

# Data Collection Instructions

## General Information

These instructions are intended to assist the individual within each department who is responsible for collecting the data. If you have any questions, please do not hesitate to contact one of the following REM staff members:

- [Adam Krajicek](#), Hazardous Material Manager  
Office: (765) 49-63072  
Cell: (765) 404-9626  
Email: [arkrajicek@purdue.edu](mailto:arkrajicek@purdue.edu)

An accurate inventory of the Appendix A chemicals (listed chemicals) must be taken for all areas where chemicals are stored. This inventory should be a representation of the listed chemicals that you have had in an area within the last 6 months. Areas that should be inventoried include research and teaching laboratories, chemical storage rooms, and all other areas where chemicals may be stored.

## Data Collection Form (Form DH-01)

The [Data Collection Form](#) can be used as a method to document the data collection process. The completion of this form is not mandatory and departments can establish their own data collection methods. However, REM strongly encourages that department's document the inventory process in some manner. The idea behind the form is to track and document each area that is inventoried. The table on the form can be modified in any way to meet individual department's needs.

## Appendix A Inventory (Form AA-01)

The [Appendix A Inventory](#) has been setup as an Excel spreadsheet. REM asks that only this formatted spreadsheet be used to submit data. Instructions on how the spreadsheet should be completed and submitted are detailed below:

### **Completing the Inventory:**

The Appendix A Inventory must be submitted if a listed chemical(s) is present in an area. One Appendix A Inventory must be submitted per area (*i.e.* room, laboratory, storage facility) containing a listed chemical. For example, if two of the three areas that are inventoried contain listed chemicals, two Appendix A Inventories must be submitted.

If no listed chemicals are present in an area, an Appendix A Inventory should not be submitted. However, we do recommend that the [Data Collection Form](#) be completed to document that each area was inventoried.

Make sure that all sections are completely filled out before submitting the Appendix A Inventory. It is vital that REM has complete and accurate data as described below:

- **Contact Information:**

Complete and accurate contact information must be included with each Appendix A Inventory. This includes the academic department, building and room where the listed chemical(s) is located, contact information for the principal investigator in charge of the room/area, and contact information for the individual that actually collected the data. All of this information must be included with each Appendix A Inventory submission.

- **Listed Chemical:**

REM has shortened DHS's original Appendix A from 325 to 94 chemicals. This was done by using general knowledge of Purdue's chemical inventory and a review of chemical shipping and waste records. REM has also split the list into two sections. The first section is a list of chemicals used in various industries and research applications. Most of these chemicals are fairly rare in university research laboratories; however, there are a few common chemicals such as nitric acid, sodium nitrate, potassium nitrate, potassium permanganate, hydrogen sulfide, and chlorine in this section. The second section is specific to chemical weapons and chemical weapon precursors. These chemicals are not expected to be seen in a typical university research laboratory. **Any listed chemical that is considered waste should not be recorded on the inventory.**

- **Minimum Concentration:**

When reporting a listed chemical, first check the minimum concentration listed for that chemical. If it is below this minimum concentration, then do not report it. For example, Hydrogen Peroxide is a listed chemical with a minimum concentration of 35%. The most common reagent grade solution for Hydrogen Peroxide is 30%, thus, it should not be reported.

In the minimum concentration column you will also see CG and AC. CG (Commercial Grade) means any concentration of a listed chemical offered for commercial sale. This means that if the listed chemical is in its original manufacturer's container, then it should be recorded on the inventory. AC (Any Concentration) means that the chemical should be reported regardless of the concentration.

- **Amount:**

When reporting the quantity of a listed chemical, estimate high. For example, if you have an estimated 25 - 30 grams in a container, report 30 grams. If you are unsure of the quantity, assume that the container is full. This is especially important when the listed chemical is a gas. Assume all compressed gas cylinders are full.

- **Unit:**

The spreadsheet has several units of measure to choose from in a drop-down list. Please choose the unit that is most convenient for your data collection.

An example submission can be seen on the following page.

**Submitting the Data:**

Electronic data submission will likely be easiest and convenient for both the department and REM. It is recommended that data for each department be compiled and written to a USB flash drive or CD. Each department's compilation of data should be sent to the dean's office for review and certification of completeness and accuracy. Please contact the previously listed individuals for questions or alternative methods of data submission.

## Examples

<b>DATA COLLECTION FORM</b>			
Department: <u>Department of Marine Biology</u>			
Principal Investigator: <u>John Smith</u>			
Phone Number: <u>555-555-1234</u>		Email: <u>jsmith@xyzu.edu</u>	
Data Collector: <u>Bill Jones</u>			
Phone Number: <u>555-555-4321</u>		Email: <u>bjones@xyz.edu</u>	
Building	Room Number/Area	Listed Chemicals	
		Yes*	No
Science Building	1-254	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Science Building	2-301	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Science Admin.	All Rooms	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Marine Labs	100A	<input checked="" type="checkbox"/>	<input type="checkbox"/>
* If checked Yes, then an Appendix A inventory must be included for this area.			

(In the following example, the Appendix A Inventories are abbreviated for illustrative purposes. Departments are required to submit the Excel spreadsheet provided.)

Appendix A Inventory				
<b>Department:</b>	Department of Marine Biology			
<b>Building:</b>	Science Building	<b>Room:</b>	2-301	
<b>Principal Investigator:</b>	John Smith	<b>Phone:</b>	555-555-1234	
<b>Data Collector:</b>	Bill Jones	<b>Phone:</b>	555-555-4321	
General Chemicals				
No.	Listed Chemical	Min. Conc. <sup>1</sup>	Amount	Unit
53	Nitric acid	68%	5	liters
64	Potassium nitrate	AC	550	grams

Appendix A Inventory				
<b>Department:</b>	Department of Marine Biology			
<b>Building:</b>	Marine Labs	<b>Room:</b>	100A	
<b>Principal Investigator:</b>	John Smith	<b>Phone:</b>	555-555-1234	
<b>Data Collector:</b>	Bill Jones	<b>Phone:</b>	555-555-4321	
General Chemicals				
No.	Listed Chemical	Min. Conc. <sup>1</sup>	Amount	Unit
44	Hydrogen Sulfide	23.73%	1	pound

## Links

- Data Collection Form (Form DH-01) (Word Document) - <http://www.purdue.edu/rem/FormDH-01.docx>
- Appendix A Inventory (Form AA-01) (Excel Spreadsheet) - <http://www.purdue.edu/rem/FormAA-01.xlsx>