

## ChemTracker Frequently Asked Questions

**Why must I create a chemical inventory?** Brooklyn College is required to maintain an inventory of all hazardous chemicals on campus. The college provides reports annually on the types, quantities and storage/use locations at Brooklyn College. Reporting is required by several agencies including the NYC Department of Environmental Protection, NYC Fire Department, and US Environmental Protection Agency Community-Right-to-Know as well as US Department of Homeland Security Chemical Facility Anti-Terrorism regulations. The inventories provide government agencies with information to plan for potential chemical releases and notification of hazards present during emergency response activities. The inventory also will aid in developing internal safety protocols as well as the total management of surplus chemicals.

**Do we need to use ChemTracker?** Yes. Campus-wide tracking and reporting on chemical inventory is possible only if there is a unified system.

**Can I upload a spreadsheet or inventory information from another system?** Not at this time. EHS staff and vendors will help you add all chemicals from your lab.

**How much will this cost?** This system is free of charge to all labs.

**Must every chemical be tracked in the inventory or only “hazardous” ones?** After we add your initial inventory, only hazardous chemicals will be added to updated inventory. This includes all solvents and other flammable liquids, corrosives and hazardous gases (such as hydrogen, chlorine, ammonia, methane). All solid and liquid chemicals with hazard warnings on the bottle and/or Safety Data Sheet must be tracked in your inventory. Inventory amount is tracked by container size (i.e. “worst case scenario” quantities of chemical). Consumer products such as Clorox bleach, glass cleaner, glass washing detergents, etc. are not required to be included in the chemical inventory. Non-hazardous materials such as cell-culture media, neutral-pH aqueous solutions, and agar are not required to be included in the chemical inventory either. Your Department Chemtracker Coordinator will assist with maintaining your inventory. You are welcome to use your inventory to track any of these materials for your lab’s own information!

**Must I use barcodes?** ChemTracker recognizes each container—and its associated material, package, and size information—as a unique number code taken from the pre-printed label you assign to it. You may type this number instead of scanning the barcode label, but the number is how the container is identified and tracked. If you are concerned about how the barcode labels may work with your containers (e.g. reagents that are stored in the refrigerator or are too small to accommodate the sticker) we can offer you some solutions.

**How are Chemicals Added to the Inventory?** You have several options:

**Option 1 – Work with your Department Chemtracker Coordinator** (include EHS when feasible) when ordering new chemicals to have chemicals delivered to a central lab location in the department. Using the packing slip, the Coordinator bar codes and enters the chemicals manually into Chem Tracker.

**Option 2 – Contact EHS to Assist with Inventory of Delivered Chemicals to Lab.** If requested and if Department Coordinator is not available, EHS will schedule a lab visit to bar code and inventory a shipment of new chemicals.

**Option 3 – Bar coding and Manual Entry by Lab.** EHS will supply you with barcodes. Lab must send notification to EHS and the Department Coordinator of entry. Important expiration and test dates for peroxide formers and other related chemicals must be added (use the UDF line ).

**How will spent chemicals be removed from the inventory?** When reusing containers to collect waste, the lab removes the barcode for processing by EHS. Surplus empty containers are triple rinsed and collected by EHS for disposal; bar codes are removed from the inventory.

**How will the system be maintained?** The College must report chemical types, quantities and storage/use locations on an annual basis to several agencies, including the NYC Department of Environmental Protection, NYC Fire Department, US Environmental Protection Agency Community-Right-to-Know, as well as US Department of Homeland Security Chemical Facility Anti-Terrorism regulations. To ensure the accuracy of the chemical inventory system:

1. Labs must review inventory in ChemTracker for accuracy and complete the Annual Chemical Inventory Submission each year.
2. EHS will inspect inventories periodically throughout the year.

**Am I required to share my inventory information with other lab groups?** Unless otherwise noted, only the lab owner, Department Chemtracker Coordinator, and EHS will have access to the chemical inventories. Lab Owners can add administrative control over their inventory by contacting EHS. Access can be given to lab staff through a general login as well.

**How do I share Surplus Chemicals?** Department Representatives and EHS can place chemicals into Surplus after the chemical owner's approval. Surplus chemicals are visible to all users on Chemtracker. These chemicals may be shared. Notify the chemical owner, department head and EHS to transfer surplus chemicals into new inventories.

**Contact EHS at ext 5400 or 4268 or email us at [EHS@brooklyn.cuny.edu](mailto:EHS@brooklyn.cuny.edu) for further questions, trainings, administrative options and barcodes.**