

Hazardous Material Assessment Form Instructions

CURRENT VERSION OF FORM: 4/2014

Purpose:

- To document that an annual inspection of each office has been conducted and no hazardous materials (other than consumer-grade cleaning supplies) are present.

Preparation:

- Must be typed on Agency letterhead.

Instructions:

- Using the sample provided, retype on Agency letterhead.
- An assessment must be conducted annually at each office location.
- Fill in the office name, address, and ORM location code.
- Fill in the storage location of all consumer-grade cleaning supplies and the names and titles of personnel who have access to them.

Disposition:

- Original is kept by the Office performing the assessment.
- A copy is sent to the office Safety Coordinator.

Retention:

- Copy must be kept with safety audit files according to DCFS Policy 6-02, Retention of Departmental records.