

# CHEMICAL INVENTORY WORKSHEET INSTRUCTIONS

This form may be used as an aid to gather chemical inventory information for reporting in the online EHSA database. **Completion of this form does NOT take the place of completing your inventory using EHSA and is not required. DO NOT SEND THIS FORM TO EHS!** For more information on using EHSA to complete your chemical inventory, please reference the PDF document “Tier II Chemical Inventory Reporting” on the EHS website: (<http://ehsd.tamu.edu/ChemicalInventories.aspx>).

Place all appropriate information in the space provided on the form which follows these instructions. A sample form is provided for your reference.

- (1) **Chemical Description** – Place in this column the name of the material as it appears on the container’s label and/or MSDS.
- (2) **CAS Number** – Place the Chemical Abstract Service (CAS) Number of the substance in this column. NOTE: If the substance/mixture does not have a CAS Number, leave this space blank.
- (3) **Receipt Date** – Enter the date you received the chemical. The date should be no later than Dec. 31<sup>st</sup> of the current calendar year. NOTE: This information is required for the chemical to be included in the database; if no date is given, the database will assume the chemical is “on order.”
- (4) **Lab/Room #** - Enter the location in which the chemical is stored. If a room number is not available, be as descriptive as possible (example: 2<sup>nd</sup> floor custodial closet).
- (5) **Container Type** – Use one or more of the below letters in this column to describe the storage container for the hazardous chemical. For more information, see the “Storage Container Example List,” which may be found on the EHS website.

A. Above Ground Tank	G. Carboy	M. Glass Bottles/Jugs
B. Below Ground Tank	H. Silo	N. Plastic Bottles/Jugs
C. Tank Inside Building	I. Fiber Drum	O. Tote Bin
D. Steel Drum	J. Bag	P. Tank Wagon
E. Plastic/non-metallic drum	K. Box	Q. Rail Car
F. Can	L. Cylinder	R. OTHER
- (6) **Quantity** – Place in this column the maximum amount (# of containers) of each hazardous chemical stored on any one day during the year. Containers of different sizes for the same chemical should be entered as separate items in the inventory. For example, if you have 5 bottles of bleach, but 3 are 1-Quart size and the other 2 are 1-Gallon size, you would report “3” as the quantity on the first line and “2” as the quantity on the second line. (See sample worksheet.)
- (7) **Container Size** – Enter the number representing the amount of chemical the container holds. Example: for a two-gallon sized container, enter “2” even if you only have a half-full bottle.
- (8) **Unit of Measure** – Enter the unit that qualifies the container size. The list below shows the available options in the EHSA database.

CC (cubic centimeter)	JJ	OZ (for solid ounces)
Cubic Feet	KG (for kilograms)	PT (for pint)
Fluid Oz (for liquids)	LBS (for pounds)	QT (for quart)
Gal (for gallons)	Liter	VV
GG	MG (for milligrams)	
Gram	ML (for milliliters)	

(9) **Chemical Hazards** - Use one of the following Roman numerals in this column to describe the **hazards** for the chemical. These categories are defined using key words (italicized) found on either the product label or the MSDS.

I - Fire Hazard – includes products which are *flammable, combustible liquid, pyrophoric, and/or an oxidizer.*

II - Pressure Hazard – includes products which are *explosive or compressed gases.*

III - Reactivity Hazard – includes products which are *unstable reactives, organic peroxides, and/or water reactive.*

IV - Acute(immediate) Health Hazards – includes products which are *highly toxic, corrosive, toxic, irritants, sensitizers, and other hazardous chemicals which cause an adverse effect to a target organ within a short period of time.*

V - Chronic(delayed) Health Hazard – includes products which are *carcinogens, mutagens, or teratogens, and other hazardous chemicals which cause an adverse effect on target organ after a long period of time.*





