2 of 3


- c. The inventory record may be kept in soft copy.
- d. All forms of inventory record must be secure and reliable and only persons authorized by the Responsible Person have access to the inventory record.
- e. The inventory record system must contain the following information:
 - i. Name of hazardous substance (In both common and scientific names if applicable)
 - ii. Hazardous substance formula/composition (if applicable)
 - iii. Date of purchase/ preparation (if available)
 - iv. Quantity of the substance
 - v. Activity level of the hazardous substance and date of measurement (for radioactive sources)
 - vi. Location where the hazardous substance is used/kept
 - vii. Name of owner/person responsible for the hazardous substances
 - viii. Date of last update/use (depending on updating frequency)
 - ix. Transfer of ownership/location record (if hazardous substance is transferred between labs or out of the university).
- f. Additional information field can be created if necessary.

5.2 Movement of hazardous material

Movement of hazardous material across laboratories, departments, institutes or countries may require additional documentation such as permits, consignment notes, etc. The PI shall ensure that such permits, consignment notes etc are obtained prior to transportation of these materials. He or she shall also communicate with the transporting and receiving parties to ensure they have appropriate facilities to transport and store these materials.

5.3 Updating of Inventory Records

- a. All inventory records must be updated.
- b. Once every six months, an inventory check must be carried out. Any discrepancies that are discovered in the updating exercise must be reported to the Responsible Person and the Responsible Person must decide if an investigation is required to account for the discrepancy (if the person performing the updating is not the Responsible Person). All discrepancies must be documented regardless of whether an investigation is carried out.
- c. All inventory records should be kept for at least five (5) years.

 NUS Safety & Health Manual	Procedure No:	OSHE/SOP/GL/03
Title: Hazardous Substance Inventory Record	Revision No :	000
	Issue Date :	21-Oct-04
	Page:	3 of 3

6 RECORDS

Inventory record of hazardous substances.

7 APPENDICES

Nil