**Chemical Registration System (On-line)**

University personnel using hazardous materials in their research and/or teaching laboratories, must register these materials via the new system. This policy resulted from negotiations with the State Fire Marshall related to chemical use and storage, and concerns raised by accidents at other universities as well as the Federal Bureau of Investigation. This [registration process](https://secure.hosting.vt.edu/www.ehss.vt.edu/programs/ChemInventory/inventory_entry.php) has been vetted through the University Environmental Health and Safety Committee as well as the Chemical Safety and Hazardous Materials Management Committee, and the Occupational Health and Safety Committee.

* Location: [https://secure.hosting.vt.edu/www.ehss.vt.edu/programs/LMS/inventory\_entry.php](https://secure.hosting.vt.edu/www.ehss.vt.edu/programs/ChemInventory/inventory_entry.php)
* This system will assist in determining that the quantity of chemicals in a building does not exceed [allowable limits imposed by the Fire Code](http://ecodes.biz/ecodes_support/free_resources/Virginia2009/09Fire_Prevention/PDFs/Chapter%2027_Hazardous%20Materials-General%20Provisions.pdf) for each hazard class of chemical (e.g., corrosive, flammable, toxic, etc.).
* Emergency responders will have access to this information when responding to emergencies.
* We need to know the maximum quantities of certain chemicals located in each room. Each room = a lab but you do not have to separately enter rooms within rooms. Ask yourself: What is the maximum amount of a particular chemical you think you’ll have, on any one day, during the course of the year?
* This is ***not*** a complete inventory of all your chemicals. We do not expect you to provide exact amounts for each chemical listed in this system, but rather maximum quantities or volumes on any one day throughout the year.
* If you have chemicals not listed in one of the pre-loaded categories, you can provide an aggregate quantity and appropriate unit of measure for any other materials in a hazard group in the room. This will go in the “Other” field at the bottom of each hazard class section.
* EHS will review building data for verifying compliance.

**Questions related to the Chemical Registration process**

* When should registrations be completed?

 By December 12, 2013

* How do I begin?

 Access the registration form through CAS sign in and click on “Add A New Lab”. Complete the registration form that follows. Additional instructions can be found [here](http://www.ehss.vt.edu/detail_pages/document_details.php?document_id=491).

* Do I need to add all chemicals I may have currently that are not specifically listed in each category on the form?

Initially, EHS is asking participants to register the maximum amount of the specific chemicals listed for each category or grouping. Any other chemicals /materials in your lab space, that are part of a particular category but not listed in the pre-loaded form, should be reported as one aggregate quantity / amount in the space for “If you have any other (category) not listed above, please enter the approximate aggregate quantity for those materials here and provide the appropriate unit of measure for those materials (e.g., liters, pounds, etc.)”.

* If the quantity / volume of a particular chemical varies frequently through the course of the year, how should I report my quantity?

 The object is to estimate the maximum amount of materials at any time throughout the course of a year. Please report the maximum amount you expect to have in the space at any time during the year.

* Should rooms within a room be registered separately?

No

* I have instruments that are connected to solvent reservoirs when in operation. How do I report these?

 Include these volumes in your total for the lab space.

* The online registration form indicates I’m the PI but I am actually the research technician for this space. What should I do?

 A research manager, senior graduate student, laboratory specialist, etc, can add themselves as “Lab Users” located at the bottom of the Laboratory Summary view. Click on “Add User PID’s to Lab” and proceed to add those responsible for the space. Note that all individuals added here will be able to modify inventory, space information, and add or delete associated personnel.

* How will participation be monitored?

 EHS will be working with Department Heads, Directors, and other University Administrators to encourage and verify responses.

