

## Memorandum

**Date:** May 2006  
**To:** Building Administrators, Physical Facilities Supervisors, Sciences, Engineering, Fine Arts  
**From:** Stephen Endres  
Health and Safety Trainer / Industrial Hygienist  
**cc:** Vice President VanVorst, Connie Corey Associate Director EH&S  
**Re:** Campus-Wide Chemical Inventory

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We are asking BU staff to update their chemical inventories. The updated inventory is required for compliance with various regulations from government agencies such as the Environmental Protection Agency, New York State Department of Environmental Conservation, and New York State Department of Public Employees Safety and Health. Inventories will be required from all departments that have chemicals.

All inventories to be completed and submitted to us by May 12, 2006

Only pure chemicals and trade name products need to be inventoried (Chemicals include: pure chemicals, mixtures proprietary chemicals and solids). Samples, reagents made in labs or dilutions of trade name products do not need to be included. The inventory must include both hazardous and non-hazardous chemicals.

The following information is required:

- |   |  |
|---|--|
| 1. Department Name                        | 6. Chemical Name   |
| 2. Building                               | 7. Hazardous Properties (i.e. acid, base etc. if applicable) |
| 3. Principle Investigator (if applicable) | 8. Manufacturer Name   |
| 4. Date                                   | 9. Container Size  |
| 5. Room Number                            | 10. Amount in container (approximate)                        |

For trade name chemicals, please include the product number so the MSDS for the chemical can be easily obtained. Please put this information after the name of the chemical.

**Inventories must be completed in Microsoft Excel and sent to this department via e-mail or on disk to [sendres@binghamton.edu](mailto:sendres@binghamton.edu) or Steve Endres, EH&S Department in the Health Services Building . ***Paper copies will NOT be accepted!*****

Excel templates are available at EH&S web site at ( <http://ehs.binghamton.edu/>. ) If you have previously submitted an electronic file for your inventory and would like the file sent to you please email a request at [sendres@binghamton.edu](mailto:sendres@binghamton.edu) .

**Completed Lab Inventories will be required for the successful completion of all lab audits, effective fall 2006.**

Your cooperation is greatly appreciated.

If you have any questions, please contact me at [sendres@binghamton.edu](mailto:sendres@binghamton.edu) or 7-7012.

Respectfully

Stephen Endres  
Safety and Health Trainer / IH