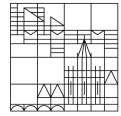




# 2023 inventory of hazardous substances

Universität  
Konstanz



## Checklist and inspection record

As per § 6 para. 12 of the Hazardous Substances Ordinance (GefStoffV) and the respective technical regulations, you must keep and update a record of your hazardous substances. In accordance with § 8 GefStoffV and the laboratory guidelines, you are also required to check, at least once a year, that all your hazardous substances are in good condition. Hazardous substances that are no longer needed or can no longer be used must be disposed of properly. To fulfil these requirements, you must complete an annual inventory of your hazardous substances. This process includes checking your entries in the university's central database of hazardous substances, DaMaRIS, for accuracy as well as inspecting hazardous substances as described in the laboratory guidelines.

Please fill out and send this completed form to [gefahrstoffinventur@uni-konstanz.de](mailto:gefahrstoffinventur@uni-konstanz.de).

<b>Part 1 – Check organizational matters</b>	Done
<b><u>Check which persons are able to read and write DaMaRIS entries</u></b> Is the list of persons currently able to read and write entries in DaMaRIS correct? You will receive a separate MS Word file of this list via email. Please complete the list and send it to <a href="mailto:Damaris@uni-konstanz.de">Damaris@uni-konstanz.de</a> .	
<b><u>Check the rooms listed in DaMaRIS</u></b> <u>Before</u> inspecting any hazardous substances, please check that the rooms that you actually use are also the ones listed for you in DaMaRIS. Please report any changes to <a href="mailto:Damaris@uni-konstanz.de">Damaris@uni-konstanz.de</a> right away.	
<b>Part 2 – Inspect hazardous substances</b>	Done
<b><u>Check the storage location and conditions</u></b> Are all hazardous substances located in the prescribed locations, out of reach of unauthorized persons (e.g. in appropriate cabinets/refrigerators in corresponding storage areas for chemicals, toxic/acidic/basic substances)?	
<b><u>Check the condition of containers holding hazardous substances</u></b> Are all containers and labels in good condition? If necessary, please transfer the substance into a suitable new container and/or put a new label on the container.	
<b><u>Check for hazardous substances that are out of date or are no longer needed</u></b> Do you have hazardous substances that are out of date and/or that you no longer need? Please contact the hazardous waste team to dispose of these substances.	
<b><u>Check the hazardous substances listed in DaMaRIS</u></b> Are the DaMaRIS entries for your hazardous substances (type, amount, location) up to date? After completing all the items listed in part 2, please tick the box for “Alle Stoffe in diesem Raum sind geprüft” (inspection completed) below your list of inventory in DaMaRIS.	
<b>The inventory was completed correctly.</b>	
<b>No hazardous substances are stored in the research team.</b>	
<b>Department</b>	<b>Research team</b>
<b>Research team leader</b>	<b>DaMaRIS representative</b> (if available)
<b>Date</b>	<b>Signature of research team leader</b>