How to Create a Chemical Inventory Utilizing Accelerate

Accelerate (formerly MSDSonline) offers an efficient way to transfer a list of chemicals into excel in order to create a chemical inventory sheet (Chemical inventories MUST be sent to UMBC Environmental Safety & Health on a quarterly basis). Users with managerial access can export a chemical list for their assigned area off of the Accelerate website. Once on the site, go to the assigned location(s) that you are responsible for. There is a check box to the left of each chemical where you can select the desired chemicals you would like included on the chemical inventory.

Once all the desired chemicals are selected, they can be exported as an excel spreadsheet. Click the "**Export**" button near the top Right of the screen. A pop-up window will appear with the option to select between "**Displayed results only**" or "**Displayed results and additional data**". Select the "**Displayed results only**" option and click the "**Export**" button.

A message should appear stating that the export is being processed. You will want to periodically refresh the page until it is done. Once it is done, there will be a message stating that the export is ready with a "**Download**" button. Click this button to download the excel spreadsheet.

Your export is ready.   **Download**

Once the spreadsheet is opened, two additional columns must be added. One being the unit of the chemical, so if the chemical is in 500 mL bottles, the unit would be 500 mL. The other will be the quantity of the chemical, so if there are four 500 mL bottles, the quantity would just be four as seen in the example below. These columns can be added to the right of the product name.

eBinder Product List	Unit	Qty	Location: {Tech 2}, Product Status in Location: {In Use}			
Product Name			Manufacturer	Revision Date	CAS #	Date Added
Acetone	500mL	4	BARTON SOLVENTS, INC.	7/21/2021 12:00:00 AM		8/18/2021

Once all of the required information is added to the chemical inventory sheet, please email it to UMBC Environmental Safety & Health at esh@umbc.edu on a quarterly basis. Please submit a chemical inventory for each individual area/room and provide additional information such as the room number in the submission email. If further assistance is required please contact UMBC Environmental Safety and Health at esh@umbc.edu.