

**Hazardous Materials Management and Labeling,
Chemicals Security, Chemical Inventory, Solutions Labeling, Glassware Cleaning.**

Chemicals Security:

*All chemicals are available only on an “as needed” basis.

Any chemical not in immediate use must be stored in a secure area: stockroom or locked cabinet.

Any unclaimed chemicals in a non-secure location must be returned to a secure location.

*The stockroom doors must not be propped open.

*Guests must be monitored.

*Missing chemicals must be reported.

Chemical Inventory:

*All commercial chemical bottles have a chemical inventory label attached.

*Commercial bottles that are missing inventory labels must be identified by placing them in the appropriate temporary inventory location (stockroom).

*Empty commercial bottles with their inventory label must be placed in the appropriate temporary inventory location (stockroom).

Solutions Labeling:

All solutions or compounds placed in non-original containers MUST be labeled with the following:

1. Compound
2. Solution concentration or pH
3. Class or Mentor
4. Date

Glassware
1. Re-wash bottles in 10% bleach solution
2. Rinse bottles with distilled water
3. Dry bottles in a clean, dry area