



January 7, 2008

TO: All Research and University Faculty and Staff

RE: Chemical Inventory – Campus Survey

Congress instructed the U.S. Department of Homeland Security (DHS) to promulgate rules on chemical security, to prevent the intentional misuse of chemicals. These rules were published in the *Federal Register* on 28 December 2006, and 9 April 2007, and the final chemical list on 20 November 2007 to be added as Part 27 of Title 6 of the *Code of Federal Regulations*.

Chemicals of Interest and Screening Threshold Quantities

All facilities (including universities) must complete a *Top-Screen* if they have any Chemical of Interest in a quantity greater than its Screening Threshold Quantity. 187 of the 344 Chemicals of Interest are applicable to colleges and universities.

Top - Screen

The Top-Screen must be submitted by March 20, 2008 and there is quite a bit of information to collect, sort, and quantify for our campus. **In order to meet the deadline, the attached Excel spreadsheet must be completed and submitted to EHS by January 22nd. The Department of Homeland Security is asking that the information submitted be a snapshot of what you've used and/or stored in the last 60 days.** The Top-Screen will be used to determine which facilities are covered by the standards and, if covered, preliminarily categorize covered facilities into one of four risk tiers. For times sake, it is imperative that you quantify solids in pounds and liquids in gallons.

University of Utah Compliance

Environmental Health and Safety (EHS) has been charged by the Vice Presidents for Administration and Research to lead the University of Utah compliance effort.

The Plan

EHS has converted Appendix A (Chemicals of Interest) into an Excel spreadsheet as attached. Total quantities from campus will be calculated and reported, as required by the Top Screening Process.

If the Top Screen process determines that the U is a covered facility, EHS will request Public Safety assistance to develop and submit any required security plans.

Please complete the survey and return them to EHS by January 22, 2008. Send your response electronically to:

Chemical Inventory Survey kristen.orwin@ehs.utah.edu

If, per chance, you receive this notice after the requested date your response is still required.

Thank you for your attention to this effort. If you have questions, please do not hesitate to contact Michele Johnson at 581-6590 or Kristen Orwin at 585-5893.