

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*.

The screenshot shows a Firefox browser window displaying the Atlas EHS PI Space website. A box labeled '1' points to the browser's address bar, which contains the URL https://atlas.mit.edu/atlas/Main.action?tab=home&sub=group_ehspispace#. The website header includes the Atlas logo, navigation tabs (HOME, ABOUT ME, CAMPUS LIFE), and a user profile dropdown (jvan). A left-hand menu is open, listing options such as EHS PI Space, EHS Training, EHS Inspection and Audit, EHS Supervisor's Injury Report, EHS Department Preferences, EHS Office Functions, and FULL CATALOG. A box labeled '2' points to the 'Annual Chemical Reporting' link in the main content area, which is described as 'Enter annual report for chemical safety.' Other visible links include 'Room: Create/Change/Display', 'Roomset: Create New', and 'Roomset: Change/Display'. The footer contains the MIT logo and contact information for emergencies, help desk, and social media.

***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

- Select the link to a 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.

Annual Chemical Reporting: Environment, Health and Safety Office

Only Chemical Reporting relevant roomsets are shown.

Roomset Name	PI/Supervisor	Chemical Reporter	Date of Last Submission	Submitted this Reporting Period?
EHS BSP Lab	Claudia Mickelson	Shawna MacDonald	11/22/2011	No
EHS IHP asbestos Lab	Robert Edwards	Barry Mendes	12/27/2011	No
EHS IHP chemistry Lab	Robert Edwards	Barry Mendes	08/01/2012	Yes
EHS MAAs	Niamh Kelly	Niamh Kelly	01/17/2012	No
EHS RPP	Mitchell Galanek	Mitchell Galanek	12/27/2011	No

- 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/site/content/chemical-regulatory-reporting> to see list of chemicals)

Annual Chemical Reporting: EHS IHP chemistry Lab

Chemical Reporting Roomsets | Display Chemical Worksheet

Save Changes | Submit Final Report | Copy Chemical Substances from Last Year

Add Substance	Substance	Last Year's Quantity	Last Year's Unit of Measure	Quantity	Unit of measure	Room# - Room Name
	Argon	363.00	Cubic foot	0.00	Cubic foot	N52-443 - N52-443B
	Helium (gas)	282.00	Cubic foot	0.00	Cubic foot	N52-443 - N52-443B
	Hydrogen	282.00	Cubic foot	0.00	Cubic foot	N52-443 - N52-443B
	Nitric acid	1.00	Gallon	0.00	Gallon	N52-443 - N52-443B
	Phenol	25.00	Gram	0.00	Gram	N52-443 - N52-443B
	Sodium Hydroxide	1.00	Pound	0.00	Pound	N52-443 - N52-443B
	Sulfuric acid	1.00	Pint	0.00	Pint	N52-443 - N52-443B

Save Changes | Submit Final Report | Copy Chemical Substances from Last Year

Chemical Reporting Roomsets | Display Chemical Worksheet

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Chemical Regulatory Reporting Worksheet

Department:
PI / Supervisor:
Chemical Reporter:
Room s:
Submission Date:

Chemical Name	CAS Number	Quan	Unit	Room #	Changes
1,3-Bis(2-chloroethylthio)-n-propane	63905-10-2				
1,4-Bis(2-chloroethylthio)-n-butane	142868-93-7				
1,5-Bis(2-chloroethylthio)-n-pentane	142868-94-8				
2-Chloroethylchloro-methylsulfide	2625-76-5				
Acrylamide	79-06-1				
Aluminum (powder)	7429-90-5				
Ammonia (gas)	7664-41-7				
Ammonium nitrate, solid	6484-52-2				
Antimony hydride	7803-52-3				
Arseneous oxide	1327-53-3				
Arsenic pentoxide	1303-28-2				
Arsenic trichloride	7784-34-1				
Arsine	7784-42-1				
Bis(2-chloroethylthio)methane	63869-13-6				
Bis(2-chloroethylthiomethyl)ether	63918-90-1				
Cadmium oxide	1306-19-0				
Carbon dioxide (gas)	124-38-9				
Chlorine	7782-50-5				

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.

Annual Chemical Reporting: EHS IHP chemistry Lab

Add Substance	Substance	Last Year's Quantity	Last Year's Unit of Measure	Quantity	Unit of measure	Room# - Room Name
	Argon	363.00	Cubic foot	0.00	Cubic foot	N52-443 - N52-443B
	Helium (gas)	292.00	Cubic foot	0.00	Cubic foot	N52-443 - N52-443B
	Hydrogen	262.00	Cubic foot	0.00	Cubic foot	N52-443 - N52-443B
	Nitric acid	1.00	Gallon	0.00	Gallon	N52-443 - N52-443B
	Phenol	25.00	Gram	0.00	Gram	N52-443 - N52-443B
	Sodium Hydroxide	1.00	Pound	0.00	Pound	N52-443 - N52-443B
	Sulfuric acid	1.00	Pint	0.00	Pint	N52-443 - N52-443B

Need business help or technical support? Review our [contact information](#) for assistance.

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.

Annual Chemical Reporting: EHS IHP chemistry Lab

Save Changes | Submit Final Report | Copy Chemical Substances from Last Year

Add Substance	Substance	Last Year's Quantity	Last Year's Unit of Measure	Quantity	Unit of measure	Room# - Room Name
	Argon	383.00	Cubic foot	0.00	Cubic foot	N52-443 - N52-443B
	Helium (gas)	292.00	Cubic foot	0.00	Cubic foot	N52-443 - N52-443B
	Hydrogen	282.00	Cubic foot	0.00	Cubic foot	N52-443 - N52-443B
	Nitric acid	1.00	Gallon	0.00	Gallon	N52-443 - N52-443B
	Phenol	25.00	Gram	0.00	Gram	N52-443 - N52-443B
	Sodium Hydroxide	1.00	Pound	0.00	Pound	N52-443 - N52-443B
	Sulfuric acid	1.00	Pint	0.00	Pint	N52-443 - N52-443B

Save Changes | Submit Final Report | Copy Chemical Substances from Last Year

Chemical Reporting Roomsets | Display Chemical Worksheet

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SARA Reporting: EHS IHP chemistry Lab

Return to SARA Roomsets | Display SARA Worksheet

Save Changes | Submit Final Report | Copy SARA Substances from Last Year

Add Substance	Substance	Last Year's Quantity	Last Year's Unit of Measure	Quantity	Unit of measure	Room# - Room Name
Remove	Helium (gas)			2	Liter	N52-442
Remove	Formaldehyde			3	Gallon	N52-442
Remove	Propane			4	Gallon	N52-443 - N52-443B
Remove	Hydrofluoric acid			250	Milliliter	N52-442
Remove	Lubricating Oil			5	Gallon	N52-443 - N52-443B
	Nitric acid	1.00	Gallon	0.00	Gallon	N52-443 - N52-443B

Formaldehyde Use

Briefly describe procedure(s) using formaldehyde, including how much is used and solution concentrations, how often it 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

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.

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Formaldehyde/ Paraformaldehyde /Formalin Use

Briefly describe procedure(s) using formaldehyde, formalin, paraformaldehyde, including how much is used and solution concentrations, how often it 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: 1

* Procedure(s) Description: 0.1cc of 37% formaldehyde solution is used to make up standards for the analysis of air samples. This is done about 2X/year.

Buttons: Save Changes, Submit Final Report, Copy SARA Substances from Last Year

Navigation: Return to SARA Roomsets, Display SARA Worksheet

8. When you have completed this year’s chemical regulatory inventory, select the “Submit Final Report” option at the top. If you discover that you have missed a substance, you can add, edit, save and submit changes before January 10, 2014.

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Annual Chemical Reporting - Mozilla Firefox

insideMIT Welcome Jessica Van, 9/16/2013

Annual Chemical Reporting: EHS IHP chemistry Lab

Buttons: Save Changes, Submit Final Report, Copy Chemical Substances from Last Year

Add Substance	Substance	Last Year's Quantity	Last Year's Unit of Measure	Quantity	Unit of measure	Room# - Room Name
	Argon	363.00	Cubic foot	0.00	Cubic foot	N52-443 - N52-443B
	Helium (gas)	292.00	Cubic foot	0.00	Cubic foot	N52-443 - N52-443B
	Hydrogen	262.00	Cubic foot	0.00	Cubic foot	N52-443 - N52-443B
	Nitric acid	1.00	Gallon	0.00	Gallon	N52-443 - N52-443B
	Phenol	25.00	Gram	0.00	Gram	N52-443 - N52-443B
	Sodium Hydroxide	1.00	Pound	0.00	Pound	N52-443 - N52-443B
	Sulfuric acid	1.00	Pint	0.00	Pint	N52-443 - N52-443B

Buttons: Save Changes, Submit Final Report, Copy Chemical Substances from Last Year

Navigation: Chemical Reporting Roomsets, Display Chemical Worksheet

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