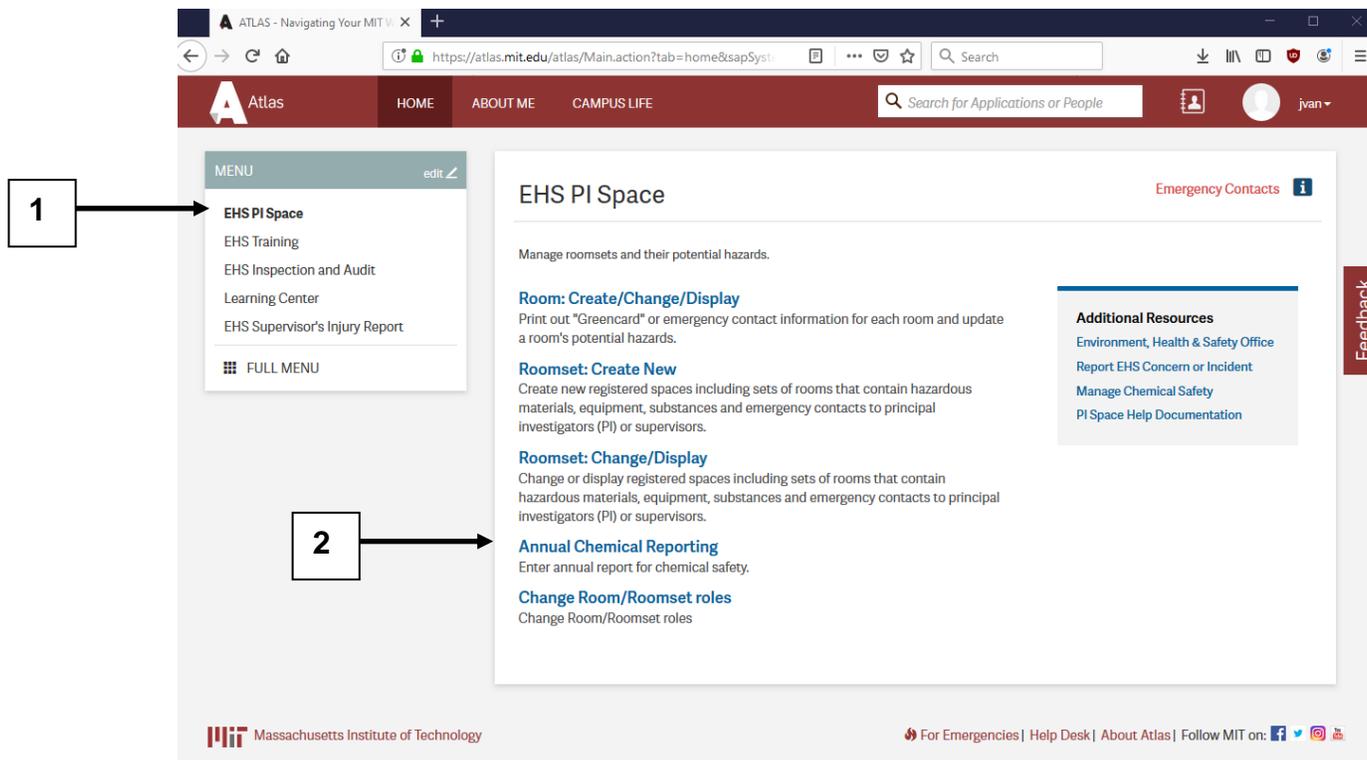


Chemical Reporter Instruction Sheet

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_ehpspace

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 the MIT Atlas web application interface. The browser address bar displays https://atlas.mit.edu/atlas/Main.action?tab=home&sub=group_ehpspace. The navigation bar includes 'HOME', 'ABOUT ME', and 'CAMPUS LIFE'. A search bar is present with the text 'Search for Applications or People'. The user's name 'jvan' is visible in the top right corner. The main content area is titled 'EHS PI Space' and includes an 'Emergency Contacts' link. The page content is organized into sections: 'Manage roomsets and their potential hazards.', 'Room: Create/Change/Display' (with a sub-link 'Print out "Greencard" or emergency contact information for each room and update a room's potential hazards.'), 'Roomset: Create New' (with a sub-link 'Create new registered spaces including sets of rooms that contain hazardous materials, equipment, substances and emergency contacts to principal investigators (PI) or supervisors.'), 'Roomset: Change/Display' (with a sub-link 'Change or display registered spaces including sets of rooms that contain hazardous materials, equipment, substances and emergency contacts to principal investigators (PI) or supervisors.'), 'Annual Chemical Reporting' (with a sub-link 'Enter annual report for chemical safety.'), and 'Change Room/Roomset roles' (with a sub-link 'Change Room/Roomset roles'). An 'Additional Resources' sidebar on the right contains links to 'Environment, Health & Safety Office', 'Report EHS Concern or Incident', 'Manage Chemical Safety', and 'PI Space Help Documentation'. A 'Feedback' button is located on the far right edge. The footer includes the MIT logo and text 'Massachusetts Institute of Technology', along with social media links and a 'For Emergencies' link.

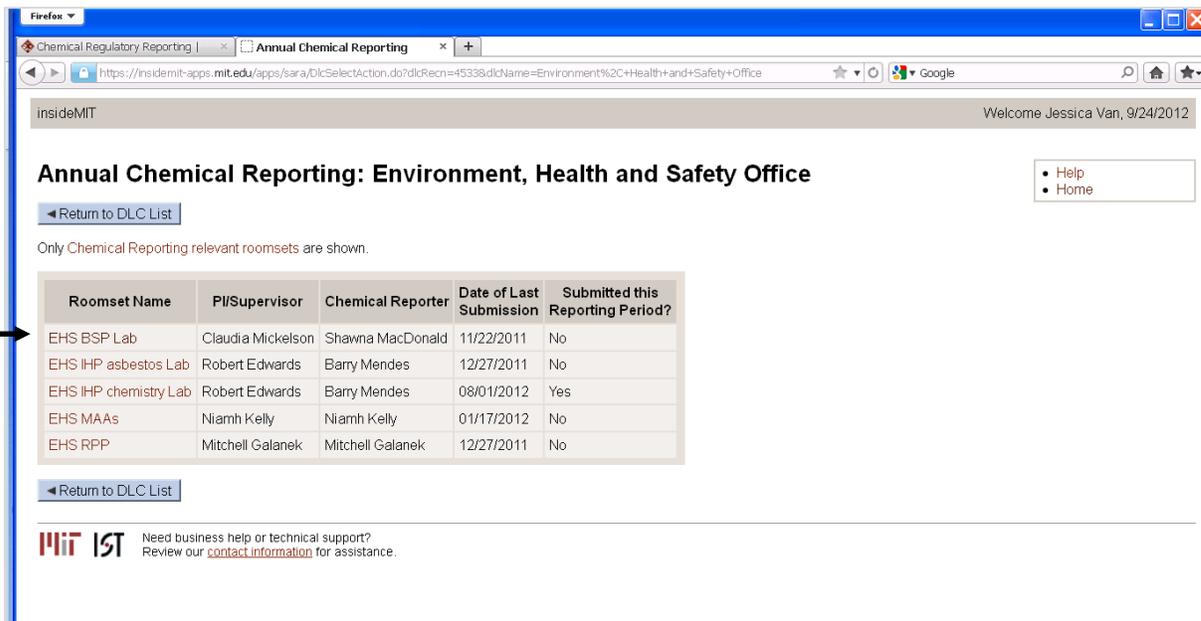
***A Chemical relevant roomset is a roomset that contains one or more rooms with one or more of the following hazards:**

- 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 Reporter Instruction Sheet

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.



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Annual Chemical Reporting: Environment, Health and Safety Office

[Return to DLC List](#) • Help
• Home

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

[Return to DLC List](#)

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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)

Chemical Reporter Instruction Sheet

Annual Chemical Reporting - Mozilla Firefox

https://inside.mit.edu/apps/sara/RoomsetLstAction.do?rsWaid=00000000000700008838rsName=EHS+IHP+chemistry+Lab

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Annual Chemical Reporting: EHS IHP chemistry Lab

4

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


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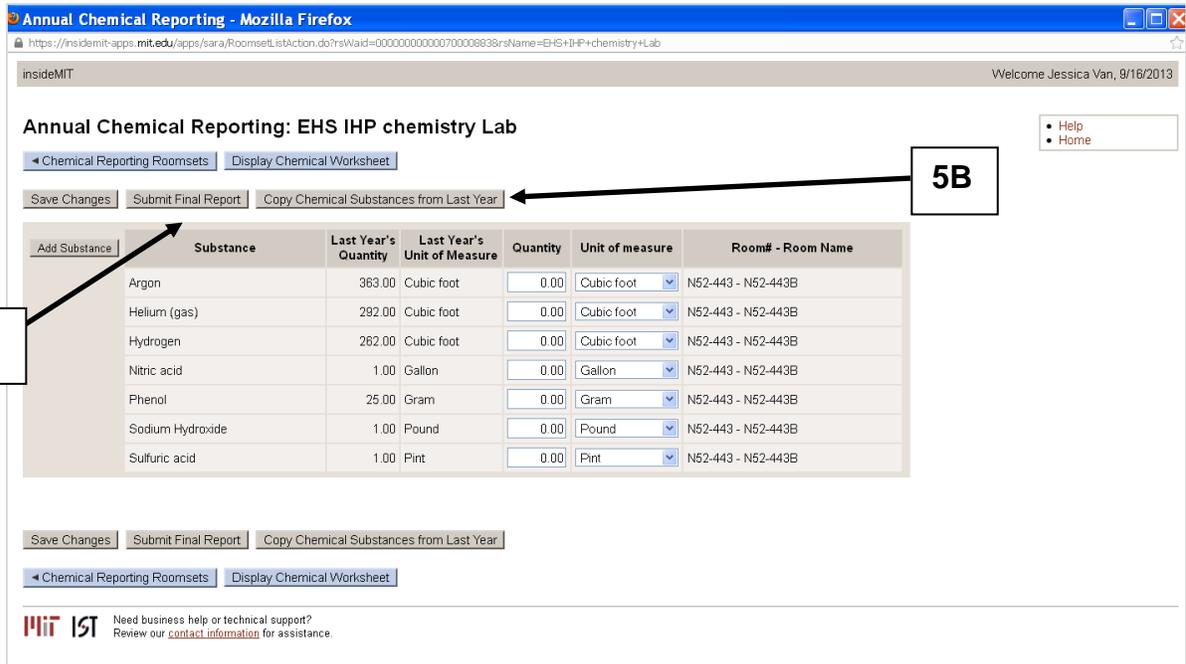
4 →

Chemical Regulatory Reporting Worksheet

Department:					
PI / Supervisor:					
Chemical Reporter:					
Rooms:					
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.

Chemical Reporter Instruction Sheet



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	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	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

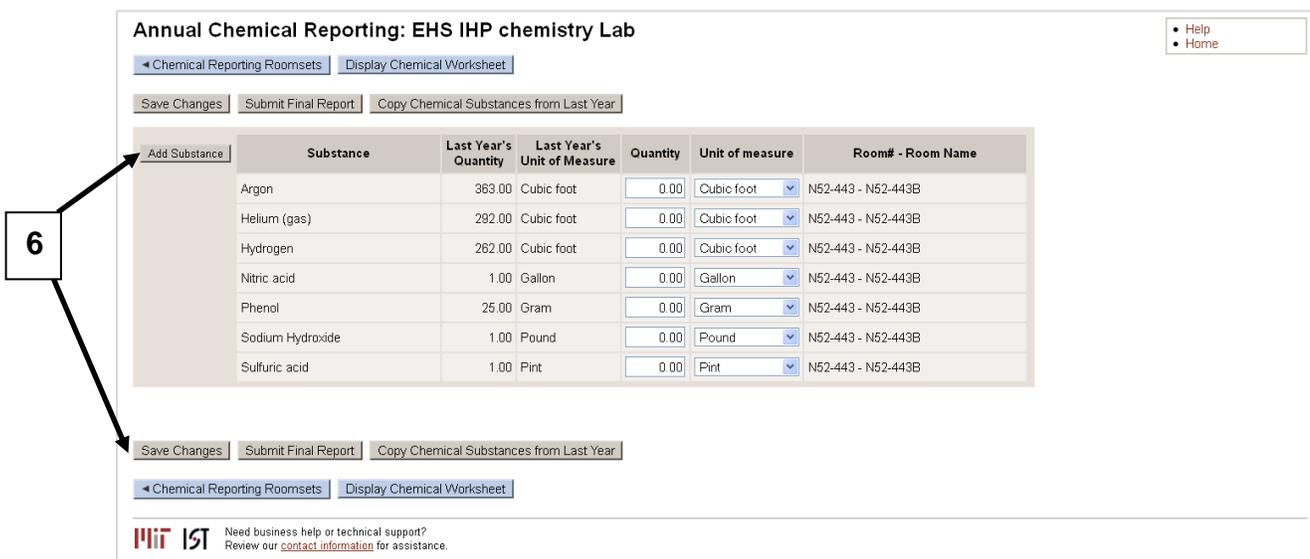
Save Changes Submit Final Report Copy Chemical Substances from Last Year

Chemical Reporting Roomsets Display Chemical Worksheet

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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	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	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 Reporter Instruction Sheet

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

Complete fields as needed.

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.

Chemical Reporter Instruction Sheet

7

Formaldehyde, Formalin, Paraformaldehyde 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

* Procedure(s) Description:

Save Changes
Submit Final Report
Copy Chemical Substances from Last Year

◀ Chemical Reporting Roomsets
Display Chemical Worksheet

8. 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.

Annual Chemical Reporting - Mozilla Firefox

<https://insidemit-apps.mit.edu/apps/sara/RoomsetListAction.do?rsWaid=000000000070000863&rsName=EHS-IHP+chemistry+Lab>

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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	<input type="text" value="0.00"/>	Cubic foot	N52-443 - N52-443B
	Helium (gas)	292.00	Cubic foot	<input type="text" value="0.00"/>	Cubic foot	N52-443 - N52-443B
	Hydrogen	262.00	Cubic foot	<input type="text" value="0.00"/>	Cubic foot	N52-443 - N52-443B
	Nitric acid	1.00	Gallon	<input type="text" value="0.00"/>	Gallon	N52-443 - N52-443B
	Phenol	25.00	Gram	<input type="text" value="0.00"/>	Gram	N52-443 - N52-443B
	Sodium Hydroxide	1.00	Pound	<input type="text" value="0.00"/>	Pound	N52-443 - N52-443B
	Sulfuric acid	1.00	Pint	<input type="text" value="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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