

Training materials:

Set up a chemicals inventory

This document is part of *the International Chemicals Management Toolkit for the Toy Supply Chain* developed by the United Nations Environment Programme (UNEP) in collaboration with the Baltic Environmental Forum (BEF) within the framework of the Global Environment Facility (GEF) project ID: 9771 on Global Best Practices on Emerging Chemical Policy Issues of Concern under the Strategic Approach to International Chemicals Management (SAICM).

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

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

Name and type of the input material (substance, mixture, raw material, good)	Substances in the input material (mixture/raw material)
Name of input material as in the supplier's documentation	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

Setting up a chemicals inventory

2.

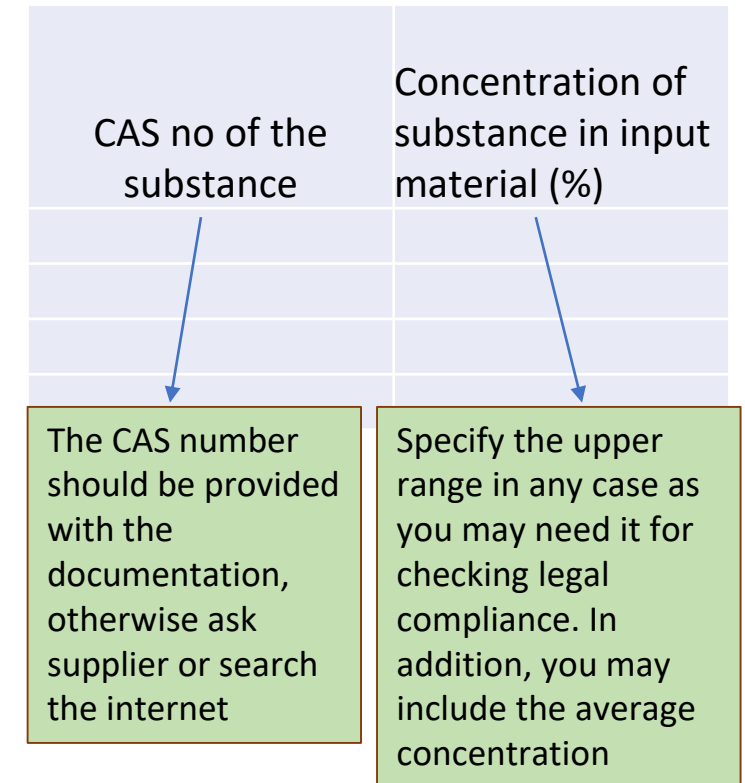
Include the CAS number of all identified substances

- 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



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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

Supplier of the input material (name and contacts)	Date of input material documentation	Location where documentation is archived

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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



Is the substance included in the product (yes/no)

GHS hazard statements

Process auxiliaries, like solvents get a "no", anything that is part of the product gets a "yes", monomers may be included as residues and could get a "as residue" or a "no"

Hazard statements as provided by the supplier's documentation; potentially search on the internet if missing

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8.

Note any requirements that apply to substances in your inventory

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

Regulatory status	Link to legislation that applies to the product/chemical

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