



Safe Method of Use 5

Requirements for Chemical Inventory

- A record *shall* be kept of all primary containers containing chemicals.
- This will mean that a record of existing primary containers containing chemicals will need to be established record in an easily transferable spreadsheet format such as MS Excel.
- A copy of requisitioning forms or other records of purchase filed with records of existing records will suffice for recent purchases.
- In the case of *de novo* synthesis, by-products and intermediates that are unlikely to be present for longer than 24 hours or where small quantities that remain in a single room, a record in a laboratory book *shall* suffice.
- Working containers (ie those that have made up mixtures) on laboratory shelf require a label with identity of reagent and its concentration, but do not require entry in the inventory.