



ENVIRONMENTAL HEALTH AND SAFETY

Chemical Inventory Instructions

In order to respond safely to laboratory emergencies, the Omaha Fire/HAZMAT Department has requested chemical inventories to include chemical name, CAS number, location and quantity, for each laboratory room at UNMC/Nebraska Medicine.

With the support of the Vice Chancellor for Research Office, EHS has committed to managing an online central database for all laboratory chemical inventories. Laboratories are required to update their chemical inventories and laboratory signs on an annual basis.

It is required that each Principal Investigator provide their chemical inventory, formatted in accordance with the [UNMC Chemical Inventory Template](#). Each of the red columns on this spreadsheet must be completed in order for EHS to import the information into the centralized database. These include:

- PI Last Name, PI First Name
- Physical State of the Chemical (Solid, Liquid, Gas)
- Chemical Name (Do Not use abbreviations)
- Building Code (See Building Codes tab at bottom of Excel file for options)
- Lab (room number)
- # of containers
- Amount per container (Use amount listed on container)
- Unit of measure (See Unit of Measure tab at bottom of Excel file for options)
- CAS #

The grey columns are optional and may be used to manage your inventory however they are not required for importing the spreadsheet in the database.

PI Last Name	PI First Name	Physical State	Chemical Name	Storage Location	Storage Device	# of Containers	Amount per Container	Unit of Measure	CAS #	Chemical Formula	Molecular Weight	Vendor	Catalog #	PDF	Receipt Date	Open Date

Please review the tabs at the bottom of the spreadsheet for Buildings Codes and Unit of Measure.

The image shows a spreadsheet with tabs for 'Import Chemicals', 'Building Codes', and 'Unit of Measure'. The 'Building Codes' and 'Unit of Measure' tabs are circled. A list of chemical units is provided in a table to the right, with the first column highlighted in green. An arrow points from the 'Building Codes' tab to the 'Chemical Unit' column of the table.

Chemical Unit	Chemical Unit Description	Physical State
CC	Cubic Centimeters	Liquid
FT3	Cubic Feet	Gas
FZ	Fluid Ounces	Liquid
G	Grams	Solid
GELS	GELS	Liquid
GL	Gallons	Liquid
GRAINS	Grains	Solid
KG	Kilograms	Solid
KIT	kit	S
LB	Pounds	Solid
LT	Liters	L
MG	Milligrams	Solid
ML	Milliliters	Liquid
NG	Nanogram	Solid
OZ	Ounces	Solid
PT	Pints	Liquid
QT	Quarts	Liquid
R	Reactions	L
TON	Ton	S
U	Units	Liquid
UG	Micrograms	Liquid
UL	Microliters	Liquid

Building Codes and Unit of Measure should be entered on your inventory spreadsheet in accordance with the designated acronyms in the green highlighted column. This is what will allow the imported information to sync appropriately with the centralized database.

After you have added all chemicals for each room assigned to the Principal Investigator, your spreadsheet should look similar to this:

PI Last Name	PI First Name	Physical State	Chemical Name	Bldg Code	Lab/Room #	Storage Location	Storage Device	# of Containers	Amount per Container	Unit of Measure	CAS #
Smith	John	Solid	Sucrose	DRC	8054			1	1	KG	57-50-1
Smith	John	Solid	Sodium Chloride	DRC	8054			1	500	G	7647-14-5
Smith	John	Solid	Sodium azide	DRC	8054			1	100	G	26628-228
Smith	John	Solid	Sodium Deoxycholate	DRC	8054			1	25	G	302-95-4
Smith	John	Solid	Sodium Dodecyl Sulfate	DRC	8054			1	500	G	151-21-3
Smith	John	Solid	Sodium Hydroxide	DRC	8054			1	3	KG	1310-73-2
Smith	John	Solid	Sodium Chloride	DRC	8056			2	1	KG	7647-14-5
Smith	John	Solid	Sodium Dodecyl Sulfate	DRC	8058			1	25	G	151-21-3

Once completed please send the electronic inventory to EHS at unmcehs@unmc.edu.

Nebraska Medicine Laboratories should submit their chemical inventories using the [Nebraska Medicine Chemical Inventory Template](#). This inventory template will include the requirements for both EHS and CAP.

If you have any questions or need assistance with completing your chemical inventory spreadsheet please contact EHS at 402-559-6356.