

## 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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