Chemical Inventory Program

Laboratory Supervisors are responsible for submitting their chemical inventory to the EH&S Office. The inventory is required to be updated on an annual basis and resubmitted to the EH&S Office by the end of January each year. Chemical Inventories are important to the University as they pertain to Emergency Response and Regulatory Reporting. The chemical inventory can also be used to promote chemical sharing throughout the University.

To submit a chemical inventory:

- Use the chemical inventory template provided by EH&S.
- Save your chemical inventory as:
  - building.room#.laboratory supervisor name.date updated. (Example: Zeis.138.kevin gibson.10.15.14)
- Submit it to the EH&S Professional by e-mail or by sharing it on your Google Drive.

  EH&S Professional: Kevin Gibson, kgibson@unca.edu

Chemical Ordering:

Each chemical that is ordered on Bulldog Buyway will be added to the inventory by the EH&S Professional as they are ordered.

Updating your chemical inventory:

- The EH&S Professional will e-mail or share with you on google drive your updated chemical inventory.
- Rectify your chemical inventory by deleting chemicals that have been discarded.
- Add any chemicals that were not added by the EH&S Professional to include chemicals that were obtained through other means other than Bulldog Buyway.
- Rename your chemical inventory to include the date it was last updated.
- Resubmit your updated chemical inventory to the EH&S Professional.

Leaving the University:

Before departing the University, Laboratory Supervisors are responsible for disposing of or transferring the chemicals in their chemical inventories to another party. Every chemical must be the responsibility of an individual or lab.