

TO: Department Supervisors, Laboratory Paraprofessionals, etc.  
FROM: Bernadine Terilli, Assistant to the Chemical Safety Coordinator  
SUBJECT: Annual Update of Hazardous Substance Inventory  
DATE:

According to Chapter 28-21, the Rhode Island Hazardous Substance Right-To-Know Act, the college is obliged by law to maintain a complete, updated list of all hazardous substances used or stored on college property. Failure to maintain this list with yearly updates is against federal and state law and exposes employees to the risk of injury from improperly documented chemicals. It also exposes the college to liability suits, civil actions criminal actions, adverse publicity and fines up to \$5000.00 per day. To protect individuals and CCRI from legal action, I will emphasize aspects of the law:

- It is illegal for a department or individual to keep any hazardous substance on college premises unless a valid MSDS is on file for that substance. If you have a material for which we obtain an MSDS, it must be removed from college premises.
- It is illegal to keep a hazardous substance on campus unless that substance is included in the inventory kept by the Chemical Safety Coordinator's office.
- It is a violation of Rhode Island law and CCRI policy to store or use a substance unless the MSDS for that substance is kept in the MSDS station outside the room where substance is used.
- It is illegal under state law not to update your hazardous chemical inventory yearly as requested by this office. Updating includes informing this department of the addition or deletion of any substance and of changes in the amount of any substance present.

In accordance with the law, I request that your department provide me with an updated Hazardous Substance Inventory. Enclosed are forms for recording your substance inventory and a copy of Chapter 28-21 for your perusal. If you store hazardous substances in more than one room, make a separate list for each room. Please submit your list to me as soon as possible.

**THE FOLLOWING INFORMATION MUST BE PROVIDED**

- 1 Name of department submitting the inventory
2. Name of the person preparing the inventory
3. Date inventory submitted
4. Room number where each hazardous substance is located
5. Common, trade and chemicals names of each substance
6. Amount of each hazardous substance
7. Vendor's name and address.
8. Manufacturer's name and address
9. Signature of the person preparing the list.

List all chemicals, compounds, mixtures, solutions, solvents, paints, aerosol sprays, cleaning products, lubricants, fuels, duplicating fluids, inks, photochemicals, toners, etc.

Please comply with this request as soon as possible. Make the hazardous substance descriptions complete so Material Safety Data Sheets can be matched to each product. If you have questions about completing the list, call Bernie Terilli at ext 825-2176 or the Chemical Safety Coordinator Emanuel Terezakis at 333-7140. Thank you for your assistance and prompt response.

cc: Stephen Marginson, Dean of Administration  
Emanuel G. Terezakis, Chemical Safety Coordinator