Instructions for completing your Chemical Inventory

All hazardous chemicals utilized and maintained in laboratories or other work spaces require annual completion of the Chemical Inventory Form. The hazardous chemicals or products shall be listed by the same name on the label and on the MSDS. Copies of MSDSs must be available for all hazardous materials. This form must be updated, available to workers, and submitted to EHS by January 15th each year. Each laboratory supervisor must keep the inventory form and it shall be readily accessible to employees. Complete one form per work area. Duplicate forms as necessary to list all hazardous chemicals present in the work area. Contact EHS with any material management or chemical inventory questions. Place all appropriate information noted below in the corresponding sections of the inventory form.

- ***(A)*** ***Contact Information:*** List the name of your Department, Laboratory/Inventory Supervisor, contact phone number, and your Manager or Principal Investigator.
- ***(B)*** ***Inventory & Storage Location Information:*** List the location (building and room) of the workspace being inventoried, the date the inventory was completed, and the name of the individual completing the inventory.
- ***(C)*** ***Chemical Name:*** Place in this column the name of the material as it appears on the container's label and/or MSDS.
- ***(D)*** ***CAS Number:*** Place the Chemical Abstract Service (CAS) Number of the substance in this column. If the substance/mixture does not have a CAS Number, place the CAS Number of the primary hazardous ingredient. While some mixtures (such as Collman's Reagent) may be assigned unique CAS#'s, most are identified by their constituents, which must be listed individually.
- ***(E)*** ***Quantity:*** Place in this column the amount of a specified substance in all containers located in the workspace.
- ***(F)*** ***Unit:*** Place in this column scientifically accepted units of measure.

Acceptable Units	Unit Abbreviations
Cubic Centimeters	cc
Fluid Ounce	fl oz.
Cubic Feet	FT^3
Grams	g
Gallons	gal
Kilograms	kg
Liter	L
Pounds	lbs
Cubic Meters	M^3
Milliliters	ml
Milligrams	mg
Ounce	oz.
Pint	pt.
Quart	qtr.
Microgram	µg
Microliter	µl

Units Not to Use
kits
cylinders
units
boxes
cans
capsules
packets
sets
vials

(G) ***Container:*** Place in these columns:

Actual Count- Captures the number of containers of a specified material in the workspace at time of inventory.

Max Count- Captures the greatest number of containers of a specified material that may be in that workspace at any point in the past year.

Size- The standard size of the container (i.e. 4 L, 500g, etc.).

Type- Use one or more of the following letters in this column to describe the storage container for the hazardous chemical:

A. Above ground tank	B. Below ground tank	C. Tank inside building
D. Steel drum	E. Plastic/non-metallic drum	F. Can
G. Carboy	H. Silo	I. Fiber drum
J. Bag	K. Box	L. Cylinder
M. Glass bottles/jugs	N. Plastic bottles/jugs	O. Tote bin
P. Other		

(H) ***Physical State:*** Place in this column S, L, or G (Solid, Liquid, or Gas) depending on the physical state of the material.

(I) ***MSDS location:*** Note in this column the location where MSDS are stored if paper copy or accessed if electronic versions are utilized.

(J) ***NFPA Rating:*** Place in this column information on the chemical hazards of the material. The NFPA ratings can be found on the MSDS. Hazard severity must be indicated by a numerical rating that ranges from zero (0) indicating a minimal hazard, to four (4) indicating a severe hazard for Health [H], Flammability [F], and Reactivity [R]. Under Special hazard [S], indicate if water reactive [w] or if an oxidizer [ox].

(K) ***Storage Location:*** Note in the column where in the workspace the material is stored.