

## Chemical Inventory and SOPs

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If you are not keeping up on your chemical inventory in CIS ([ehs.ucop.edu/CIS](https://ehs.ucop.edu/CIS)), you must review it at least once per year and provide updated information. The campus EPA report is due in December, and we need accurate information to make this report. This information is also important so that we stay in compliance with the fire code in SE2.

- Fill in any missing information. At a minimum, make sure you have a CAS#, the correct physical state, hazardous material type, bottle quantity, number of bottles, and container type. Incorrect information will prevent the material from being reported by the system.
- Within your inventory is a column marked “SOP” A Standard Operating Procedure (SOP) is required for any chemical marked “Exhibit 1” or “PHS”. Please write these in Radical [ehs.ucop.edu/radical](https://ehs.ucop.edu/radical)

## PPE

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Don't become a hoarder!

If you have lab coats and eyewear that were issued through EHS, please return them if people have moved on from the lab. When EHS ordered these materials, we assumed a percentage for worker turnover. By not returning the coats, we are in an equipment deficit and are out of certain sizes. Please help us serve the campus community by returning unneeded coats. Simply cross out any names or barcodes and place them in the laundry. Don't forget to remove the worker from LHAT ([ehs.ucop.edu/lhat](https://ehs.ucop.edu/lhat))