

# INSTRUCTIONS FOR COMPLETING THE HAZARD INVENTORY

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## **WHO should complete a Hazard Inventory?**

**All personnel who work on a regular basis with chemical, biological or physical hazards or with animals must complete a Hazard Inventory.** If none of the listed hazards are present in your work environment, complete just the personnel information section, and mark No Workplace Hazards, on the bottom of the form.

Information from the Hazard Inventory is used by Environmental Health and Safety and Occupational Medicine to determine whether special safety practices need to be implemented in the workplace, monitoring of the workplace needs to be performed (such as for noise or chemicals), or if any special medical surveillance is necessary.

## **WHEN should a Hazard Inventory be completed?**

- When the individual is new to Iowa State University.
- When the individual changes job positions and this results in changes in workplace hazards (adds new hazards or eliminates old hazards).
- When the individual's work responsibilities change to involve different workplace hazards.

## **HOW to complete a Hazard Inventory:**

### **Personnel Information Section**

Complete **ALL** the information in this section.

### **Hazards**

Check each hazard that you are exposed to on a *regular* basis (once a week or more) *as part of your assigned job duties*. Review this information with your supervisor before submitting the Inventory. If none of the listed hazards are present in your work environment, mark No Workplace Hazards, on the bottom of the form.

#### **Examples for determining whether or not you have a listed hazard:**

- If, *as part of your job requirements*, you clean up human blood following injuries, are a designated first responder or provide medical care, **do** check "Human Blood & Body Fluids," but **not** "AIDS agent (HIV)" or "Hepatitis B Virus."
- If you work in a research laboratory that studies HIV, **do** check "AIDS agent (HIV)." If you work in a research laboratory analyzing human blood samples for lipid content, **do** check "Human Blood & Body Fluids," but **not** "AIDS agent (HIV)" or "Hepatitis B Virus."
- If you work in a laboratory that has Benzene in the solvent cabinet, but you do not use it on a regular basis, do **not** check "Benzene" as a hazard. If you use Benzene several times a week **do** check "Benzene" as a hazard.
- If you apply cholinesterase inhibiting pesticides on campus as part of your job, or do research with cholinesterase inhibiting pesticides, **do** check "Pesticide-Cholinesterase Inhibiting" as a hazard. If you work in a building that gets sprayed with cholinesterase inhibiting pesticides for pest control, do **not** check "Pesticide-Cholinesterase Inhibiting" as a hazard.
- If you handle animals in the workplace, check the appropriate "Animal Activities" for your work setting, Only one would apply.

## **WHERE to send the completed Hazard Inventory:**

Email to: [lisu.occmed@mail.iastate.edu](mailto:lisu.occmed@mail.iastate.edu)

**HAZARD INVENTORY**  
**OCCUPATIONAL MEDICINE PROGRAM**  
**DEPARTMENT OF ENVIRONMENTAL HEALTH AND SAFETY**

PLEASE DOWNLOAD, COMPLETE AND EMAIL TO: [lisu.occmcd@mail.iastate.edu](mailto:lisu.occmcd@mail.iastate.edu)

ISU ID \_\_\_\_\_ NAME \_\_\_\_\_  
LAST FIRST MI

BIRTH DATE \_\_\_\_\_ SEX:  MALE  FEMALE  
Month / Day / Year

AMES LAB AFFILIATE?:  YES  NO JOB STATUS:  FACULTY / STAFF  STUDENT

DEPARTMENT \_\_\_\_\_ JOB TITLE \_\_\_\_\_

WORK ADDRESS: BUILDING \_\_\_\_\_ ROOM OR AREA \_\_\_\_\_

DEPT. PHONE \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

SUPERVISOR / GROUP LEADER \_\_\_\_\_ SUPERVISOR SIGNATURE \_\_\_\_\_

PARTICIPANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**PLEASE CHECK THE ITEMS YOU WILL BE WORKING WITH ON A REGULAR BASIS:**

CODE	HAZARD
K001	ACETYLAMINOFLUORENE (-2)
K002	ACRYLONITRILE
K795	AIDS AGENT (HIV)
K003	AMINODIPHENYL (4-)
K206	ANESTHETIC GASES/VAPORS/WASTE
K936	ANIMAL ACTIVITIES (CLINIC)
K937	ANIMAL ACTIVITIES (FARM)
K025	ANIMAL ACTIVITIES (RESEARCH/TEACHING)
K425	ANIMAL CARETAKER
K004	ARSENIC (INORGANIC)
K005	ASBESTOS (PERFORM ABATEMENT WORK)
K938	BEDDING CHANGING (ANIMALS)
A935	BEEES/WASPS
K209	BENZENE
K006	BENZIDINE
K213	BERYLLIUM AND BERYLLIUM COMPOUNDS
K804	BIOSAFETY LEVEL 3 PATHOGENS
K007	BIS CHLOROMETHYL ETHER
K267	1,3-BUTADIENE
K215	CADMIUM
K100	CARCINOGENS, MUTAGEN, REPRODUCTIVE TOXINS
K225	CHROMIC ACID
K010	DIBROMOCHLOROPROPANE (1,2-,3-)
K011	DICHLOROBENZIDINE (3-3'-)
K012	DIMETHYLAMINOAZOBENZENE (4-)
K406	DUSTY ENVIRONMENTS
K024	ETHYLENE OXIDE
K013	ETHYLENEIMINE

CODE	HAZARD
K249	FORMALDEHYDE
K901	HAZMAT RESPONDER
K850	HEPATITIS B VIRUS (HBV)
K851	HEPATITIS C VIRUS (HCV)
K900	HUMAN BLOOD & BODY FLUIDS
K411	LASER CLASS 3b,4
K014	LEAD (INORGANIC)
K424	MAMMALS RABIES POTENTIAL
K015	METHYL CHLOROMETHYL ETHER
K266	METHYLENE CHLORIDE
K259	METHYLENEDIANILINE
K801	MYCOBACTERIUM BOVIS
K802	MYCOBACTERIUM TUBERCULOSIS
K265	NANOSCALE MATERIALS
K016	NAPHTHYLAMINE (ALPHA)
K017	NAPHTHYLAMINE (BETA)
K018	NITROBIPHENYL (4-)
K019	NITROSODIMETHYLAMINE (N-)
K020	NOISE
K433	PAST ASBESTOS EXPOSURE (AT IOWA STATE)
K403	PESTICIDES – CHOLINESTERASE INHIBITING (MALATHION, DURBSAN, COUNTER, SEVIN)
A905	PRIMATES, NON-HUMAN (LAB OR RESEARCH)
K021	PROPIOLACTONE (BETA-)
A422	PUNCTURE WOUNDS (POTENTIAL)
K022	RESPIRATOR USER
K023	VINYL CHLORIDE
K417	WELDING FUMES

NO WORKPLACE HAZARDS LISTED ABOVE

COMMENTS /OTHER WORKPLACE HAZARDS: