

Managing High-Turnover Containers (not available in all buildings)

THIS METHOD MAY NOT BE USED FOR FLAMMABLE LIQUIDS IN HIGH-RISE BIOMEDICAL LABORATORY BUILDINGS (*Smilow (including Perelman Center for Advanced Medicine and South Tower), BRB, Johnson, CRB, JMB, Anatomy-Chemistry, and Stellar Chance*). Those buildings are required to track individual containers of all flammable liquids!

Some labs have a high turnover of certain commodity chemicals, especially solvents. If you keep a stock of these chemicals—and the quantity is consistent—you may wish to have a *representative* inventory of those containers.

Example: At any time, you have a maximum of two 4-liter bottles of 2-propanol and two 4-liter bottles of acetone in your flammable liquids storage cabinet. You empty these at a rate of 1 bottle every week or two, and you don't want to keep entering them into ChemTracker and then marking them as disposed.

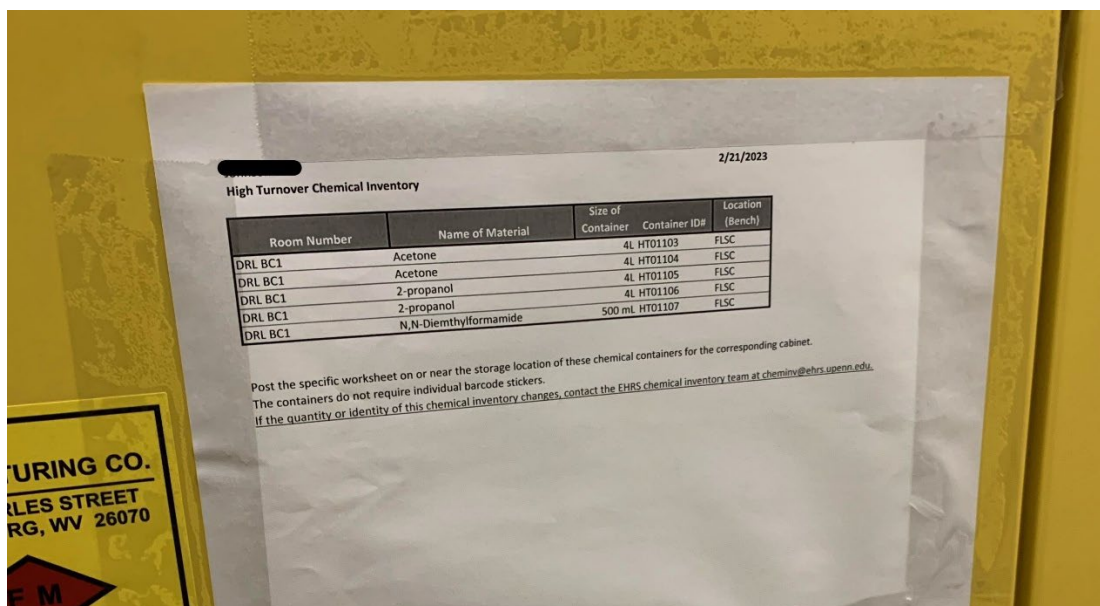


Rather than adding each container to your inventory as you receive it and removing when empty:

- EHRs would create four *representative* containers in your ChemTracker inventory, starting with the letters “HT.”

Chemical Name	CAS Number	State	Amount	Units	Location	Container ID	Edit	Remove	Bench
2-Propanol	67-63-0	Liquid	4	l	David Rittenhouse Laboratory - BC1	HT01105	Edit	Remove	FLSC
2-Propanol	67-63-0	Liquid	4	l	David Rittenhouse Laboratory - BC1	HT01106	Edit	Remove	FLSC
Acetone	67-64-1	Liquid	4	l	David Rittenhouse Laboratory - BC1	HT01104	Edit	Remove	FLSC
Acetone	67-64-1	Liquid	4	l	David Rittenhouse Laboratory - BC1	HT01103	Edit	Remove	FLSC

- The information and high-turnover barcodes would be on a *sheet of paper* instead of on the bottles.
- The paper is attached to the cabinet where the bottles are stored; see example below.



Contact the Chemical Inventory Team (cheminv@ehrs.upenn.edu) to create container records for these materials.

Include the following information when contacting the Chemical Inventory Team about High-Turnover containers:

1. The name of the material
2. The volume/amount of *a single container*
3. The number of containers of the above stated size
4. Any additional label information you would like included (for example: grade, vendor, etc.)
5. The location where these materials will be stored (room number AND cabinet name, such as FLSC1, FLSC2, etc.).

Contact EHRS if you need us to make any changes to your high-turnover inventory.

High-turnover inventories will be checked by Chemical Inventory Team members periodically to ensure accuracy.