Chemical Inventory List (CIL) Instructions

OSU-CHS, Research Office
Laboratory Safety Coordinator (Phone 561-1403)

Introduction

Chemical inventory information includes details such as: the maximum quantity of a chemical you anticipate having on hand, the location of the container, the name and Chemical Abstract Service Number (CAS) of the substance, and the available Safety Data Sheet (SDS) for each chemical. Products are to be included unless they are being used in the same manner and amount as a household consumer would use the material.

Kits containing small quantity containers (10 ml or less) may be listed by the kit name.

Additional columns may be added to the form for details specific to the lab/department needs. Place any additional columns specific to the lab after the columns that are currently on the form.

Much chemical information such as CAS# can be found on the SDS or at http://toxnet.nlm.nih.gov/, search chemical name then select "ChemIDplus" to quickly find CAS# which is listed as "RN" the acronym for "registry number" or "chemical abstract services registry number".

Instructions

1. Read instructions carefully. Do not change the format except to add columns after the last column for any lab specific information.

2. Save blank copy to your computer and complete electronically as much information as possible (it's in excel format.) Insert additional rows as needed.

3. Retain a copy of your CIL within your department or lab group, print and post a copy for each room.

4. Submit completed electronic format of inventory by email to: laurie.stclair@okstate.edu (Laboratory Safety Coordinator.) The CIL should be kept up to date, e.g. delete empty containers, add newly purchased chemicals and resend to the LSC. At a minimum, a re-inventory shall be made and submitted annually (April).

DEPARTMENT
The name of the proprietary department

SUPERVISOR and ROOM
The owner of the chemical inventory

INVENTORY ROOM(s)
Laboratory(s) or area(s) where chemicals are located

BUILDING
Building where chemicals are located

DATE OF INVENTORY
Date inventory was completed or updated

(See the example CIL. The colors are only present to distinguish between each chemical in the example inventory, they should not be added to the actual lab inventories. There are 5 types of chemicals/products in the example inventory)

CHEMICAL ID NUMBER (optional)

Number each container, place number on container and on CIL form.

The number may contain a departmental abbreviation (found on page 3) and consecutive container number beginning with 001 (the number after the whole number only increases if there are more than one constituent in the material. For example: BM001 = Department is Biochemistry/Microbiology and it is the first container being inventoried.

If there were more than one constituent in the chemical/product the container (kit, etc.) name of the material would first be placed in the "Chemical Name" column of a line with a whole number and then in the "Common Name" column on next line with the first constituent placed in the "Chemical Name" column, numbered 001.1, next 001.2, etc.; the next inventoried container's # would be the next consecutive whole number. Including the "components" of **mixtures/products** is optional but highly recommended as time allows. The components will be necessary if the material is one day submitted as a hazardous waste.

CHEMICAL NAME

The full name of the chemical found on the container and on the SDS. You may add "component" ingredients (by percentages) if the chemical is a mixture or kit, etc. See above and **example CIL**

COMMON NAME

The trade name or number, code name or number, common name used in the lab or generic name/abbreviation. (Example: table salt, SDS, MeOH)

% (Percentage)

The % of the listed chemical if less than 100% of the containers contents or % of constituents if material is a **mixture/product**; do not include makeup water. If % is not entered it will be assumed that the chemical listed is 100%.

SIZE

AMOUNT

The rated capacity of the inventoried substance's container (it is not necessary to estimate the current volume actually in the container, it will be considered full)

UNIT

The actual unit associated with the containers "Amount" (Examples gal (gallon), l (liter), ml (milliliter), lb (pound), g (gram), kg (kilogram), oz (ounce), pt (pint), qt (quart), kit, box)

CONTAINER MAXIMUM NUMBER ANTICIPATED (only use if the size and vendor of all containers of the specific chemical listed are the same)

Place a number for the most containers that would commonly be in the laboratory/area at one time of a specific chemical that has the same container size and vendor. If the "maximum number" is used on the CIL it will not need to be changed as long as supplies are replenished to the same number each time purchased.

PS (PHYSICAL STATE)

The physical state code to indicate the physical state of the substance (S=Solid, L=Liquid, G=Gas, SL=Slurry)

CAS NUMBER

The chemical abstract services registry number. The unique identification number assigned to a particular chemical regardless of vendor or manufacturer.

MANUFACTURER (or vendor)

The name of the establishment where the substance was purchased, produced, synthesized, extracted, imported, or otherwise made for use or distribution

NFPA RATING

The National Fire Protection Association hazard rating; a numerical code that is sometimes found on the container or SDS. (Buildings are placarded according to this system) H - Health, F - Flammability, R - Reactivity, and S – Specific (OX=oxidizer; ϖ=water reactive)

LOCATION DETAIL

The room number is required at minimum. (optionally, may also add the chemical's placement in the room, e.g. F=flammable storage cabinet, S=shelf, C=cabinet, -20 freezer, R=refrigerator, D=desiccators (other codes may be designated specific to lab storage conditions, codes may be combined, numbering system may be used for more than one storage type, e.g. "201, C2, S3"= room 201, cabinet 2 on shelf 3)). Place the room number first so that the column can be sorted if needed once all the labs inventories are consolidated.

SDS? (Safety Data Sheet)

Locate a Safety Data Sheet for this substance and place an "X" under the "yes" column. A SDS should be located as soon as possible. Maintain a hard copy of SDSs as they will be more readily available during most conditions, such as a power outage or chemical exposure emergency. If the SDS cannot be found, for example the manufacturer is no longer in business, keep the original "Material" Safety Data Sheet and mark the "yes" column with an "M". Do not destroy the previous MSDSs. Send them to the Laboratory Safety Coordinator, keep them in the lab, or scan them into an electronic file (then they may be destroyed.)

DEPARTMENT ABBREVIATIONS:

Department	Acronym
ANATOMY/CELL BIOLOGY	AC
BIOCHEMISTRY/MICROBIOLOGY	BM
FORENSIC SCIENCES	FS
PATHOLOGY	PA
PHARMACOLOGY/PHYSIOLOGY	PPH
RESEARCH	RS

(Notify the Laboratory Safety Coordinator if there are additional departments not listed)