**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=12172&utm_source=template-word&utm_medium=content&utm_campaign=Sample+Chemical+Inventory+List+Template-word-12172&lpa=Sample+Chemical+Inventory+List+Template+word+12172)Microsoft Word Chemical**

**Inventory Template Example**

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| **Chemical Inventory Department** |  | **Additional Notes** |
| Laboratory Safety and Compliance |  | All chemicals must be stored according to their hazard classifications. Ensure proper PPE is worn when handling any substances listed below. Regular audits are conducted quarterly. |
| **Date Updated** |  |
| 08/19/20XX |  |

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| **Item No.** | **Product Name** | **Substance Name** | **Concentration** | **CAS No.** | **Quantity** | **Units** | **Hazard Class** | **Location** | **Date Received** | **Date Expired** | **Supplier** |
| 001 | Acetone | Propanone | 99% | 67-64-1 | 5 | Liters | Flammable Liquids | Flammable Storage Room | 05/12/20xx | 05/12/20xx | Sigma-Aldrich |
| 002 | Hydrochloric Acid | Hydrochloric Acid | 37% | 7647-01-0 | 10 | Liters | Corrosive Substances | Acid Storage Cabinet B | 07/01/20xx | 07/01/20xx | Fisher Scientific |
| 003 | Sodium  Hydroxide | Sodium Hydroxide | 98% | 1310-73-2 | 15 | Kilograms | Corrosive Substances | Chemical Storage Cabinet C | 06/20/20xx | 06/20/20xx | VWR International |
| 004 | Ethyl Alcohol | Ethanol | 70% | 64-17-5 | 20 | Liters | Flammable Liquids | Flammable Storage Room | 03/15/20xx | 03/15/20xx | Thermo Fisher |
| 005 | Formalin | Formaldehyde Solution | 37% | 50-00-0 | 8 | Liters | Carcinogenic | Chemical Storage  Cabinet D | 04/10/20xx | 04/10/20xx | Merck KGaA |
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**Microsoft Word Chemical Inventory Template**

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| **Chemical Inventory Department** |  | **Additional Notes** |
|  |  |  |
| **Date Updated** |  |
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| **Item No.** | **Product Name** | **Substance Name** | **Concentration** | **CAS No.** | **Quantity** | **Units** | **Hazard Class** | **Location** | **Date Received** | **Date Expired** | **Supplier** |
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