

Access inventory from either location pointed out with a red arrow.

The screenshot shows the UNC Charlotte Environmental Health and Safety (EHS) Home Page. At the top left, the 'EHS' logo is visible. At the top right, the 'CHARLOTTE' logo is present. Below the logo, there are navigation buttons for 'Home' and 'Inventory'. A red arrow points to the 'Inventory' button in the top navigation bar. In the center of the page, there is a large banner image of a building with the text 'The University of North Carolina at Charlotte' and 'Founded 1946'. Below the banner, there is a 'Quick Links' section with several links: 'EHS Home Page', 'In Person Training Registration', 'Individual Training and Exposures', 'Employee Incident form', and 'EHS Service Request Front Page'. At the bottom of the page, there is a row of icons representing various EHS services: Waste Pickup Request, Waste/Lab Supplies, Safety Inspections, Training Records, Registration Forms, Reports, Inventory, Permits, Placards, SOP Documents, P.I. Equipment, and EHS Assessment. A red arrow points to the 'Inventory' icon in this row. In the bottom right corner, there are 'Alerts' and 'Help' buttons.

EHS

CHARLOTTE

Home Inventory

Your Name

Welcome to the UNC Charlotte Environmental Health and Safety (EHS) Home Page

Quick Links

- EHS Home Page
- In Person Training Registration
- Individual Training and Exposures
- Employee Incident form
- EHS Service Request Front Page

Waste Pickup Request

Waste/Lab Supplies

Safety Inspections

Training Records

Registration Forms

Reports

Inventory

Permits

Placards

SOP Documents

P.I. Equipment

EHS Assessment

Alerts Help



Chemical Inventory

- Quick Chemical Entry
- Chemical Requisitions
- Chemical Inventory Verification
- Chemical Catalog
- Import Inventory By PI
- Import Requisitions / Receipts By PI
- Removal of Chemical from PI's Inventory
- Manage Chemical Stockroom
- Chemical Stockroom Orders
- Chemical Inventory Review Statement
- Chemical Inventory Transfer Approval
- Storage Location
- Storage Devices
- Removal Reason




Select "Import Inventory By PI"

Click Download Template (red arrow)

Import Information / Options

*Required Fields

*PI *Permit 

Auto-Generate Inventory # / Barcode #

Excel Row #	*PI Code	Last Name	First Name	*Bldg Code	*Lab	Storage Location	Storage Device	*Chemical Name	*Physical State	*# of Containers	*Amount per Container	*Unit of Measure	CAS #
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Replace PI's Existing Inventory for the Selected Permit

Fill out the Chemical Inventory Template and enter all of your chemicals, if you want to replace the old inventory with a complete new one. You can also add new chemicals you want added to an existing inventory.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	PI CODE	PI Last Name	PI First Name	Physical State	Chemical Name	Bldg Code	LAB	Storage Location	Storage Device	# of Containers	Amount per Container	Unit of Measure	CAS #
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													
15													
16													
17													
18													
19													

All red columns must contain information



PI's 800 number



Ex. Liquid, solid, gas



See Building Code list provided.



Example: flammable cabinet



See list of codes. For example LT for liters.

Step 1: Enter PI

Step 2: Should auto populate

Step 3: Load Spreadsheet

Import Information / Options

*Required Fields

*PI *Permit

Auto-Generate Inventory # / Barcode #

Excel Row #	*PI Code	Last Name	First Name	*Bldg Code	*Lab	Storage Location	Storage Device	*Chemical Name	*Physical State	*# of Containers	*Amount per Container	*Unit of Measure	CAS #
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Step 4: leave unchecked or check

Step 5: submit

Replace PI's Existing Inventory for the Selected Permit

Check box if you want to delete the old inventory and upload only the new spreadsheet with a complete inventory.

Units of Measure – Use the Chemical Unit below

Description	Chemical Unit
Cubic Centimeters	CC
Cubic Feet	FT3
Fathoms	FM
Fluid Ounces	FZ
Gallons	GL
Grams	G
Kilograms	KG
Liters	LT
Micrograms	μG
Microliters	μL
Milligrams	MG
Milliliters	ML
Ounces	OZ
Pints	PT
Pounds	LB
Pounds Per Square Inch	PSI
Quarts	QT
Seeds	SEED
Volts	V
Watts	W

Building Code List

Building Name	Building Code
Campus	0000
Field 13 Support Building	0076
Facilities Annex Five (Grounds Storage)	0083
Facilities Football Storage	0084
West Substation	0098
West Deck Tower	0099
Motorsports Tower	0100
Baseball Training Facility	0101
Softball Indoor Training Facility	0102
Greek 1	0547
Greek 2	0548
Greek 3	0549
Greek 4	0550
Greek 5	0551
Greek 6	0552
Greek 7	0553
Greek 8	0554
Greek 9	0555
Greek 10	0556
Greek 11	0557
Greek 12	0558
Greek 13	0559
SURPLUS WAREHOUSE	08105
Lot 6A	1084
Lot 7A	1085
Lot CRI 4A	1090
NRFC Lot	1091
Wells Fargo Lot	1092
SAC N Lot	1093
Alumni Lot	1095
Chancellor's Lot	1096
PPS Lot	1097
Witherspoon Lot	1098
Lot 25A	1099
CAB Lot	1100
RDH Lot	1103
Greek Village Lot	1104

Building Name	Building Code
Lot 30	1105
Robinson Lot	1106
Gate 19	1107
Library Ln Lot	1108
Library Loading Lot	1109
CARC Rear Lot	1110
Smith Rear Lot	1111
CARC Front Lot	1112
Craver Parallel 1	1113
Gate 10 Lot	1114
Gate 11 Lot	1115
Lot 101	1117
Niner House Lot	1118
Lot 27	1119
Lot 29	1121
Lot 29A	1122
Lot 23A	1123
Lot 23B	1124
Lot CRI 5	1125
Center City Lot	1126
Belk ADA Parking	1130
Lot 23	1134
Brevard Lot	1135
Gravel Lot	1136
Undergraduate Admissions Campus Tour Lot	1137
EPIC Lane	1242
JW Clay Blvd	1243
Belk Plaza	2137
South Entrance	2138
Alumni Way Entrance	2139
CRI Circle Entrance	2140
Mary Alexander Entrance	2141
John Kirk Entrance	2142
University Place Entrance	2143
Toby Creek Greenway	2144
Facilities Annex Six (Recycling)	3005
Facilities Annex Seven (Grounds)	3006

Building Name	Building Code
Facilities Annex Eight (EHS)	3008
Facilities Annex Nine (BES)	3009
EHS Storage Shed	3010
Golf Practice Facility	3011
Carriage House	3012
Police Storage	3013
BES Recycling Facility	3014
BES Recycling Shed	3015
Facilities Annex Ten (Grounds)	3016
Facilities Annex Eleven (EHS #2)	3018
Blue Line Extension (BLE)	4000
David Murdock Core Lab	5003
The Central Energy Plant	5004
Day Care Facility	6000
Jamil Niner Student Pantry	6001
1312 John Kirk Dr	6002
Residence 1	601MA
Residence 2	603MA
Residence 3	605MA
Residence 4	606MA
Residence 5	621MA
Residence 6	625MA
Main Campus East Grounds	8001
Main Campus West Grounds	8002
Residence Life Main Grounds	8003
Residence Life South Grounds	8004
Residence Life East Grounds	8005
Residence Life North Grounds	8006
Playing Fields West Grounds	8007
Playing Fields Front Grounds	8008
Maintenance and Operations Grounds	8009
Compound Grounds	8010
Residential Grounds	8011
Parking Grounds	8012
CRI Grounds	8013
Venture Grounds	8014
Greek Village Grounds	8015

Building Code List

Building Name	Building Code
Recycling Area 1	8101
Recycling Area 2	8102
Recycling Area 3	8103
Recycling Area 4	8104
Residence 7	9902LOTT
Residence 8	9903LOTT
Off Campus	9999
Gage Undergraduate Admissions Center	ADMIS
Harris Alumni Center	ALUMC
Miltimore-Wallis Center	ATAC
Athletic Storage	ATHST
Atkins	ATKNS
Auxiliary Services Building	AUXIL
Irwin Belk Track Complex	BELKT
Bissell House	BHOUS
Bioinformatics	BIOIN
Barnard	BRNRD
Barnhardt Student Activity Center	BSAC
Burson	BURSN
Cafeteria Activities Building	CAB
Cameron Hall	CARC
Cato Hall	CATO
Cedar	CEDAR
Charlotte Engineering Early College	CEEC
College of Health and Human Services	CHHS
The Dubois Center	CITY
College of Education	COED
Colvard	COLVD
Cone University Center	CONE
Price Counseling Center	COUNC
Lot CRI 1	CRI1
Lot CRI 1A	CRI1A
Lot CRI 2	CRI2
Lot CRI 2A	CRI2A
CRI Lot 3	CRI3
Lot CRI 3A	CRI3A
Davis Pond	DAVIS

Building Name	Building Code
Cone Deck 1	DECKA
Cone Deck 2	DECKB
East Deck 1	DECKC
East Deck 2	DECKD
West Deck	DECKE
East Deck 3	DECKF
Union Deck	DECKG
North Deck	DECKH
CRI Deck 1	DECKI
South Village Deck	DECKJ
Denny	DENNY
Duke Centennial Hall	DUKE
Elm	ELM
EPIC Building	EPIC
East Main Quad	EQUAD
Facilities Annex One (J-Building)	F1
Recreational Field 11	FLD 11
Recreational Field 12	FLD 12
Recreational Field 13	FLD 13
Field 3 - Phillips Field	FLD 3
Soccer Practice Field 4	FLD 4
Hammer Throw Field 5	FLD 5
Field 6 - Football	FLD 6
McColl-Richardson Field	FLD 8
Recreational Field 9	FLD 9
Recreational Field 14	FLD14
Recreational Field 14A	FLD14A
Recreational Field 15	FLD15
Recreational Field 16	FLD16
Facilities Annex Three (Grounds Greenhouse)	FMGRN
Facilities Management & Police & Public Safety	FMPPS
Foundation Annex	FOAN
Jerry Richardson Stadium	FootB
Facilities Ops and Parking (FOPS)	FOPS
UNC Charlotte Foundation	FOUND
Fretwell	FRET
Friday	FRIDY

Building Name	Building Code
Facilities Annex Four (Fuel Depot)	FUELD
Van Landingham Glen	GLEN
Driving Range	GOLF
Grigg Hall	GRIGG
Grounds Compound	GRNDC
Garinger	GRNGR
Belk Gymnasium	GYMNS
Hauser Alumni Pavilion	HAPA
Hawthorn	HAWTH
Robert & Mariam Hayes Stadium	HAYES
Student Health Center	HEALC
Hechenbleikner Lake	HECHE
Hickory	HICKR
Holshouser Hall	HOLSH
Team Challenge Course (High)	HROPE
Hunt Hall	HUNT
Johnson Band Center	JBCB
King	KING
Kennedy	KNNDY
Laurel Hall	LAUR
Levine Hall	LEVI
Team Challenge Course (Low)	LROPE
Lynch Hall	LYNCH
Macy	MACY
Maple	MAPLE
Martin Hall	MART
Martin Village Basketball Court	MBBALL
McEniry	MCEN
McMillan Greenhouse	MCMIL
Memorial Hall	MEMOR
Miltimore Hall	MILTI
Kulwicki Motorsports Laboratory	MOTOR
Motorsports Research	MRSH
North Main Quad	NQUAD
NRFC Storage Shed	NRFC
NRFC Fieldhouse	NRFCF
Oak	OAK

Building Code List

Building Name	Building Code
Observatory	OBSRV
Pine	PINE
Lot 10	PL10
Lot 11	PL11
Lot 11A	PL11A
Lot 12	PL12
Lot 13	PL13
Lot 14	PL14
Lot 15	PL15
Lot 16	PL16
Lot 16A	PL16A
Lot 17	PL17
Lot 20	PL20
Lot 21	PL21
Lot 22	PL22
Lot 23	PL23
Lot 24	PL24
Lot 25	PL25
Lot 26	PL26
Lot 28	PL28
Lot 4	PL4
Lot 4A	PL4A
Lot 5	PL5
Lot 5A	PL5A
Lot 6	PL6
Lot 7	PL7
Lot 8	PL8
Lot 8A	PL8A
Lot 9	PL9
Lot 9A	PL9A
Lot MSU	PLMSU
PORTAL	Portl
Prospector	PROSP
RDH Basketball Court	RBBALL
Housing and Residence Life	RDH
University Recreation Center	RECCC
Receiving and Stores	RECEV

Building Name	Building Code
Reese	REESE
Resident Managers House	RMH
Robinson Hall	ROBIN
Judy W. Rose Football Center	ROSE
Rowe	ROWE
Regional Utility Plant 1	RUP1
Regional Utility Plant 2	RUP2
Regional Utility Plant 3	RUP3
Regional Utility Plant 4	RUP4
Regional Utility Plant 5	RUP5
SAC HC Lot	SACHC
Sanford Hall	SANFR
Science Building	SCENC
Scott Hall	SCOTT
Smith	SMITH
Transamerica Field	SOCCR
Softball Field 2	SOFTB
Solvent Storage	SOLVT
South Village Crossing	SOVI
South Main Quad	SQUAD
Storrs	STORR
Popp Martin Student Union	STUN
Niner House	SUMMR
Susie Harwood Garden	SUSIE
Sycamore	SYCAM
Halton-Wagner Tennis Complex	TENIS
Tennis Courts	TENNA
Irwin Belk Track & Field	TRACK
Fitness Trail	TRAIL
Washington Tower	TRANSC
Sand Volleyball Courts	VLYBL
Wells Fargo Fieldhouse	WACH
Wallis Hall	WALIS
Belk Hall	WHALL
Winningham	WINN
Witherspoon	WITHR
Woodward Hall	WOODW

Building Name	Building Code
West Main Quad	WQUAD
Residence1	XXX