

INSTRUCTIONS

Safety & Risk Services Homeland Security Inventory Form

Rev. 10/09/13

Please review and complete your chemical inventory for the DHS "Chemicals of Interest," on the attached Safety and Risk Services (SRS) Homeland Security Inventory Forms, due by **November 8, 2013**. **Principal Investigators or other responsible individuals and owners possessing any of these specific Chemical of Interest are required to report and sign at the bottom of the form.**

Where ownership is not clear, if the chemicals are in an area under your control, you are the responsible party and must report. For those Principal Investigators or others with laboratories or facilities in multiple buildings, we request that a separate SRS Homeland Security Inventory Form be used for each building, as these chemicals must be reported to the DHS with respect to their exact location on campus.

- If your audit discloses that a specific chemical is not present within your lab or jurisdiction, leave the specific line blank.
- If none of the chemicals are found in any quantity within your laboratory or jurisdiction, leave all lines blank and your signature at the bottom of last page will provide certification to their absence.
- Report any amount of a "Chemical of Interest" if it is still in the original manufacturer's bottle, cylinder, canister and/or container with the original or replacement label. Do not report chemicals located in test tubes, beakers, vials, flasks, pans, etc., that are involved in research testing or reactions in other vessels.
- If a single container of a "Chemical of Interest" is located, record the building #, room number, specific location (i.e. chemical storage cabinet, closet) and a description of the container's size in the line for that chemical under the appropriate heading (total # of containers, container size, and total combined quantity). For example, if you have "4 - 1 liter bottles" you would report total # of containers as 4, container size as 1L, total quantity as 4L. **(Please report partial containers as being at the maximum amount)**
- Please contact Mike McKinstry at 277-2713 or 227-7134, mmckinstry@unm.edu prior to November 8, 2013, to arrange for proper disposal of any unwanted "Chemicals of Interest". These chemicals will not appear on your inventory, if these "Chemicals of Interest" are picked up from your facility/laboratory prior to November 8, 2013.

Please direct any questions you may have about the attached SRS Homeland Security Inventory Form or the US Department of Homeland Security regulations to Mike McKinstry at 277-2713 (direct line), 227-7134 (cell phone), or via email at mmckinstry@unm.edu.

Please deliver forms with original signatures on UNM Homeland Security Inventory Forms to:

Mike McKinstry, Environmental Health and Safety Tech III
Safety and Risk Services
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