

Chemical Inventory Process: Part 2

Updating chemical inventory in MyChem database

(Version 1, August 2026)

For all UWF Shop locations (including vehicles, mechanical rooms, and Corp Yards)

Purpose

This work practice is for the use of all UW Facilities staff employed by UW Facilities on the **Seattle campus, 1410 NE Campus Parkway, Seattle WA 98195** tasked with updating shop-specific chemical inventories in the [MyChem](#) database.

Scope

This SOP applies to all UW Facilities personnel who use chemicals or chemical-containing products at any UW owned or leased facility and are required to maintain chemical inventories in MyChem.

Roles and Responsibilities for This Task

ROLE	RESPONSIBILITY
UWF VP	Overall authority and accountability for all operations within UWF.
Associate VP/ Assistant VP	AVPs have operational responsibility and maintain overall responsibility for H&S performance in their respective units.
Executive Director/ Director	Directors have the overall program responsibility for managing and safely executing work within their department.
Safety Staff (Unit or Dept)	Provide technical review of job specific health & safety plans, HRCs, JHAs, SOPs.
Manager/Area Manager/ Supervisor	- Ensure that individuals under their supervision have the knowledge and skills to perform work safely, receive training appropriate to their job function, have access to required PPE and equipment, and maintain Health & Safety qualifications. - Ensure that individual employee Health & Safety performance is periodically assessed and documented using the appropriate performance review process. - Retraining is assigned if deficiencies are identified.
Person assigning work (Supervisor/ Project Manager/ Lead/in MyChem Responsible Parties or 'RP')	- Oversee and ensure compliance with MyChem inventory requirements for their respective shop areas. - Ensure employees are current with training. - Conduct annual reviews of chemical inventories in MyChem.

ROLE	RESPONSIBILITY
Employees	• Maintain accurate and up-to-date chemical inventories in MyChem for their assigned areas. • Comply with all UW chemical safety policies and procedures. • Promptly update MyChem when chemicals are added, consumed, transferred, or disposed of. • Utilize MyChem for chemical waste collection requests. • Access MyChem for SDSs and hazard information. • Promptly report all health and safety issues, accidents, incidents, and near misses to supervision. • Stop work if additional hazards are discovered or if work changes.

Tasks and Steps

Preparation

- Open [MyChem](#), enter your credentials (UWNet ID and password) accessing the Shop you have recently inventoried by clicking 'Inventory' at the top of the page (red circle).
- In order to access a shop inventory, the user must be entered as a Responsible Person (RP) for their shop's chemical inventory. This is usually the Supervisor. Other shop employees can be granted access when added as Contacts of the RP. Contacts can be provided 'view only' status or 'update' status. The user must have 'update' status in order to edit a shop inventory.
- All UW Facilities Shop inventories are listed in MyChem beginning with 'UWF' then **Unit** then '**Shop #**', e.g. UWF-MC SHOP 54, UWF-CEUO SHOP 69, UWF-BSD SHOP 89, UWF-ARCF 26, UWF-TS SHOP 86, UWF-RMO SHOP 32, UWF-AM SHOP 78, etc. in the 'Department' drop down menu.
- Select your shop (**Note:** there may only be one shop listed). If you are not listed as a RP or contact with viewing permissions in association with your shop's inventory, you will not see any inventory under 'Department'. Check with your supervisor for permissions.
- Click 'Search' at bottom left on screen.

Home Chemical **Inventory** Location Report Chemical Exchange Caution Sign Person Help Admin Sign out

Inventory Search

Enter one or more search criteria and click Search.

Facility

Room

Org

Department

- UWF-
- UWF-MC SHOP 25
- UWF-MC SHOP 24-20EXT
- UWF-MC SHOP 20 (FOMS)
- UWF-TS SHOP 86
- UWF-MC SHOP 15**
- UWF-MC SHOP 41

Contact

CSL

- Select a location (e.g., room, vehicle). Click on first item name. When the page opens up, make any changes needed (refer to 'To make edits' below), click 'Update' then 'Back To Inventory Location'.
- If no changes are needed, simply click 'Update' then 'Back To Inventory Location'. Repeat process for each chemical item. When completed, click 'Back to Inventory'.
- **All items listed with blue font are hyperlinked.** This applies to subsequent pages. Click on a location under the 'Room/Facility' to begin inventory review for that one location:

- Results:

WORK SAFE, HOME SAFE

- A Location's chemical inventory can be searched (sorted) by clicking on any of the column headers with hyperlinked [blue font](#) (i.e., Product Name, Chem ID, Supplier Name, CAS, Last Modified). Sort in ascending or descending order).

To Make Edits:

- Note** all fields with an asterisk (*) must be filled in with relevant information. For '*Type of Container' and '*Units', click on the caret (chevron symbol) in the selection field (circled in **purple**) for options to choose from by scrolling and clicking on selection to populate the field. Field titles with no asterisk are optional. (**Pro Tip:** nearly all container types are 'can' or plastic. There are a few chemicals in UWF inventory that are in glass containers. Also, there are some chemicals that may be in drums.)
- Note for the '*Pressure' field, 'Ambient' is the default and should only be changed to 'Greater than Ambient' if the chemical is an aerosol and/or under pressure. In the '*Temperature' field, always select 'Ambient' (default).
- Entering 'Storage Location' information (**green** arrows) is especially helpful when attempting to locate a chemical from year to year when it's time to conduct the annual chemical inventory OR if a chemical needs to be removed due to a regulatory recall.
- The 'Comment' section can be used for any additional information you may want to include: when the new SDS/chemical was added to the inventory and/or MyChem (**yellow** circle), to clarify multiple locations where the chemical is stored (e.g., "bench x 1, shelf x 3, flammable cabinet x 8", etc.), make a note that this chemical has been in the inventory in the same quantity for years (e.g., "same quantity 2004-2026") – this probably means the chemical is not used and should be *properly* disposed of – or whatever information is helpful.
- Facilities does not list any chemicals in the UW Chemical Exchange so the 'No' button (default selection) should always be selected after '*List in UW Chemical Exchange' (circled in **orange**).
- Ensure a SDS is 'connected' to the chemical by noting a blue button with the letters 'SDS' is displayed on the page. If not, contact EH&S (mychem@uw.edu) for further instructions.

Once all the information for that single chemical is entered/edited/updated, click the 'Update' button to the left of the 'Delete' button near the top left or near the bottom left of the page

[Back to Inventory](#) [Back to Inventory Location](#)

Inventory Chemical Details

JEFFREY J. KOPEC at Room: 604, LIFE SCIENCES BLDG

Complete the fields below and click Update. To replace this chemical with another chemical in the MyChem database, enter the Chemical ID (found in the Chemical Search page) of the replacement and click Replace Chemical.

Switch to a New Chemical ID? [Replace Chemical](#)

[Update](#) [Delete](#) [SDS](#)

Chemical Name: KYPLEXIN TOUGH COAT GLOSS DARK VARNISH/PRY GRAY 8760		Supplier: THE SHERWIN-WILLIAMS CO (Dupli-color, Pratt, Krylon, Sprayon)	
CAS:	Catalog: 8760	Chem ID: 2775029	

Storage Information

*State: ☐ Solid ☒ Liquid ☐ Unrefined Gas ☐ Gas

*# of Containers: 1

*Amount Per Container: 15

Bar Code:

*Temperature: ☒ Ambient ☐ Greater Than Ambient ☐ Less Than Ambient ☐ Cryogenic Conditions

*Type of Container: Can

*Units: Fluid Ounces

Chemical Process:

Storage Location 1: bench

Storage Location 2:

Comment: NEW SDS 2026

Purchase Year:

Expiration Date: mm / dd / yyyy

*List in UW Chemical Exchange? ☐ Yes ☒ No

[Update](#) [Delete](#) [SDS](#)

Created by jkopc23 on 6/1/2024 10:00:00 AM. User Modified by jkopc23 on 6/1/2026 9:11:00 AM.

To ADD a Chemical:

Select the 'Add Chemical' button on the Location (room/vehicle, etc.) page. Search for the chemical to see if it's in MyChem already. It is recommended to search with Chem Name 'contains' selected (red circle). It is highly recommended to enter the manufacturer's information as well to narrow the search. Choose the chemical you want to add to your inventory location by clicking the appropriate blue 'Select' button. You will then be prompted to add the same information as indicated in the 'To Make Edits' section of this document.

Home Chemical * Inventory * Location * Report * Chemical Exchange Caution Sign Person Help * Admin * Sign out

[Back to Inventory](#)

Chemical Search

Search for and select the chemical with the same Supplier and Catalog # as the chemical in your physical inventory. If there is no matching chemical, click Chemical Not Found.

Chemical Name: CAS: Chem ID:

Supplier: Catalog:

Chem Name: ☐ Begins With ☒ Contains ☐ Exact

[Search](#) [Chemical Not Found](#)

4 Results Found.

Select	Chem ID	Chem Name	CAS	State	Supplier	Catalog #	SDS Rev. Date	SDS
Select	1206786	ACETONE	67-64-1	L	TARR, LLC	A, WTA	2015-04-01	SDS
Select	1206786	ACETONE - TARR	67-64-1	L	TARR, LLC	A, WTA	2015-04-01	SDS
Select	1206786	RODDA ACETONE	67-64-1	L	TARR, LLC	A, WTA	2015-04-01	SDS
Select	1206786	WESTECH ACETONE	67-64-1	L	TARR, LLC	A, WTA	2015-04-01	SDS

Deleting chemical(s):

To delete one chemical at a time, you can click the 'Delete' button next to the chemical line item

- A pop-up message will appear asking if you are sure you want to delete this chemical from your inventory. Click 'Yes' if you want to delete the selected chemical or click cancel if you wish to go back to edit.

Home Chemical * Inventory * Location * Report * Chemical Exchange Caution Sign Person Help * Admin * Sign out

[Back to Inventory Location List](#)

Inventory for DANIEL K. EDEN at 010A (Supply Room)

Use the Find Chemical button to search for chemicals in this inventory. Click the Relocate Chemical button to move chemicals to another inventory. Click Request Waste Collection to select any or all of these chemicals for hazardous waste collection by EH&S. Inventory owners are expected to review and update inventory and verified its accuracy, click the Review Inventory button to update the Last Reviewed date. Chemicals within 30 days of their set Expiration Date will appear highlighted in red.

[Find Chemical](#) [Relocate Chemicals](#) [Review Inventory](#) [Request Waste Collection](#) [View Inventory Report](#) [Edit/Print Caution Sign](#)

Last Reviewed by penn23 on 2/26/2026

Preferred Name: [Update Name](#)

[Add Chemical](#) [Delete All](#) [Delete Selected Chemicals](#)

61 Results Found. [1](#) [2](#) Go To Page: Total Pages: 2

	Product Name ▲	Chem ID	Supplier Name	CAS	Catalog	# Containers	Total Amount	REG	Chem Ex	Haz	Last Modified
Delete	SDS ACCELCO DEX-COOL CONCENTRATED ANTIFREEZE/COOLANT 10-101	2292498	PRESTONE PRODUCTS CORPORATION		88863334	3	3.00 gl		No	Yes	2/27/2026

To delete multiple chemicals at one time, check the box (by clicking on it.

- A check mark will appear to the left of the red 'Delete' button next to each chemical line item to be removed from inventory. (Note if you decide not to delete it, simply click on the box again to remove the checkmark).

Last Reviewed by pennc23 on 7/14/2026

Preferred Name: [Update Name](#)

[Add Chemical](#) [Delete All](#) [Delete Selected Chemicals](#)

10 Results Found.



		Product Name ▲	Chem ID	Supplier Name	CAS	Catalog	# Containers	Total Amount
☒	Delete	SDS	CITRON EXTRA - WATERLESS HAND CLEANER	687516	CHEMSEARCH DIV. OF NCH CORP.	4391	1	1.00 qt
☒	Delete	SDS	DAP 100% SILICONE RUBBER SEALANT CLEAR, 684	1207859	DOW CORNING CORP. (CORNING LIFE SCIENCES, CELLGRO, XIAMETER)	684	2	5.60 fl
☐	Delete	SDS	FALCON DUST-OFF XL	6376	FALCON SAFETY PRODUCTS INC	75-37-6 CDS2	1	12.00 fl
☐	Delete	SDS	GOO GONE SPRAY GEL	2274931	MAGIC AMERICAN PRODUCTS INC	GGHS12	1	12.00 fl
☒	Delete	SDS	GREASE GUN IN A CAN	1208445	ITW DYMON	16216, 16220	1	17.00 fl
☒	Delete	SDS	LOCTITE 409 SUPER BONDER GEL INSTANT ADHESIVE	1944219	HENKEL LOCTITE CORP	18030	1	0.69 fl
☒	Delete	SDS	PENETROX A OXIDE INHIBITING COMPOUND	1944479	BURNDY LLC	P8A	1	8.00 fl
☒	Delete	SDS	PERMATEx FASTING DRYING SUPER GLUE	2772694	ITW PERMATEx	82190	1	0.34 fl
☐	Delete	SDS	PRESTONE DE-ICER - WITH SCRAPER TOP	886081	PRESTONE PRODUCTS CORPORATION	AS242	2	22.00 fl
☒	Delete	SDS	WD-40 AEROSOL	1205294	WD-40 COMPANY	42110	1	8.00 fl

- Once all boxes are checked next to chemicals you want to remove from inventory, click on the 'Delete Selected Chemicals' button.

Last Reviewed by pennc23 on 7/14/2026

Preferred Name: [Update Name](#)

[Add Chemical](#) [Delete All](#) [Delete Selected Chemicals](#) 

10 Results Found.

		Product Name ▲	Chem ID	Supplier Name	CAS	Catalog	# Containers	Total Amount
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☒	Delete	SDS	GREASE GUN IN A CAN	1208445	ITW DYMON	16216, 16220	1	17.00 fl
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☒	Delete	SDS	PENETROX A OXIDE INHIBITING COMPOUND	1944479	BURNDY LLC	P8A	1	8.00 fl
☒	Delete	SDS	PERMATEx FASTING DRYING SUPER GLUE	2772694	ITW PERMATEx	82190	1	0.34 fl
☐	Delete	SDS	PRESTONE DE-ICER - WITH SCRAPER TOP	886081	PRESTONE PRODUCTS CORPORATION	AS242	2	22.00 fl
☒	Delete	SDS	WD-40 AEROSOL	1205294	WD-40 COMPANY	42110	1	8.00 fl

- A pop-up message will appear asking if you are sure you want to delete the chemicals (along with other guidance). Click 'Yes' if you want to delete the selected chemicals or click cancel if you wish to go back to edit.

Last Reviewed by pennc23 on 7/14/2026

Preferred Name:

[Add Chemical](#) [Delete All](#) [Delete Selected Chemicals](#)

10 Results Found.

		Product Name ▲	Chem ID	Supplier	Catalog	# Containers	Total Amount
☒	Delete	SDS CITRON EXTRA - WATERLESS HAND CLEANER	687516	CH	4391	1	1.00 qt
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☒	Delete	SDS WD-40 AEROSOL	1205294	WD-40 COMPANY	42110	1	8.00 fl

[Search](#)

Delete Selected Chemicals?

Note that if your inventory has multiple pages, chemicals selected on EVERY page will be deleted. Please ensure that only the chemicals you want deleted have been selected.

Are you sure you want to delete the selected chemicals in the inventory?

[Yes](#) [Cancel](#)

- When in Room selection, scan 'Last Modified' to ensure you have updated each chemical line item.

Inventory for DANIEL K. EDEN at 010A (Supply Room), FLEET SERVICES BLDG

Use the Find Chemical button to search for chemicals in this inventory. Click the Relocate Chemicals button to move or copy any or all of these chemicals to another inventory. Click Request Waste Collection to select any or all of these chemicals for hazardous waste collection by EH&S. Inventory owners are expected to review and update inventories and contacts annually and whenever there are significant changes in inventory due to new processes. If you've reviewed the physical contents of this inventory and verified its accuracy, click the Review Inventory button to update the Last Reviewed date. Chemicals within 30 days of their set Expiration Date will appear highlighted in red.

[Find Chemical](#) [Relocate Chemicals](#) [Review Inventory](#) [Request Waste Collection](#) [View Inventory Report](#) [Edit/Print Caution Sign](#)

Last Reviewed by pennc23 on 2/26/2026

Preferred Name: [Update Name](#)

[Add Chemical](#) [Delete All](#) [Delete Selected Chemicals](#)

61 Results Found.

[1](#) [2](#) Go To Page: Total Pages: 2

		Product Name ▲	Chem ID	Supplier Name	CAS	Catalog	# Containers	Total Amount	REG	Chem Ex	Haz	Last Modified
☐	Delete	SDS ACDELCO DEX-COOL CONCENTRATED ANTIFREEZE/COOLANT 10-101	2292488	PRESTONE PRODUCTS CORPORATION		88863334	3	3.00 gl		No	Yes	2/27/2026



For all other actions: (i.e., to add or a delete a contact person, room, vehicle, or building/room location from your inventory, or to move multiple chemicals from one location to another), contact mychem@uw.edu.

Final inventory review: Ensure the 'Last Modified' date is current/completed for each inventory in the Inventory Location List. This will automatically update if there are any edits made to the specific location in the inventory. Ensure the 'Last Reviewed' date is current by clicking the yellow 'Review Inventory' on the inventory location page (**purple** circle), whether changes were made to the location inventory or not, to indicate a review was conducted for accuracy.

Home Chemical Inventory Location Report Chemical Exchange Caution Sign Person Help Admin Sign out

Back to Inventory Location List

Inventory for JEFFREY J. KOPEC at 604, LIFE SCIENCES BLDG

Use the Find Chemical button to search for chemicals in this inventory. Click the Relocate Chemicals button to move or copy any or all of these chemicals to another inventory. Click Request Waste Collection to select any or all of these chemicals for hazardous waste collection by EH&S. Inventory owners are expected to review and update inventories and contacts annually and whenever there are significant changes in inventory due to new processes. If you've reviewed the physical contents of this inventory and verified its accuracy, click the Review Inventory button to update the Last Reviewed date. Chemicals within 30 days of their set Expiration Date will appear highlighted in red.

Find Chemical Relocate Chemicals **Review Inventory** Request Waste Collection View Inventory Report SDS/Print Caution Sign

Last Reviewed by penn23 on 7/14/2026

Preferred Name: Update Name

Add Chemical Delete All Delete Selected Chemicals

47 Results Found.

		Product Name ▲	Chem ID	Supplier Name	CAS	Catalog	# Containers	Total Amount	REG	Chem Ex	Haz	Last Modified
☐	Delete	SDS 3M HI-STRENGTH SPRAY ADHESIVE 90 (AEROSOL)	1177904	3M		22-4028-1	1	17.00 fl		No	Yes	6/17/2026
☐	Delete	SDS A-9 ALUMINUM CUTTING FLUID	172	RELTON CORPORATION			1	16.00 fl		No	Yes	6/17/2026
☐	Delete	SDS AEROKROIL	705023	KANO LABORATORIES INC.			2	20.00 fl		No	Yes	6/17/2026
☐	Delete	SDS AST-RTV SILICONE ADHESIVE / SEALANT / INSTANT GASKET - ALUMINUM 27089	2279968	ANTI-SEIZE TECHNOLOGY (A.S.T. INDUSTRIES INC)		27084	1	8.00 fl		No	Yes	6/17/2026
☐	Delete	SDS AST-RTV SILICONE ADHESIVE / SEALANT / INSTANT GASKET - RED	2279968	ANTI-SEIZE TECHNOLOGY (A.S.T. INDUSTRIES INC)		27084	1	8.00 fl		No	Yes	6/17/2026

Final Housekeeping

- Gather unneeded and/or unusable chemicals and submit a chemical waste pickup request for EH&S to pick up and properly dispose of the unneeded chemicals (this is a free service). Refer to the Chemical Waste Guide for UW Facilities for in-depth information on what is considered waste and how to prepare for pickup.
- For Facilities chemical waste requests, only the container types (can, plastic, etc.) and number of items need to be listed (**ingredients DO NOT need to be included**).
- Update each location's Caution Sign (**green** circle) on the Inventory Location page AFTER completing inventory updates in MyChem for that space) and post at each entrance to where the chemicals are stored. Caution signs are not required for vehicles, but they are required on Corp Yard containers. This sign should alert emergency responders and visitors to potential hazards.
- Click on the green circled button:

Home Chemical Inventory Location Report Chemical Exchange Caution Sign Person Help Admin Sign out

Back to Inventory Location List

Inventory for JEFFREY J. KOPEC at 604, LIFE SCIENCES BLDG

Use the Find Chemical button to search for chemicals in this inventory. Click the Relocate Chemicals button to move or copy any or all of these chemicals to another inventory. Click Request Waste Collection to select any or all of these chemicals for hazardous waste collection by EH&S. Inventory owners are expected to review and update inventories and contacts annually and whenever there are significant changes in inventory due to new processes. If you've reviewed the physical contents of this inventory and verified its accuracy, click the Review Inventory button to update the Last Reviewed date. Chemicals within 30 days of their set Expiration Date will appear highlighted in red.

Find Chemical Relocate Chemicals **Review Inventory** Request Waste Collection View Inventory Report **SDS/Print Caution Sign**

Last Reviewed by penn23 on 7/14/2026

Preferred Name: Update Name

Add Chemical Delete All Delete Selected Chemicals

47 Results Found.

		Product Name ▲	Chem ID	Supplier Name	CAS	Catalog	# Containers	Total Amount	REG	Chem Ex	Haz	Last Modified
☐	Delete	SDS 3M HI-STRENGTH SPRAY ADHESIVE 90 (AEROSOL)	1177904	3M		22-4028-1	1	17.00 fl		No	Yes	6/17/2026
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☐	Delete	SDS AEROKROIL	705023	KANO LABORATORIES INC.			2	20.00 fl		No	Yes	6/17/2026
☐	Delete	SDS AST-RTV SILICONE ADHESIVE / SEALANT / INSTANT GASKET - ALUMINUM 27089	2279968	ANTI-SEIZE TECHNOLOGY (A.S.T. INDUSTRIES INC)		27084	1	8.00 fl		No	Yes	6/17/2026
☐	Delete	SDS AST-RTV SILICONE ADHESIVE / SEALANT / INSTANT GASKET - RED	2279968	ANTI-SEIZE TECHNOLOGY (A.S.T. INDUSTRIES INC)		27084	1	8.00 fl		No	Yes	6/17/2026

WORK SAFE, HOME SAFE

- Fill in relevant information:

[Back to Inventory](#)

Caution Sign Step 3 — Room Information

Room: LIFE SCIENCES BLDG - 604

Use the fields below to adjust the information displayed on the Caution Sign for this room.
Note that some of the information displayed on the sign is calculated automatically and cannot be adjusted using this page, and in the case of shared spaces these calculations include **all** chemical inventories present in the space, not just your own.

Check the box if the hazard exists and if there are specific entry requirements

☐ **Biohazard** – using or storing biohazardous materials or agents that require Institutional Biosafety Committee (IBC) approval. Includes bacteria, viruses, parasites, human cells, and all recombinant DNA. For more information [click here](#).

☐ **Radioactive** – using or storing radioactive materials. These require authorization. For more information [click here](#).

☐ **Lead** – includes lead bricks used for shielding and research conducted with lead and/or lead compounds. For more information [click here](#).

☐ **Cryogen** – also known as refrigerated liquefied gases; includes cryogenic gases and liquids, such as liquid nitrogen and liquid helium. For more information [click here](#).

Note: Caution signs will display a Compressed Gas symbol if the Container Type of any inventory chemical in the space is set to 'Cylinder'. If all four hazards above are selected, and there are also compressed gases in the space, the symbol for Lead will not appear on your Caution Sign.

Entry Requirements for maintenance staff, custodians, and other visitors (not staff who work here).
Please do not select options that do not apply to your space.

☐ **Eye**

☐ Specify the type of eye protection required:

☐ Goggles ☐ Safety glasses ☐ Face shield

☐ Other (specify)

☐ No specified eye protection - contact lab staff prior to entry

☐ **Hearing**

Specify the type of hearing protection required:

☐ Earplugs ☐ Earmuffs

☐ Other (specify)

☐ **PPE**

☐ Specify the type of clothing required:

☐ Lab coat ☐ Gloves ☐ Head covering ☐ Shoe covers

☐ Other (specify)

☐ No specified PPE - contact lab staff prior to entry

☐ **Occupational Health Requirements**

Vaccine (specify)

Medical Screening (specify)

Other (specify)

Award Status

Current safety rating of 85 or higher? ☐ Yes ☒ No

To check your current safety rating, [click here](#).

Gold, Silver or Bronze UW Green Certification? ☐ Gold ☐ Silver ☐ Bronze ☒ None

Emergency Contacts

Please select appropriate contact names from the dropdown menu, including all the PI(s), Responsible Person(s) and Chemical Hygiene Officer(s) who should be contacted in an emergency. *Note: list contacts in the order in which you wish them to be contacted for emergencies, starting with the name listed at the top.

[Clear All Names](#)

	Name	Title	Department	Work Phone	Emergency Phone
JEFFREY J. KOPEC (RP)	JEFFREY J. KOPEC	MAINTENANCE SUPERVISOR	UWF-MC SHOP 14	206-221-3127	206-465-5339
Select a Contact					
Select a Contact					
Select a Contact					
Select a Contact					

[Save and Copy](#) [Next - Save and Continue](#)

- Last step: Click 'Create Sign'

Home Chemical ▾ Inventory ▾ Location ▾ Report ▾ Chemical Exchange Caution Sign Person Help ▾ Admin ▾

[Back](#)

Caution Sign Step 4 — Create Sign

Room: LIFE SCIENCES BLDG - 604

- When you click CREATE SIGN, your completed sign will open in a new browser tab
- To edit, close sign tab, return to sign utility and use the BACK and NEXT buttons to make corrections (**Do not use browser navigation buttons**)
- Print the sign on a color printer or save as a PDF
- Post in the plexiglass holder outside your lab or suite door

[Create Sign](#)

Completed Caution Sign to post at each entrance of location. Update and print new signs as needed, especially after significant changes to your chemical inventory or lab hazards. EH&S installs the sign holder; occupants are responsible for replacing signs.

CAUTION				
ADMITTANCE TO UW AUTHORIZED PERSONNEL ONLY				
 Chemical Hazards Requiring Permits: Flammable Gas (Liquefied)		 COMPRESSED GAS		
Fire Permit #				
ENTRY REQUIREMENTS				
 NO FOOD OR DRINK IN LABORATORIES				
Building: LIFE SCIENCES BLDG		Date Posted: 8/19/2026		
Room(s): 604				
Contact Name	Title	Department	Work Phone	Emergency Phone
JEFFREY J. KOPEC	MAINTENANCE SUPERVISOR 2	UWF-MC SHOP 14	206-221-3127	206-465-5339
For Fire, Police, Rescue and Medical Emergencies — DIAL 911				

To search for a Safety Data Sheet (SDS) in MyChem:

1. Sign in to MyChem with your credentials (anyone with a UWNet ID can search for a SDS).
2. Select 'Chemical' from the top task menu. It is highly recommended to enter the Supplier name as well as the Chemical name to narrow the search. Note **Chem Name** and **State** selections to assist with your search. Click blue 'Search' button (**purple** circle). To access the SDS, click the blue SDS button to the far left of the chemical ID and a separate pop-up window will appear and the SDS can be printed or downloaded and saved as a pdf. **NOTE:** the asterisk (*) next to a Chem Name indicates a synonym for the chemical.

Chemical Search

Enter search criteria and click Search.

[Add Chemical](#)

Chemical Name:

ACETONE

[Search](#) [Clear](#) [Basic Search](#)

Supplier:

TARR, LLC

Catalog:

CAS:

Chem ID:

Chem Name: ☐ Begins With ☒ Contains ☐ Exact

State: ☒ All ☐ Solid ☐ Liquid ☐ Liquefied Gas ☐ Gas

4 Results Found.

	ID	Chem Name ▲	CAS	State	Supplier	Catalog #	SDS Rev. Date
SDS	1206786	ACETONE	67-64-1	L	TARR, LLC	A. WTA	2015-04-01
SDS	1206786	*ACETONE - TARR	67-64-1	L	TARR, LLC	A. WTA	2015-04-01
SDS	1206786	*RODDA ACETONE	67-64-1	L	TARR, LLC	A. WTA	2015-04-01
SDS	1206786	*WESTECH ACETONE	67-64-1	L	TARR, LLC	A. WTA	2015-04-01

Document Information

This document is intended to comply with WAC 296-800-11005 and WAC 296-800- 16010.

Employees receiving this information. If additional lines are needed, add separate sheet.

NAME	DATE

Version Change History

Version 1: **May 2026**