Training materials:

Set up a chemicals inventory
The chemicals inventory

The chemicals inventory allows you to track and control chemicals in your production

The chemicals inventory includes information about chemicals contained in input materials (as far as known), including parts and product components.

Which chemicals are included into the inventory depends on several factors, including the company’s chemical management strategy, supply chain requirements or legal obligation.

The inventory helps:
- to check and ensure a toy or an input material for a toy fulfils chemical-related requirements
- to answer customer requests
- to prioritise chemicals for action

The inventory links input materials to final products representing the flow of chemicals in the company.

Chemicals inventories are an important tool for compiling, managing and analysing information on chemicals in the company.

The chemicals inventory is the foundation of your chemicals management system.
### Setting up a chemicals inventory

The excel inventory template can be used for setting up the inventory, see Toolkit Section 4, inventory template

<table>
<thead>
<tr>
<th>No.</th>
<th>Name of input material as in the suppliers' documentation</th>
<th>CAS no of the substance</th>
<th>Concentration of substance in input material (%)</th>
<th>Supplier of the input material (name and contacts)</th>
<th>Date of input material documentation</th>
<th>Location where input material documentation is archived</th>
<th>Is the substance included in the product (yes/no)</th>
<th>Name of the product(s)</th>
<th>GHS hazard statements</th>
<th>Regulatory status</th>
<th>Link to legislation that applies to the product/chemical</th>
<th>Additional notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name of input material as in the suppliers' documentation</td>
<td>List all chemical substances that are identified in the available product documentation. Usually, only chemicals that are classified as hazardous are indicated in the documentation</td>
<td>Specify the upper range in any case as you may need it for checking legal compliance. In addition, you may include the average concentration</td>
<td>Process auxiliaries, like solvents get a “no”, anything that is part of the product gets a “yes”. Minor items may be included as residues and could get a “yes residue” or a “no”.</td>
<td>Hazard statements provided by the supplier, documentation potentially search on the internet if missing</td>
<td>Include if legal requirements exist, e.g. concentration or migration limits or labelling requirements and in which legislation</td>
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</tbody>
</table>
Setting up a chemicals inventory

1. List all chemical substances, mixtures and input materials used in the company

List the name of the input material – substance, mixture or raw material

- If the input material is a chemical, chemical compound or substance, list the substance (element, compound, e.g. a monomer)
- If the input material is a mixture of chemicals (e.g. a glue or a solvent mixture) list all chemicals or substances in the mixture that are identified in the available product documentation (product label, data sheets etc.) or that you have identified by speaking to your supplier

The following step-by-step guidance can be implemented using the simple excel inventory template

<table>
<thead>
<tr>
<th>Name and type of the input material (substance, mixture, raw material, good)</th>
<th>Substances in the input material (mixture/raw material)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of input material as in the supplier’s documentation</td>
<td>List all chemical substances that are listed in the available documentation of input materials. Usually, only chemicals that are classified as hazardous are indicated in the documentation</td>
</tr>
</tbody>
</table>
Setting up a chemicals inventory

2. Include the CAS number of all identified substances

- Find the CAS number in the technical documentation of your supplier, e.g. catalogue, documents of supply, technical data sheets or safety data sheets

3. Indicate the concentration / concentration range of the substances in the input materials

- You may find the concentration of the substance in the input materials in your suppliers’ technical documentation, e.g. catalogue, documents of supply, technical data sheets or safety data sheet
- Frequently, only a concentration range is provided. You may need the upper value for checking legal compliance. You could also include the average concentration

<table>
<thead>
<tr>
<th>CAS no of the substance</th>
<th>Concentration of substance in input material (%)</th>
</tr>
</thead>
</table>

The CAS number should be provided with the documentation, otherwise ask supplier or search the internet. Specify the upper range in any case as you may need it for checking legal compliance. In addition, you may include the average concentration.
Setting up a chemicals inventory

4. Indicate the producer/supplier of the input materials (name and contacts)
   - This allows you to contact suppliers if necessary (for example, to request some missing information)

5. Indicate the date of the last revision of the product documentation and where the information is stored in your company (files, databases etc)
   - This allows you to check if information is up-to-date
   - and ensure that also other persons can find the information sources

<table>
<thead>
<tr>
<th>Supplier of the input material (name and contacts)</th>
<th>Date of input material documentation</th>
<th>Location where documentation is archived</th>
</tr>
</thead>
<tbody>
<tr>
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Setting up a chemicals inventory

6. Indicate into which finished product the substance is included (or if it is not part of a product)

- If the substances are included into products, specify which ones, so you know where the chemicals (in input materials) end up (plastic pellets/toys or toy parts from plastic pellets)

7. GHS hazard statements

- Allow you to recognize what type of hazards the chemicals have
- You may be able to find GHS hazard statements in the technical documentation you have from your supplier, e.g. his catalogue, documents of supply, technical data sheets or safety data sheets
- You can also check databases to find information on the classification and hazard statements

<table>
<thead>
<tr>
<th>Is the substance included in the product (yes/no)</th>
<th>GHS hazard statements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Process auxiliaries, like solvents get a &quot;no&quot;, anything that is part of the product gets a &quot;yes&quot;, monomers may be included as residues and could get a &quot;as residue&quot; or a &quot;no&quot;</td>
<td>Hazard statements as provided by the supplier's documentation; potentially search on the internet if missing</td>
</tr>
</tbody>
</table>
Setting up a chemicals inventory

8.

Note any requirements that apply to substances in your inventory

- If there are concentration or migration limits, include this information in the inventory.

<table>
<thead>
<tr>
<th>Regulatory status</th>
<th>Link to legislation that applies to the product/chemical</th>
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<tbody>
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Include if legal requirements exist, e.g. concentration or migration limits or labelling requirements and in which legislation.
When you have completed your chemical inventory

Once you have your chemicals inventory set up and have identified as many chemicals as possible in your input materials and final products,

- you can move on to analysing and using this data in order to ensure that your products are safe, comply with the requirements of your target markets and reflect your company ambition.

For example, you can find out which chemicals of concern are restricted/prohibited in one or several of your target markets.