

CHEMICAL SAFETY MOMENT

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[ChemInventory](#) – Start the Inventory process today! Not sure how? Contact EHS: dehsafety@udel.edu

Annual Inventory Reconciliation

Your lab's chemical inventory is only useful when it is properly maintained and kept up to date. A part of maintaining an active inventory is to perform routine physical inventory audits.

Many labs find it useful to perform inventory audits at set intervals throughout the year, but **ALL** labs are required to complete an audit **annually**, per OSHA and University policy.



Frequent inventory audits help to:

- Correct any errors in the inventory process,
- Locate old or unwanted chemicals,
- Provide accurate information to first responders if an emergency were to occur in your lab.

Inventory audits do not have to take long. With the new ChemInventory system and scanners you can borrow from EHS, most labs can complete an inventory in 1-2 hours. If you have questions about the process, contact EHS: dehsafety@udel.edu

You read the manual, right?

How many times have you used a piece of old equipment or borrowed a colleague's hot plate without first reviewing the controls or reading the manual?



Many times the root cause of laboratory fires is traced to a user who is unfamiliar with a piece of equipment they are using. Take the time to review how your equipment is supposed to work, even if you use it every day!

Remember, if something is not working correctly, do NOT use it. Seek help from the manufacturer or get assistance from your departmental instrument shop.

