

INSTRUCTIONS ON HOW TO FILL OUT PEI'S LAB PACK INVENTORY SHEET

Start your inventory on the first page by filling in the company name, address, and EPA ID number of the project site. A second page, and a universal continuation page have been included. Make as many copies of the universal page as you need to complete the inventory.

Starting in the box to the LEFT:

The first column is for PEI's use in EPA and DOT segregation and classification purposes. Please do not write in this box.

#: Please number each line item. This will ensure proper identification of a line item when referring to this inventory sheet.

Quantity and Unit: Indicate the total number of items you have matching this line item's description AND the "unit" of measure. (PLEASE NOTE: Unit size is the size of the container and **not** the amount of material in the container). If the chemical description is the same, but the unit size is different, then count the different sized unit as a separate line item (see example below, #1 and #2)

Chemical Name or Description: Provide a complete *chemical* name of the line item, or the chemical constituents of a trade named product. No generic or brand names, please. Write out the complete name of the chemical and not just an acronym or abbreviation.

EPA Codes: Nothing needs to be done in this column, this is used in classification and in the preparation of packing lists.

Physical State (Phys. State): Indicate, using the legend at the bottom of the inventory sheet, if the item is: L=Liquid, S=Solid, G=Gas, A=Aerosol. Again, if you have a chemical compound in more than one physical state, count them as separate line items (see example below, #3 and #4).

Container Type (Cont. Type): Indicate, using the legend at the bottom of the inventory sheet, if the container is: G=Glass, P=Plastic, M=Metal, F=Fiber, C=Cylinder. (NOTE: if you have any cylinders for disposal, please provide it's dimensions and whether there is a functional valve attached). If you have multiple items of the same chemical compound, but in different types of containers, you may include them on one line item (see example below, #5).

For Office Use Only	Line Item	Quantity and Unit	Chemical Name or Description	EPA Code(s)	Phys. State	Cont. Type
	1	1 x 4 L	Potassium Hydroxide Solution		L	G
	2	3 x 500 ml	Potassium Hydroxide Solution		L	G
	3	1 x 100 g	Ammonium Hydroxide Powder		S	P
	4	1 x 1 L	Ammonium Hydroxide Solution		L	G
	5	4 x ½ gal	Pump Oil		L	P/M/G