

Chemical Tagging Pre-walkthrough Checklist



Preparation

- Review the barcoding overview information from the [Chemical Tagging slideshow presentation](#) or [intro video](#).

Safety and HazMats

- If possible, resolve any safety hazards within your laboratory space (tripping hazards, exposed sharps, low hanging hazards, etc.)
- Perform a visual check of all chemical containers
 - Ensure all chemical containers are capped
 - Locate any damaged or old items
 - Replace caps when applicable
 - Consider what unwanted chemicals can be set aside for disposal

Inventory & Space Considerations

- Please identify any available bench space that the Triumvirate team may utilize while in your lab space while conducting inventory services
- Consider high throughput chemicals (e.g., routinely used solvents, solvent drums, gas cylinders, etc.). If your group would like to barcode these chemicals yourself, please identify these during the walkthrough
- Consider how you would like to handle difficult to tag locations (e.g. fridges, freezers, glove boxes, desiccators, etc.)
 - Consider methods for interim storage of chemicals
 - Some locations may need to be tagged by the lab with EH&S support
- Consider any additional sublocations that would be useful in maintaining proper chemical separation and/or improve the organization of your space
- Set unwanted chemicals aside for disposal before the team begins tagging. Place items in a central location with secondary containment. Our hazardous waste team will pick up waste separately (the day of tagging or up to 3 business days after).