To use the CISPro Upload Template fill in the columns, using one row per container. Columns with bold headers are required fields, columns with non-bold headers are optional. A description of each column's use is given below. The only acceptable format for uploads will be the Inventory Spreadsheet template provided below. Please send your completed spreadsheet to chemicalinv@mit.edu

- **Columns A-F** will be filled in by EHS personnel and can be ignored.
- **Column G "Room"** is filled out in the format of Building#-Room#, ex. N52-435.
- **Column H "Cabinet"** is used for large labs that have many benches or multiple large storage cabinets and function as sub-rooms within CISPro. Please email environment@mit.edu if you would like to know more about this function – otherwise this field may be left blank.
- **Column I "VendorName"** is the name of the chemical supplier. For a list of properly formatted vendor names see the "VendorList" tab. If the supplier is unknown or the material was manufactured at MIT, use "Default Vendor" or "MIT Engineered or Fabricated".
- **Column J "MaterialName"** is the chemical name. Please use a common and widely accepted chemical name and avoid including extraneous information.
- **Column K "CatalogNo"** is the product/catalog number, specific to a particular vendor. This is not a required field.
- **Column L "CASno"** is the Chemical Abstract Service Registry Number. This field, although optional, is required in order to receive safety data in CISPro and to be able to submit your inventory to EHS through CISPro for required chemical reporting. If a material doesn't have a CAS number or has multiple CAS numbers, leave the field blank. If you are experiencing automatic formatting of CAS numbers, set the column type to "Text" and try again.
- **Column M "UnitOfMeasureName"** is the unit of measure for the chemical. For a list of accepted unit formatting see sheet "Req'dInputValues" cell "B4".
- **Column N "NetQuantity"** is the total amount of the chemical present in the container. Only numeric values are accepted. Cases of multiple bottles CANNOT be entered in the form bottlesXquantity, ex. 4x4 Liters. Containers of this type must be entered as 4 separate, 4 liter containers (4 rows in the upload template).
- **Column O "BarcodeID"** is the container barcode. Barcode scanners distributed by the EHS office are capable of scanning directly to excel. To do so simply highlight the cell and scan the barcode label. To request a scanner or barcode labels email environment@mit.edu. If your lab is not barcoding containers leave the field blank.
- **Column P "Responsible"** will be filled in by EHS personnel and can be ignored.
- **Column Q "Received Date"** is the date the chemical was received into your inventory. This is not a required field.
- **Column R "Expiration Date"** is the date the chemical will expire or need to be disposed. It is recommended to use this field for peroxide forming chemicals. This is not a required field.
- **Column S "PhysicalState"** is the state of matter of the chemical (Solid, Liquid, Gas).
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- **Column T** "PhysicalDescription" is any description of the chemical. This is not a required field.
- **Column U** "SpecificGravity" is the specific gravity of the material. If you cannot find the specific gravity of the chemical leave the field blank.
- **Column V** "ReceiptLotNo" is any receipt tracking number you want to give your received chemicals. This is not a required field.
- **Column W** "ManufacturerLotNo" is the lot number given to a certain batch of chemicals by the vendor. This is not a required field.
- **Column X** "LocationType" is a description of the storage location, ex. Flammables Cabinet, Fume Hood, Freezer, or Shelf. A list of accepted location types can be found in sheet "Req'dInputValues". This is not a required field.
- **Column Y** "LocationNotes" is a free-text field that can be used to store any note about the container. This can be used to indicate more specific locations, ex. "Ian's bench" or "2nd shelf on the right". This is not a required field.