

Inventory Maintenance once Assessment Team leaves a Laboratory

Once the individual inventory assessments are complete and until the inventory can be consolidated and uploaded into the Chemical Safety System, PI's Lab Supervisors or designate will be required to maintain an electronic chemical inventory maintenance spreadsheet (attached) to track the movement of any chemicals into or out of the lab/room (i.e. purchase, transfer, and/or disposal). The anticipated duration of the manual inventory maintenance process is approximately 45 – 60 days. Barcode labels can be obtained from Physics General Office, C - 3005.

The required inventory maintenance information is listed in the attached spreadsheet.

- If a chemical is **purchased** from the **Faculty of Science** “stores” the container will have an inventory barcode on it when you receive it. The 8 digit barcode number plus the additional information as identified in the spreadsheet needs to be captured every time a chemical is received. If your lab is inventoried before Faculty of Science “stores” has the capability to print barcodes, the chemical will be provided to you without an inventory barcode. Please follow steps outlined in bullet #2 to properly inventory the chemical.
- If a chemical is **purchased outside** of the Faculty of Science the PI/Lab Supervisor or designate will be responsible for placing a pre-printed barcode (provided by the Department of Health and Safety) on the container upon receipt into the lab. The PI/Lab Supervisor or designate is also responsible for ensuring the Barcode ID number as well as the additional information identified in the attached spreadsheet is recorded every time a chemical is received. **** Note that the barcodes provided to you are in duplicate. If you are updating your Inventory Maintenance document electronically the duplicate barcode can be discarded once you enter the 8 digit barcode number into the spreadsheet.**
- If a chemical container is being **disposed** of that has a chemical inventory barcode on it all you need to do is to record the barcode ID # and we will be able to remove the chemical from your inventory once the inventory is uploaded into the system.
- A chemical **transfer** from one lab to another must also be accounted for. The person who is transferring the chemical must account for it leaving their space and the individual receiving the chemical must account for it entering their space. Both parties will need to capture all the information required on the Inventory Maintenance form and differentiate if it is a **Transfer Out (TO)** or **Transfer In (TI)**.

Ensuring that information is as accurate as possible will minimize the amount of reconciliation required once the assessment inventory is uploaded into the system.