

## Chemical Inventory Procedure

**Purpose** – The purpose of this document is to provide a uniform procedure to ensure that all chemicals stored and used at the Arizona State University MacroTechnology Works are included in the chemical inventories required by various EH&S regulations.

**Scope** – This document applies to all chemicals used or stored at the ASU MacroTechnology Works (ASU-MTW or MTW) including research and development, production, and laboratory chemicals used in all ASU-operated and all non-ASU laboratories.

### **Reference Documents** –

ASU Policy EHS 104 (for ASU units)

### **Procedures** –

1. All ASU laboratories at the MTW shall comply with the requirements of the ASU Laboratory Registration program, including the requirement for an annual inventory of all chemicals used or stored in each lab at the MacroTechnology Works.
  - a. The inventory shall be compiled on a room-by-room basis and shall include all chemicals used/stored in the lab including those chemicals contained within equipment and hoods, chemicals in storage cabinets, daytanks, etc.
  - b. Chemicals and gases within process or delivery pipng should not be included in the inventory.
  - c. Chemicals contained in dispense bottles (“squirt bottles”) are to be included in the inventory.
  - d. If the quantity of a chemical in a partially filled container can be estimated with reasonable accuracy, then this information should be provided. If the quantity in the container can not be accurately estimated, then the “full” quantity must be reported.
  - e. A copy of this inventory must be provided to the ASU Director of EH&S for the MacroTechnology Works in addition to the copy sent per the Lab Registration Program requirements.
  - f. See the ASU EH&S website for the required forms and further information.
2. All non-ASU operations (tenants/lessees) at the MTW shall provide complete and accurate chemical inventories of all chemicals used or stored at the MacroTechnology Works on annual basis using the Excel template provided.
  - a. The inventory shall be compiled on a room-by-room basis and shall include all chemicals used/stored in the lab including those chemicals contained within equipment and hoods, chemicals in storage cabinets, daytanks, etc. The hazard rating columns in the template must also be completed.

EH&S. Date Updated May 2016  
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