

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.

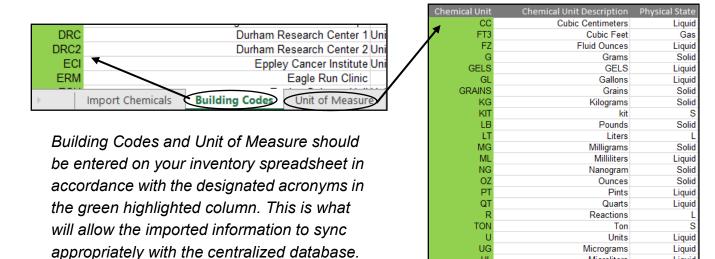
It is required that each Principal Investigator provide their chemical inventory, formatted in accordance with the <u>UNMC Chemical Inventory Template</u>. Each of the <u>red</u> columns on this spreadsheet must be completed in order for EHS to import the information into the centralized database. These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

- PI Last Name, PI First Name
- Physical State of the Chemical (Solid, Liquid, Gas)
- Chemical Name (<u>Do Not</u> 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.

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A		В	C			D		E		F	Stora		н	1	J Amount per			L		N Molecular		0			Р	Q		R	
PI Last Name	PI First N			Chemical Na	me			Bidg Co	de l	LAB			Storage Device	# or Containers	Container		CAS #		Formula		Vendor			Catalog #		PO#	Receip	ot Date	Open Da

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



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

UL

Microliters

Liquid

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

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.