**Steps to Perform a Chemical Inventory in Your**

**Science Department**

1. **Sweep** - Remove all chemicals from ALL classrooms and storage rooms and bring to a central location (remember to look under sinks)
2. **Categorize** – place chemicals into Flinn Scientific categories on lab benches
3. **Combine** – consolidate like chemicals (place jars in trays while doing this to prevent spillage)
4. **Decide** what to keep (throw away solid waste and categorize and inventory hazardous waste)
5. **Inventory** chemicals to be kept (chemical name, size of container, type of container, name of manufacturer)
6. **Label** shelves in storage room (using Flinn Scientific system)
7. **Place** chemicals, to be kept, on shelves by compatibility and in appropriate cabinets (i.e. flammable, corrosive)
8. **Contact**  solid waste district about hazardous waste disposal
9. **Contact** the Environmental Assistance Office with any questions.

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