

Complete this template to upload current chemical inventories into the Chemical Inventory System (CIS). Please **do not alter the column headers** as this interferes with the upload process. Please **complete a separate inventory for each room**. For step-by-step directions for uploading your inventory see the “[Correcting Errors via Inventory Spreadsheet Upload](#)” CIS Quick Reference Guide. If you experience any problems completing the template or have any questions, please contact chemicalinventory@ehs.ucla.edu. See page 3 for an example of a completed template.

Template Field	Field Type	Description/Instructions
id	N/A	Leave this field blank. This field is necessary for the upload process, but does not require that you enter any information.
Chemical_Name	Required	Enter the chemical name (IUPAC nomenclature or trade names ONLY). Spell out symbols such as alpha (α) and beta (β). Each unique chemical should be listed on a separate line. If a chemical is stored in multiple container sizes each container size needs to be entered in a separate row.
Chemical_Concentration	Preferred	Enter the concentration listed on the container's label or SDS as a percentage without the percentage symbol. Leave this section blank if unknown or 100%. Examples: If 37% in solution, enter 37. If anhydrous \geq99.5% pure powder, enter 99.5.
CAS	Required	Enter the Chemical Abstract Service (CAS) registry number if the chemical has one including all dashes . CAS numbers can be located by searching at http://www.commonchemistry.org using the chemical name, or on the manufacturer Safety Data Sheet (SDS) for the chemical. If the manufacturer SDS does not contain a CAS number, then provide an alternate Registry Number if available (In-CHI, MDL, PubChem, etc) . If no Registry Index can be found then enter the chemical name (duplicate the previous field); do not leave this field blank. If you are entering a mixture then list "MIXTURE." Excel has known issues with turning CAS numbers into a date format automatically, If you are experiencing this please contact chemicalinventory@ehs.ucla.edu
Container_Size	Required	Enter the size of the container without any units. The units will be recorded in the next section. Examples: If 500 mL, enter 500. If 2 kg, enter 2.
Units	Required	Enter the unit of measurement associated with the container size using the following options: <ul style="list-style-type: none"> • ft³ (cubic feet) • gal (gallons) • lb (pounds) • m³ (cubic meter) • L (liter) • kg (kilogram) • cm³ (cubic centimeter) • mL (milliliter) • g (gram) • pints • uL (microliter) • ug (microgram) • oz (ounce) • mg (milligram)
Container_Number	Required	Enter the number of containers of a given chemical of the same container size. It does not matter if the container is partially or completely full. Count each container as one. If you have multiple container sizes of the same chemical enter each container size on a separate row.
Chemical_Physical_State	Required	Enter the physical state of the chemical. Options are Solid, Liquid, or Gas.
Container_Type	Required	Enter the type of container which the chemical is stored using the following options: <ul style="list-style-type: none"> • Bag • Cylinder • Plastic Bottle • Box • Fiber Drum • Plastic/Non-metallic Drum • Can • Glass Bottle • Steel Drum

HazMat_Type	Required	Enter the material type. Options are Pure or Mixture. Do not use the "waste" option, which appears in the dropdown menu. Pure chemicals are those with only one hazardous component; the most common examples are water based solutions such as hydrochloric acid and most alcohols. Mixture chemicals are those that contain more than one hazardous component such as chloroform/phenol/alcohol solutions. If Mixture, then use the component fields to record up to five components of the mixture.
Storage_Pressure	Required	Enter the pressure at which the chemical is stored using the following options: <ul style="list-style-type: none"> • Ambient • Above Ambient • Below Ambient
Storage_Temperature	Required	Enter the temperature at which the chemical is stored using the following options: <ul style="list-style-type: none"> • Ambient • Above Ambient • Below Ambient • Cryogenic
Location	Optional	Enter the location of the chemical inside the room or lab, this can be descriptive. Examples: Cabinet above the sink, Flammable cabinet #1, 4F Refrigerator
Barcode	Optional	Enter the 12-digit UC Barcode if using barcoding.
Manufacturer	Optional	Enter the manufacturer of the chemical. Examples: Sigma Aldrich, Fisher Scientific
Chemical_MaxContainers	Optional	
Component_1 Component_2 Component_3 Component_4 Component_5	Required*	If HazMat_Type is Mixture , enter the chemical names (IUPAC nomenclature or trade names ONLY) for up to five of the components in the mixture. Follow the guidelines indicated for the Chemical_Name field.
Cas_1 Cas_2 Cas_3 Cas_4 Cas_5	Required*	If HazMat_Type is Mixture , enter the Chemical Abstract Service (CAS) registry number of up to five of the components in the mixture. Follow the guidelines listed for the CAS field.
Percent_Wt_1 Percent_Wt_2 Percent_Wt_3 Percent_Wt_4 Percent_Wt_5	Required*	If HazMat_Type is Mixture , enter the percent weight composition of each of the listed components. Follow the guidelines listed for the Chemical_Composition Field.
Catalog_Number	Optional	Enter the manufacturer's catalog/product number for the chemical. Examples: M4125-10MG, S2271-1

Required* - Required if HazMat_Type is Mixture

