

## A Standardized Format for Chemical Inventories

### **Chemical Inventory Standardized Format** (revised April 15, 1997)

PI or Supervisor- Chemical Name (100 Characters)

Manufacturer (50 Characters)

\*Synonym (50 Characters)

\*CAS Number (11 Digits)

\*Stores Catalog Number (5 digits)

\*Building Location (2 Characters)

Room Number (5 Digits)

Amount (4 Digits)

Units (2 Characters)

\*Sub-Locations (10 Characters)

\*Number of Items (4 Digits)

\*\*Date of Entry (MM/DD/YY)

\*\*Date of Disposal (MM/DD/YY)

\*Remarks/Comments

\* - Optional

\*\* - Optional but recommended...especially for unstable compounds such as ethers.

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### **INFORMATION KEY FOR THE STANDARDIZED FORMAT**

PI or Supervisor - List as a header or a title. The supervisor's name should appear somewhere on the page.

Manufacturer - The name of the manufacturer or distributor (as it appears on the label).

Chemical Name - This field is alpha-numeric; up to 100 characters long. The intent for this field is to stick to the IUPAC name as closely as possible for consistency and for searching. Do not use spaces between dashes, commas, or parentheses. Use spaces between words such as "acetic acid". Avoid using greek letters such as alpha, beta, or rho. Use lower case letters (some exceptions include "N,N,N',N'-tetrachloroadipamide).

Synonym - This field is alpha-numeric, up to 50 characters. The more common or shorthand name can be used here. For example: "2-propanol" is also known as "isopropyl alcohol" or "ipa" or "sec-propyl alcohol" or "isopropanol" or "propan-2-ol", etc. Use lower case letters. If the greek connotation is important, use, for example, "alpha" instead of its symbol.

CAS Number - Use this whenever possible. This is an eleven-character field when you include the hyphens or dashes. The dashes are optional.

Stores Catalog Number - Use this item if the chemical is ordered from the University Stores. It is a 5 digit field.

Building Location - This is a 2 character field, alpha only. Use the two character building abbreviations found in the University Master Schedule of Classes... McPherson is "mp", Johnston is "jl", Evans is "el", New Chemistry (Celeste) is "ce", Smith is "sm". Use lower case letters.

Room Location - This is a five character alpha-numeric field. Most rooms are three or four digit and some have further designations. For example, the Chairman's office is: "nw" "1118a". Use lower case letters where applicable.

Amount - This is a four digit field. If you have one-hundred grams of sodium chloride, this field would contain "100" or "0100".

Units - This is a two character field that corresponds to the amount. You are allowed to choose from:

"gr" or "g" - gram	"kg" - kilogram	"mg" - milligram	"li" or "l" - liter
"ml" - milliliter	"lb" - pound	"oz" - ounce	"gl" - gallon

Sub-Locations - Cabinet numbers, shelves, bins, etc. Number of Items - If you have duplicates (same material in the same sized container), indicate the total number of

items (do not subtract the original entry... for example, if you have three bottles of sodium chloride at 100g each, then this field would contain a "3"). If you do not have duplicates you can leave it blank or enter "0".

Date of Entry - Using the standard format of MM/DD/YY. This is the date in which you entered this in your inventory. This information is useful for several reasons. The most important reason is to track those chemicals which may have a shelf-life (such as isopropyl ether).

Date of Disposal - Using the same standard format as the date of entry: MM/DD/YY. This to indicate when the chemical has been used up or is no longer under your control. Remarks - This is an alpha-numeric field up to 100 characters long. It can be used for any relevant information such as; "in refrigerator 2, third shelf from the top" or "dispose of within three months".