UCLA ENVIRONMENT, HEALTH & SAFETY

Laboratory Safety

Chemical Inventory Template Instructions

Complete this template to upload current chemical inventories into the Chemical Inventory System (CIS). Please **do not alter the column headers** as this interferes with the upload process. Please **complete a separate inventory for each room**. For step-by-step directions for uploading your inventory see the "Correcting Errors via Inventory Spreadsheet Upload" CIS Quick Reference Guide. If you experience any problems completing the template or have any questions, please contact chemicalinventory@ehs.ucla.edu. See page 2 for an example of a completed template.

Template Field	Field Type	Description/Instructions
id	N/A	**Leave this field blank.** This field is necessary for the upload process, but does not require that you enter any information.
Chemical_Name	Required	Enter the chemical name (IUPAC nomenclature or trade names ONLY). Spell out symbols such as alpha (α) and beta (β). Each unique chemical should be listed on a separate line. **If a chemical is stored in multiple container sizes each container size needs to be entered in a separate row.**
Chemical_Concentration	Preferred	Enter the concentration listed on the container's label or SDS as a percentage without the percentage symbol. Leave this section blank if unknown or 100%. **Examples: If 37% in solution, enter 37. If anhydrous ≥99.5% pure powder, enter 99.5.**
CAS	Required	Enter the Chemical Abstract Service (CAS) registry number if the chemical has one **including all dashes**. CAS numbers can be located by searching at http://www.commonchemistry.org/ using the chemical name, or on the manufacturer Safety Data Sheet (SDS) for the chemical. **If the manufacturer SDS does not contain a CAS number, then enter the chemical name (duplicate the previous field); do not leave this field blank.** Excel has known issues with turning CAS numbers into a date format automatically, If you are experiencing this please contact chemicalinventory@ehs.ucla.edu
Container_Size	Required	Enter the size of the container without any units. The units will be recorded in the next section. **Examples: If 500 mL, enter 500. If 2 kg, enter 2.**
Units	Required	Enter the unit of measurement associated with the container size using the following options: • ft^3 (cubic feet) • lbs (pounds) • gal (gallon) • mL (milliliter) • L (liter) • cm^3 (cubic centimeter) • m^3 (cubic meter) • mg (milligram) • g (gram) • kg (kilogram) • oz (ounce) • pints • ug (microgram) • uL (microliter)
Container_Number	Required	Enter the number of containers of a given chemical of the same container size. It does not matter if the container is partially or completely full. Count each container as one. **If you have multiple container sizes of the same chemical enter each container size on a separate row.**
Chemical_Physical_State	Required	Enter the physical state of the chemical. **Options are Solid, Liquid, or Gas.**
Container_Type	Required	Enter the type of container which the chemical is stored using the following options: • Bag • Box • Can • Cylinder • Fiber Drum • Glass Bottle • Plastic Bottle • Plastic/Nonmetallic Drum • Steel Drum

HazMat_Type	Required	Enter the material type. **Options are Pure or Mixture.** Do not use the "waste" option which appears in the dropdown menu. Pure chemicals are those with only one hazardous component; the most common examples are water based solutions such as hydrochloric acid, formalin, and most alcohols. Mixture chemicals are those that contain more than one hazardous component such as chloroform/phenol/alcohol solutions. Do not enter lab created mixtures; instead enter the chemicals that make up the mixture unless it is a manufacturer supplied mixture.
Storage_Pressure	Required	Enter the pressure at which the chemical is stored using the following options: • Ambient • Above Ambient • Below Ambient
Storage_Temperature	Required	Enter the temperature at which the chemical is stored using the following options: • Ambient • Above Ambient • Below Ambient • Cryogenic
Location	Preferred	Enter the location of the chemical inside the room or lab, this can be descriptive. **Examples: Cabinet above the sink, Flammable cabinet #1, 4F Refrigerator**
Manufacturer	Optional	Enter the manufacturer of the chemical. **Examples: Sigma Aldrich, Fisher Scientific**
Catalog_Number	Optional	Enter the manufacturer's catalog/product number for the chemical. **Examples: M4125-10MG, S227I-1**
Chemical_Custom1	Optional	Enter any additional information about the chemical which you would like to track. Do not alter the column header. **Examples: Alternate name, date received, lab assigned hazard, primary user in lab.**
Chemical_Custom2	Optional	See description above for Chemical_Custom1.

Example: Completed Inventory Template

id	Chemical_Name	Chemical_Concentration	CAS	Container_Size	Units	Container_Number	Chemical_Physical_State	Container_Type	HazMat_Type	Storage_Pressure	Storage_Temperature	Location	Manufacturer	Catalog_Number	Chemical_Custom1	Chemical_Custom2
	2-propanol	99	67-63-0	4	L	1	Liquid	Glass Bottle	Pure	Ambient	Ambient	Flammable Cabinet	Sigma Aldrich	109827-4L	propanol	Jim
	acetone	99	67-64-1	4	L	4	Liquid	Plastic Bottle	Pure	Ambient	Ambient	Flammable Cabinet	Sigma Aldrich	179973-4L	propanone	Melissa

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