

PHYSICS DIVISION ESH BULLETIN 2010-1

Hazardous Material Inventories

October 20, 2010

Information on chemicals at ORNL is available from the 'Hazardous Material Management Information System (HMMIS)'. To access this system, from the ORNL internal home page use the alphabetical index to go to 'Hazardous Material Management Information System (HMMIS)'.

Checking Hazardous Material Inventories or Identifying the Location of Specific Chemicals at ORNL:

To find the current inventory in a chemical control area in which you are the custodian or alternative, under 'Reports' in the left panel use 'My Inventory'.

To find the current inventory in any chemical control area, under 'Reports' in the left panel use either the 'Hazardous Material Accountability Report' or 'Inventory by Custodian'. Use the 'Control Area Report' to identify the control area custodian or the location of the control area.

If you need a chemical, you can check the availability of excess chemicals at ORNL using the 'Materials Exchange' link in the left panel.

If you want to search for a specific chemical, one option is to use the 'Chemical Locator' link under reports. This link will find chemicals anywhere at ORNL. To narrow the search to only chemicals in the Physics Division, use the 'Hazardous Materials Accountability Report' link and select 'X013' as the Division and 'Oak Ridge National Laboratory' as the plant. Then enter the chemical by name or RECID and hit 'ENTER'. Note that in order to see the report you may need to export it to another format using the 'Export' link at the bottom.

Maintaining Chemical Inventories:

Chemicals ordered using the Physics Division procurement system are automatically added to the chemical control area that is entered on the purchase request form.

To add chemicals acquired outside the division procurement system to a control area, notify the Physics Division ESH Officer.

SBMS requires yearly inventories of chemical control areas. In the Physics Division, the annual inventory is performed by the Division ESH Officer. The date of the most recent inventory is listed on the inventory posted near the chemical control area.

To remove a chemical from an inventory before the annual update, contact the Division ESH Officer.

The Physics Division uses a significant number of gas cylinders. Gas cylinders typically are not barcoded. Inventories of frequently used toxic or flammable gases should be updated more often than yearly.

To obtain barcodes for chemical containers contact the Division ESH Officer.

Hazardous Material Control Areas (HMCAs) are areas determined by the ORNL fire department. HMCA boundaries are different than chemical control areas and are based on fire ratings for walls and doors. Limits on certain categories of flammable and toxic chemicals in each HMCA are implemented through Facility Use Agreements. To access information on HMCA chemical limits, from the HMMIS home page select 'FUA Limits Report'. You will need to know the control zone number (control area number) of the HMCA in question, which should be listed at Question 7.2 in the RSS covering work in the area.

Address questions on chemical inventories to the Physics Division ESH Officer.