

# Hazardous Materials: Storage Inspection Procedure and Form

Department: Industrial Hygiene and Information Management

Program: Hazardous Materials

Owner: Program Manager

Authority: ES&H Manual, Chapter 40, Hazardous Materials<sup>1</sup>

Monthly documented inspections must be carried out by the chemical asset custodian or designated person for all chemical storage areas and all chemical container types.

Inspection results must be kept on record for a minimum of one year, and must be made available to ES&H when requested. The following forms can be adapted to meet the specifications of your storage area, but all basic inspection elements must be included.

*Note For inspection requirements for hazardous waste storage areas and waste containers, see Chapter 17, "Hazardous Waste".<sup>2</sup>*

## Documenting Inspection Results

1. Enter the inspection location on the inspection form and verify that this location is accurately mapped on the CMS chemical use map.<sup>3</sup> If the location is new, or information is missing or out of date, contact the hazardous materials program manager or the ESH coordinator to relay any updates.
2. Each month, enter the date, your initials, and place a "check" in every square that applies to this location if the condition meets all safety requirements. The form accommodates 12 inspections, or one full year.

*Note If the item does not apply, cross the section out. For example, if there are no compressed gas cylinders (CGCs), mark one large line or "X" through the section. Alternatively, modify the form to more closely meet the conditions of the storage area.*

3. If an inspection item requires corrective action, record your observations and comments on the "Observations and Corrective Actions Log" below. Also record the date that the corrective action was completed.

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1 SLAC Environment, Safety, and Health Manual (SLAC-I-720-0A29Z-001), Chapter 40, "Hazardous Materials", [http://www-group.slac.stanford.edu/esh/hazardous\\_substances/haz\\_materials/policies.htm](http://www-group.slac.stanford.edu/esh/hazardous_substances/haz_materials/policies.htm)

2 SLAC Environment, Safety, and Health Manual (SLAC-I-720-0A29Z-001), Chapter 17, "Hazardous Waste", [http://www-group.slac.stanford.edu/esh/environment/hazardous\\_waste/policies.htm](http://www-group.slac.stanford.edu/esh/environment/hazardous_waste/policies.htm)

3 "Chemical Use Maps", <http://www-group.slac.stanford.edu/esh/groups/cgs/hmaq/cms/> (System Links>Chemical Use Maps)



