

**Chemical Inventory Policy**  
**Revised February 22, 2017**

The State of Georgia Public Employees Hazardous Chemical Protection and Right to Know Act of 1988 requires that an accurate and up-to-date chemical inventory be maintained. In order to fulfill reporting requirements and comply with standard safety practices, the Department of Chemistry and Physics will execute the following steps regarding receipt, storage, and disposal of chemicals.

1. When a chemical is received by the Department, the procurement officer will put the date and location on the bottle. Chemicals will be labeled with the course number for instructional materials and with the PI's initials for research materials. The procurement officer will barcode the chemical, upload it into Chematix and place the barcoded chemical in the "Barcoded Chemical" tray in the general stockroom (Room 2115).
2. For chemicals requiring special handling, the procurement officer will provide a barcode, and place the material in the appropriate location. The owner will date the item, affix the barcode, and upload the chemical information into Chematix. For materials that must be deployed prior to the procurement officer's ability to process them, the owner must sign and date the packing slip and place it into the procurement officer's mailbox. The procurement officer will provide a barcode and the owner will upload the chemical information into Chematix in a timely fashion.
3. Any individual who permanently transfers a chemical from its inventoried location to a new location must update the location in Chematix.
4. All empty barcoded bottles must be cleaned appropriately and returned to the "Empty Bottles" tray in the general stockroom. The procurement officer will update Chematix and discard or recycle the bottle. Take care to properly dispose of hazardous chemicals bottles.
5. A physical inventory of all chemicals in the Department will be conducted no less than twice a year.