

# Centralized Chemical Inventory

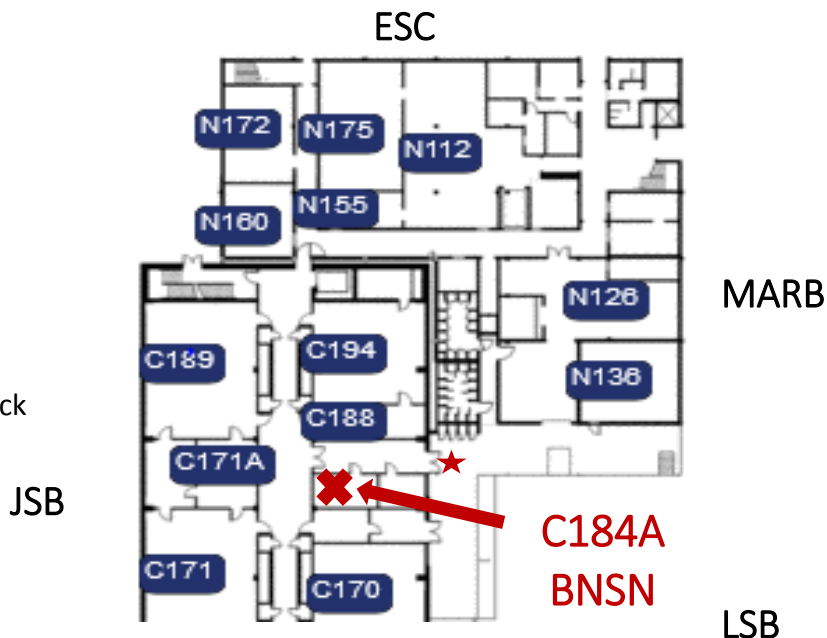
BNSN C184A

[stockroom@chem.byu.edu](mailto:stockroom@chem.byu.edu)

(801) 422-1862

M-F 1:30-3:30

★ Enter to the west of the CCS Loading Dock  
or from the main BNSN hallway.



BYU is required under several regulations to have an accurate inventory of the location and quantity of chemicals on campus. Centralizing chemical distribution allows chemicals to be inventoried prior to being disbursed across campus and also ensures that proper personnel with required training are receiving and handling chemicals. Beginning soon, the Chemistry Central Stockroom will receive, inventory, and distribute all chemicals for campus. If you regularly order chemicals, please familiarize yourself with the following procedures.

## ORDERING

1. Chemicals must be ordered separate from supplies.
2. Order chemicals as usual, but change the shipping address to:  
701 E. University Pkwy NICB 126  
Provo, UT 84604
3. Include the following information in an "Attention" line with the shipping address.  
ATTN: responsible owner (PI), storage location (building/room), contact phone number or email address.
4. Send an email confirmation to [stockroom@chem.byu.edu](mailto:stockroom@chem.byu.edu). Be sure this includes:
  - a. Responsible owner (PI)
  - b. Storage location (building/room)
  - c. Contact phone number or email address
  - d. Company name
  - e. Part number
  - f. Person who will pick up the chemical

## RECEIVING

When the Chemistry Central Stockroom receives your chemical, we will provide the following services:

1. Enter the chemicals into the Chemical Inventory database.
2. Contact the responsible owner listed on the ATTN line via phone or email.
3. Upload a copy of the SDS into the [MSDS.online](#) program, as needed.
4. For specific chemicals and quantities, place a copy of the Laboratory Chemical Hazards Analysis forms in the shipping package, and alert the college representative of the need for additional documentation, training, or monitoring.
5. For specific chemicals and quantities contained on the "List of All Lists", alert Environmental Management, alert the college representative, and place a copy of Spill Control procedures in the shipping package

## PICKUP

1. The Chemistry Central Stockroom will contact you via the phone number or email address on the ATTN line.
2. Bring your BYU ID and pick up the chemical in BNSN C184A (directly west of the Chemistry Stockroom receiving dock) between 1:30pm and 3:30pm.
3. The chemical must be stored in the location specified on the confirmation email and/or ATTN: line.

## NOTES

1. Freezer items will not be inventoried or barcoded. The Responsible Owner will be contacted upon package arrival. Deep freezer items (-80<sup>o</sup>) not picked up by 3:30 will be delivered to Rebecca Scholl (for Life Science items). Chilled freezer items (-20<sup>o</sup>) will be stored in a freezer, and made available for pick up the following day.
2. Consumer commodities, some low-level radioactive materials, select agents, DEA controlled substances, and gas cylinders will not be inventoried or bar coded.
3. Anyone picking up a chemical or transporting a chemical must have a BYU ID AND Laboratory Safety Training or Hazard Communication Training.
4. Chemicals cannot be transported in a vehicle under any circumstances.
5. If there is a spill in a public place, evacuate the area and notify Environmental Management at (801) 422-6395 for assistance with cleanup.
6. Hazardous chemicals must be attended to at all times while being transported. Never leave chemicals unattended in public spaces.
7. Wear appropriate Personal Protective Equipment (PPE). Safety glasses and lab coats are two items of PPE that should be worn if hazardous chemicals might splash on skin or eyes if spilled during transport. Have impermeable gloves ready in a pocket.
8. If chemicals are not picked up on the day of receipt, they will be stored in the Chemical Stockroom in a designated area, and made available the next day in BNSN C184A during pickup hours.