

**UNIVERSITY OF HOUSTON-CLEAR LAKE  
ENVIRONMENTAL, HEALTH AND SAFETY DEPARTMENT**

		<b>Effective Date</b> April 04, 2019	<b>Number</b> L 05
<b>Subject</b> How to Populate the Chemical Inventory Template			
<b>Reference</b> None		<b>Special Instructions</b> None	
<b>Distribution</b> SOP		<b>Reevaluation Date</b> Biannual	<b>No. Pages</b> 4

**I. PURPOSE**

To provide a uniform procedure on how to populate the Chemical Inventory Template. To ensure that all stock chemicals stored, and used in laboratories at the University of Houston-Clear Lake (UHCL) and its affiliates are recorded, monitored and accounted for, as required by various environmental, health, and safety regulations. The Chemical Inventory Template will be used for uploading current chemical inventories to a chemical inventory system, administered by the EHS Department.

**II. DEFINITIONS**

- A. **PI Code** – PI stands for “Principal Investigator.” The holder of the PI Code is considered the responsible faculty person of a given laboratory, and is assigned by the EHS Department.
- B. **Last Name** – Last name of (PI) responsible faculty person.
- C. **First Name** – First name of (PI) responsible faculty person.
- D. **Building Code** – The building codes used to identify building structures and spaces throughout UHCL and its affiliates. The building codes are found in the Chemical Inventory Template, in the blue-tab labeled “Template Guidelines.”
- E. **Room Number** – A 4-digit room number and in addition, may contain letters and decimal places as assigned.
- F. **Storage Location ID** – A formally identified, specific location within a room, which will first begin with letter(s) and end with a number ranging from 1-10+, but not to begin with the number zero “0”. The alphanumeric code used to identify a specific space within a room, as defined in SOP: ***L 06\_Storage Location ID for Laboratory Shelf and Drawer Assignment.***
- G. **Chemical Description / Name** – The name given to the contents of a container, which is written on the container label from the manufacturer.

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- H. **Physical State** – The physical state (i.e. gas, liquid, solid) of the contents of a container at room temperature, or as described by the manufacturer.
- I. **Assay, %** – The purity or concentration of the chemical as described from the manufacturer.
- J. **Number of Containers** – Number of individual containers, for the Chemical Inventory Template. The software cannot multiply out quantities and use barcode labeling system, so **one line must be entered for each container. Always put “1” in this column.**
- K. **Container Capacity** – The intended capacity in numerical form only (i.e. 0.1-1000), given to a container by the manufacturer, found written next to the unit of measurement.
- L. **Container Unit of Measure** – The unit of measurement only (e.g. ml, L, g, kg), given to the contents of a container by the manufacturer.
- M. **CAS Number** – A unique numerical identifier assigned by the Chemical Abstracts Service (CAS). Normally found on the label from a manufacturer.
- N. **Manufacturer** – The manufacturer of the chemical.
- O. **Lot #** – The batch or lot number provided by manufacturer.
- P. **Catalog #** – Manufacturer catalog number for the chemical.
- Q. **Date Expiration** – The date of expiration as written on the container label from the manufacturer.
- R. **Date Received** – The date the chemical was received and accounted for.
- S. **Date Opened** – What date the container was first opened.
- T. **Inventory User(s)** – Primarily to identify other faculty sharing research and teaching labs, thereby sharing chemicals. Secondary are their TA, RA and graduate assistants.
- U. **Comments** – A place to list special storage requirements, and any other additional comments.
- V. **EHS** – Environmental, Health and Safety Department
- W. **EHSA** – Environmental Health and Safety Assistant, is an online university website application produced by On Site Systems
- X. **SOP** – Standard Operating Procedure

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**III. PROCEDURES**

- A. To avoid duplicate entries:
- i) Only submit solvents / chemicals added to your inventory one time.  
(1) You can only take into account an existing solvent / chemical once.
  - ii) Each individual chemical will have a unique barcode signature.
  - iii) If for any reason an existing chemical inventory found in EHSA needs to be replaced, you must first coordinate with the EHS Department.
- B. Be prepared with the following information before beginning to inventory your chemical:
- i) Your PI Code:  
(1) Consult with the EHS Department if you do not have one.  
(2) You will need this for access to the EHSA software application.
  - ii) Identify the Storage Location ID you will be storing your chemical. Refer to SOP: **L 06\_Storage Location ID for Laboratory Shelf and Drawer Assignment** for storage labeling nomenclature if locations are not already marked.
- C. Download the most recent version of the Chemical Inventory Template from the online EHSA software application, administered by the EHS Department.
- i) Link: <https://onsite.uhcl.edu/EHSA/>
  - ii) Login using your UHCL username or 7-Digit Student/Employee ID, Example: hunterh or 1234567.  
  
(1) From the yellow icon selections on the top, click on the “Inventories” icon. Under the “Chemical Inventory” header, click on “Import Inventory By PI”. On the top-right corner you will see a grey colored “Download Template” button – download the most recent version from here.
  - iii) If you are unable to do so, request one from the EHS Department.
- D. Each row on the Chemical Inventory Template represents one individual chemical. Populate each cell under its corresponding heading following the definitions provided in “Section III. Definitions” of this SOP.
- i) ‘Red Heading’ fields in the UHCL Chemical Inventory Template are **required**.
  - ii) ‘Grey Heading’ fields are optional, but highly recommended.
- E. Once you have completed your excel spreadsheet:
- F. Forward to the EHS Department, Laboratory Supervisor and Laboratory Technician.

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- i) ii) Each individual chemical will have a unique barcode signature label printed out and coordinated for labeling.

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Director of Environmental, Health & Safety

Date: 04-25-2019

**IV. REVISION LOG**

<b>Revision Number</b>	<b>Approval Date</b>	<b>Description of Changes</b>
1	10/26/2018	Formal policy created