HOW TO FILL OUT YOUR CHEMICAL INVENTORY SHEET

☐ **Name of Material** - List the product present in each column.

☐ **Quantity** - List the number of containers that contain a specific product.

☐ **Container Size** - List the size of each container of product. If there are multiple sizes of containers, list each size on a separate row of the inventory spreadsheet. If all containers are the same size, they can be compacted to one row on the spreadsheet.

☐ **Container Type** - List the material the container is made of, typically plastic or glass.

☐ **Solid/Liquid** - List whether or not the chemical is a solid or a liquid.

☐ **Manufacturer Name** - List the company that has produced the product.

☐ **Product Name/#** - List the manufacturer's part number or the CAS number normally present on the container label.

☐ **Additional Comments** - List the estimated amount of product in the container.

☐ If there are multiple containers, list the amount in each container separate in this column. However, if the amounts are all about the same you can combine these to one answer.

Example:
- 6 bottles of Ethyl Alcohol
  - 4 bottles in 500 ml containers/both about half full
  - 2 bottles in 1 liter containers/1 about half full and one about 3/4 full

Below is how this information would be listed in the Chemical Inventory Spreadsheet:

Name of Material	Qty	Cont Size	Cont Type	Solid/ Liquid	Manufacture Name	Product Name/ #	Additional Comments
Ethyl Alcohol	4	500 mL	Plastic	L	Flinn Scientific	64-17-5	All ~ 50%
Ethyl Alcohol	2	1 Liter	Plastic	L	Flinn Scientific	64-17-5	1 is ~ 75%, 1 is ~ 50%