

Ref No: 4.3.3D

Subject: Instructions for storage manifest

Date: 01.04.2021



Storage Manifest for

Person in charge:

Address for the store:

You will need the latest copy of the safety Data Sheet for the Hazardous Substance that you store before you start to use the Hazardous Substance Calculator.

The following are the procedures for entering data into the Hazardous Substances Calculator:

- Enter the HSR found on section 15 of the Safety Data Sheet (SDS).
- **Substance name:** Enter the Trade name of the product.
- **SDS expiry data:** SDS expiry date, use the date on the SDS and add 5 years (SDS have a life of 5 years). If your SDS is out of date **Tick** the out-of-date box.
- **Substance UN Number:** Enter the United Nations Number (UN) found on section 14 of the Safety Data Sheet (SDS).
- **Storage and Segregation Requirements:** Enter the Handling and storage data (section 7) and Stability and reactivity (section 10) Safety Data Sheet (SDS).
- **Where is this substance located?** A list of options are shown, but you can enter Other location and, in the drop, down box enter the location e.g. Chemshed.
- **Storage:** You may be given an option **In Store** or **Not in store**, tick the appropriated box.
- **Is this substance held in a stationary container?** Yes or No. **In** most cases **tick No**
- **Maximum Capacity:** Enter here the maximum Quantity that you are likely to store. Remember you can make changes to this manifest at any stage.