

Data Collection Instructions

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 the following Radiological and Environmental Management (REM) staff member:

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The [Data Collection](#) and [Appendix A Inventory](#) forms should only be completed using Adobe Reader (version 8.0 or newer), Adobe Acrobat Pro, or web browser using Adobe PDF plug-in because your web browser's default PDF reader may not be compatible with the forms' additional Adobe embedded functionality.

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.

Appendix A Inventory (Form AA-01)

An accurate inventory of the chemicals listed on the [Appendix A Inventory](#) form must be provided for all areas where a listed chemical is currently stored and has been stored 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.

Completing the Inventory

REM asks that only the [Appendix A Inventory](#) form be used to submit chemical inventory data. You must submit the inventory form if a listed chemical is present or has been present in an area within the last 6 months. One [Appendix A Inventory](#) form 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 Inventory](#) forms must be submitted.

If no listed chemicals are or were present in an area, an [Appendix A Inventory](#) form 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](#) form. 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](#) form. 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](#) form 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 form 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.

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.

Links

- **Data Collection Form (Form DH-01):**

<https://www.purdue.edu/ehps/rem/documents/forms/FormDH-01.pdf>

- **Appendix A Inventory (Form AA-01):**

<https://www.purdue.edu/ehps/rem/documents/forms/FormAA-01.pdf>