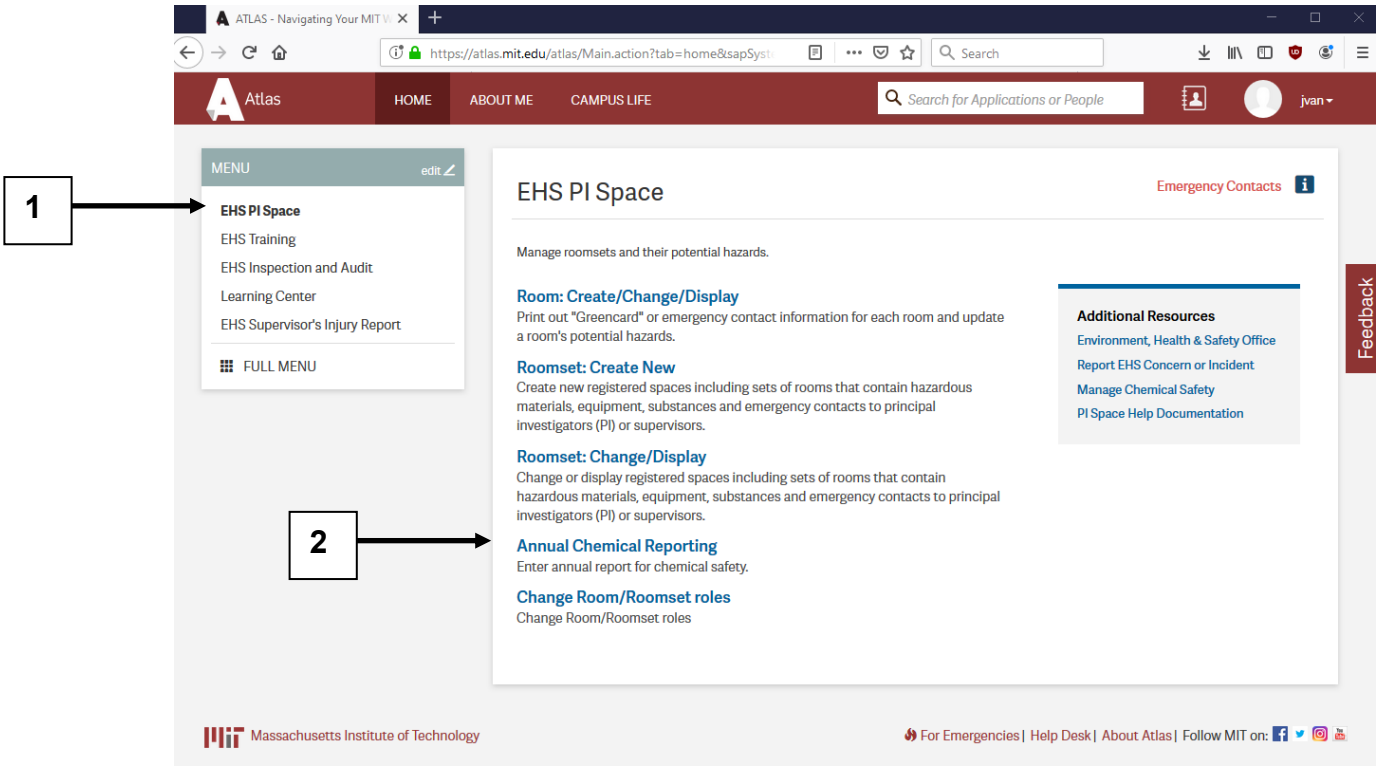
Chemical Reporter Instruction Sheet

1. When you receive notification to update the chemical regulatory inventory for your PI(s) and/or Supervisors spaces, access the web-based reporting system on the Atlas site at https://atlas.mit.edu/atlas/Main.action?tab=home&sub=group_ehspispace

   NOTE: You'll need to use a MIT supported browser on PC or Mac that already has your MIT certificates installed. (Note: if you need to get certificates for your browser, go to: https://ca.mit.edu/ca/. If you have any problems with certificates, contact the MIT Computing Help Desk at helpdesk@mit.edu or call 617-253-1101.)

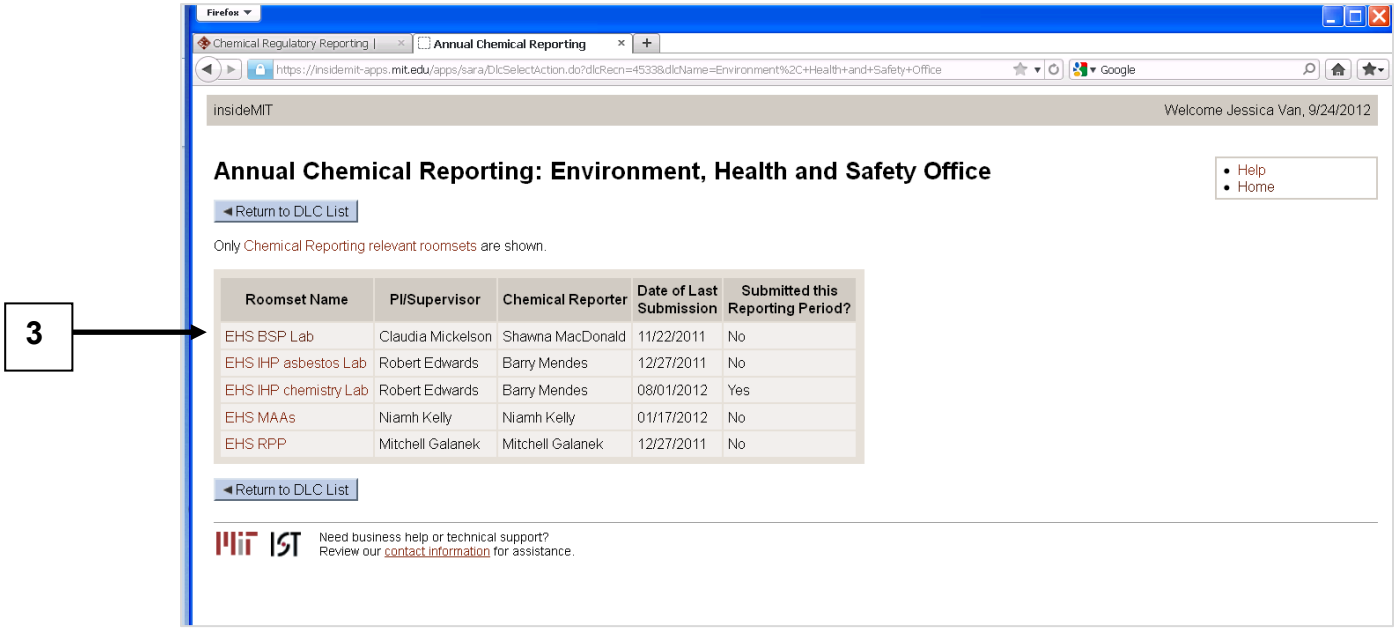
2. Select the "Annual Chemical Reporting" option. The system will open in a new window and validate your certificate information, then present you with one or more links to PI(s) and/or Supervisors Chemical Relevant Roomsets*.



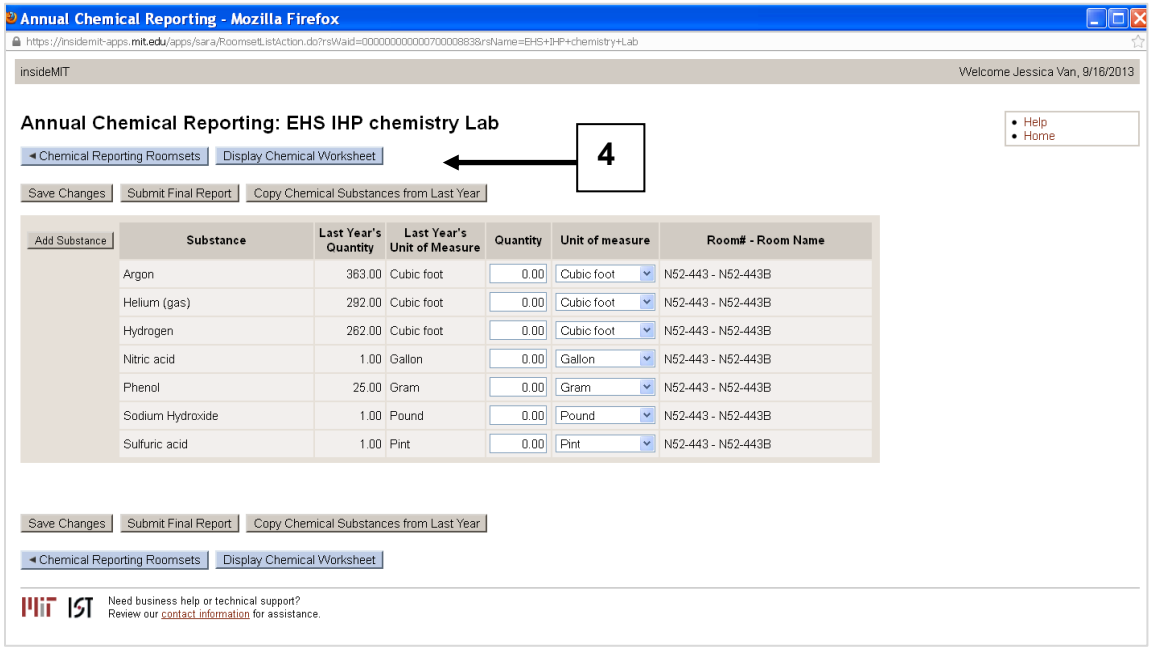
***A Chemical relevant roomset is a roomset that contains one or more rooms with one or more of the following hazards:**
Chemicals as Core Hazard
Flammable Liquids
Highly Reactive Materials
Large Volume of Oil
Combustible Metals
Gas Cylinders
Hydrofluoric Acid (HF)
Perchloric Acid & Org Peroxide
Toxic Gases

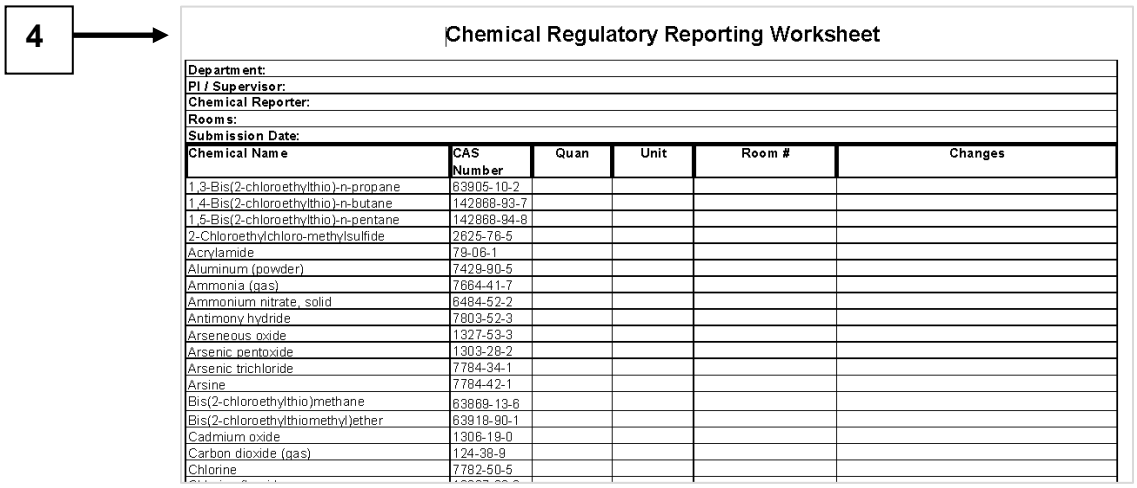
Chemical Wastes
Satellite Accumulation Areas (SAA)
Nanomaterials

3. Select the link to your PI's "Roomset Name". On the resulting Reporting detail page, you are presented with a set of tools for updating the chemical regulatory inventory for your PI/Supervisor.

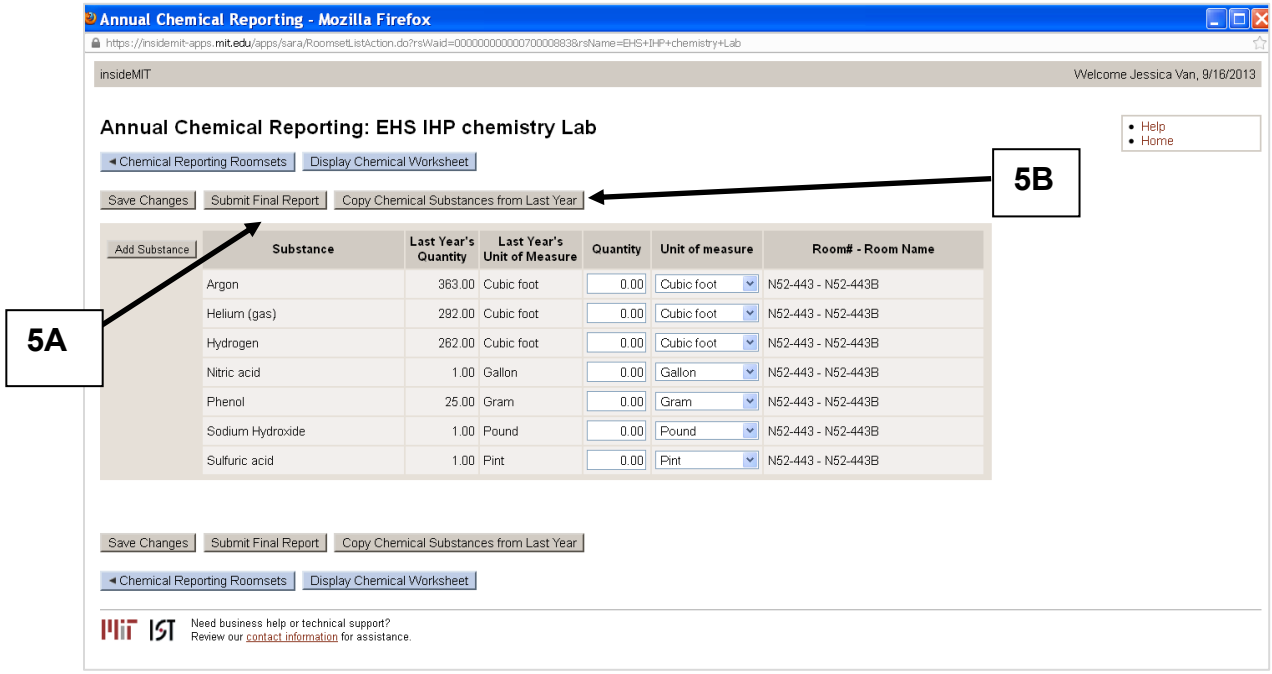


4. Select the "Display Chemical Worksheet" option. Selecting this option will launch a PDF version of last year's chemical inventory that you should print out and use when you conduct the physical inventory. To print, select "File" then "Print" from your browser menu. (NOTE: New chemicals have been added to the list, go to http://ehs.mit.edu >> Chemical >> Chemical Regulatory Reporting & Security to see list of chemicals)



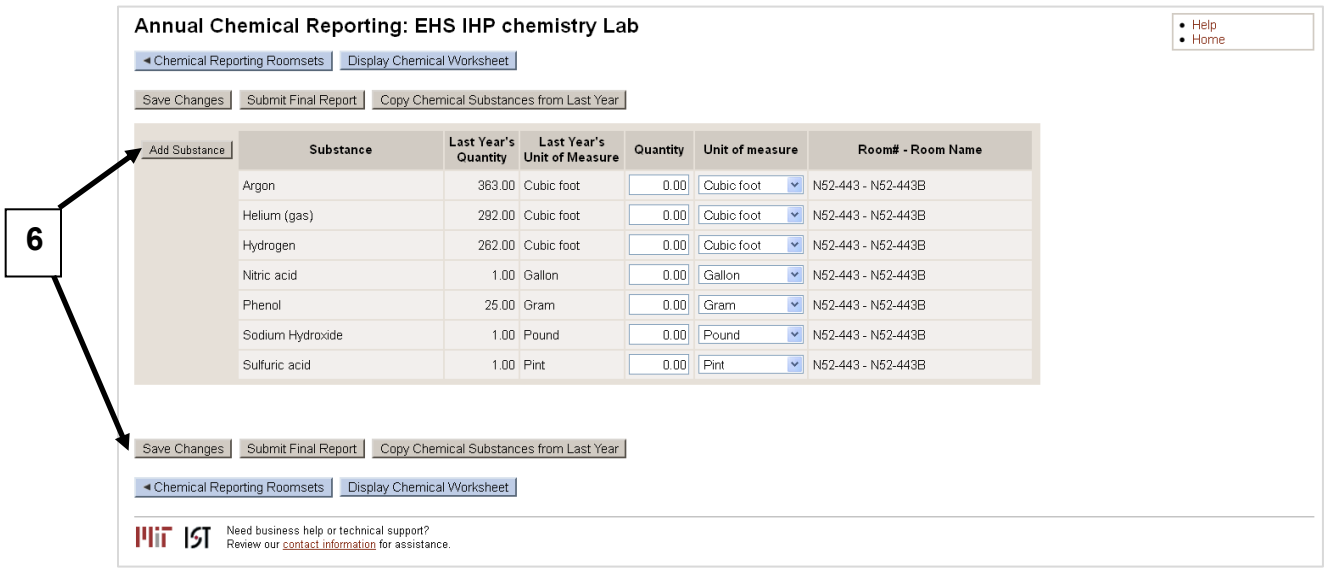


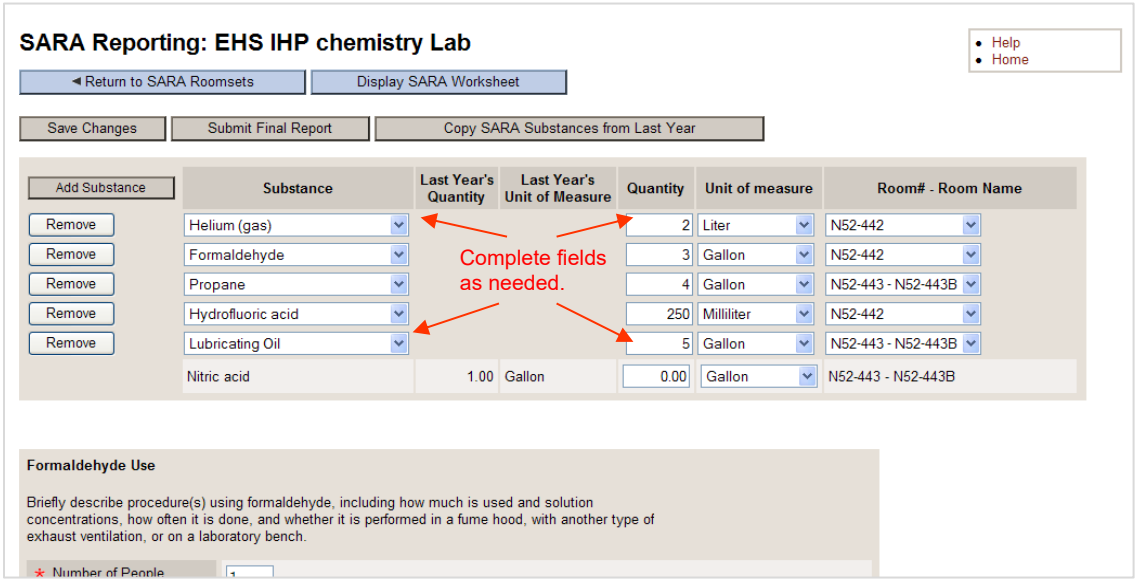
5. **A.** After you update the Chemical Worksheet, go back into the system and update the data on the Reporting detail page. If there are no regulatory chemicals in the roomset, just click “Submit Final Report” button.
   B. If the materials, locations and amounts are almost identical to last year’s, you can select the “Copy Substances from Last Year” option. Make the necessary adjustments to “Quantities” and/or “Unit of measure” and then “Save Changes”. (Note that this copy from last year option is only intended for use when you begin to put in your data. Any subsequent use of the button overwrites whatever you already entered in the system for the current year.) To remove a substance present last year from this year’s inventory just zero out the quantity.



6. If new substances have been added since last year, use the “Add Substance” button. Select the “substance”, “unit”* and “room” from the dropdown menus, and then enter the quantity for each substance. Your new substances** will show up in the table below outlined in yellow. Double-check the quantities, etc., and then select the “Save Changes” option to save the information you have added.

   *Note: Unit of measure for gasses could be either cubic feet or pounds.





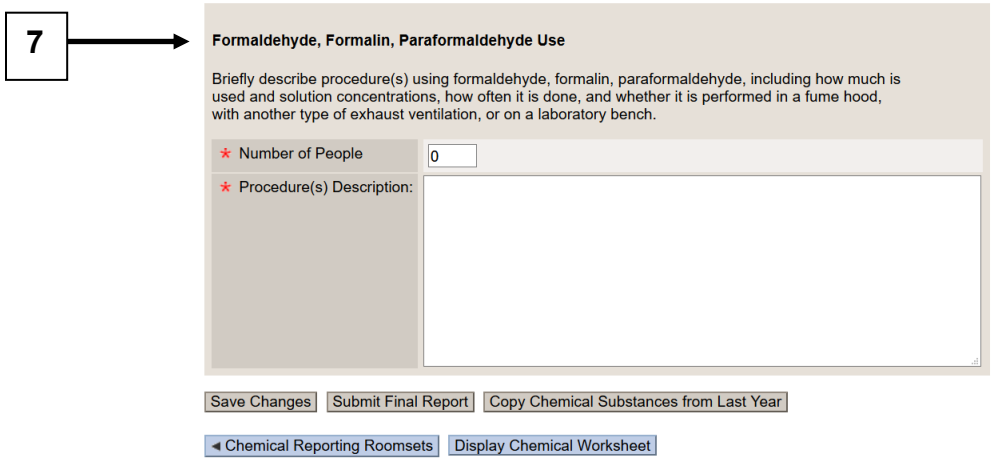
7. Formaldehyde/ Paraformaldehyde /Formalin Use

   If the roomset contains formaldehyde/formalin/paraformaldehyde, briefly describe the procedure(s) that use these chemicals, including how much is used and solution concentrations, how often the procedure is done, and whether it is performed in a fume hood, with another type of exhaust ventilation, or on a laboratory bench. If your lab submitted information in the previous year, that procedure description is included. Please make any changes directly to the text OR delete the previous information and add new information as required.

   - **Number of People:** Enter the number of people in the roomset who work with formaldehyde/paraformaldehyde/formalin.
   - **Procedure(s) Description:** Describe the procedure(s) using formaldehyde/paraformaldehyde/formalin.

   Example:

   We weigh out 4 g of paraformaldehyde once a week and dilute it with 100 ml of deionized water in a fume hood. This takes about 15 minutes and we do it once per week.



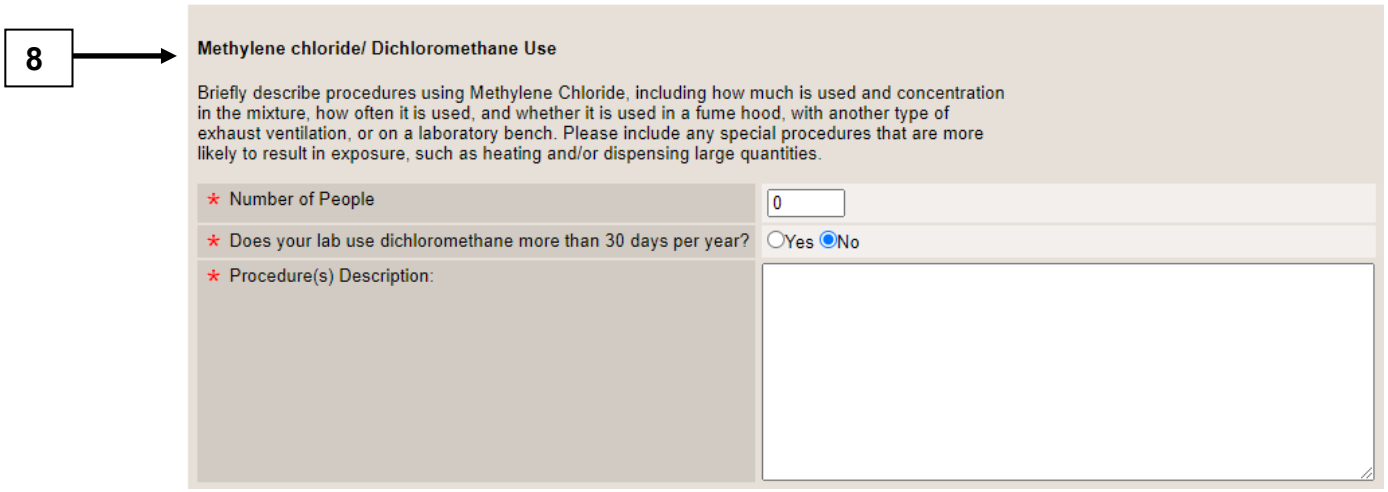
8. Methylene Chloride/ Dichloromethane Use [New]

   If the roomset contains methylene chloride/ dichloromethane, briefly describe the procedure(s) that use these chemicals, including how much is used and solution concentrations, how often the procedure is done, and whether it is performed in a fume hood, with another type of exhaust ventilation, or on a laboratory bench.

   - **Number of People:** Enter the number of people in the roomset who work with methylene chloride/ dichloromethane.
   - **Does your lab use dichloromethane more than 30 days per year?** Select Yes or No
   - **Procedure(s) Description:** Describe the procedure(s) using methylene chloride/ dichloromethane.

   Example:

   We store 5 gallons of MC in our lab. We use 0.5 liters of MC daily in our lab to make a mixture solution. The operation takes 1-2 hours and is entirely inside the fume hood. There is no bench work with dichloromethane.



9. When you have completed this year's chemical regulatory inventory, select the "Submit Final Report" option at the top or bottom of the page. If you discover that you have missed a substance, you can add, edit, save and submit changes before the deadline.