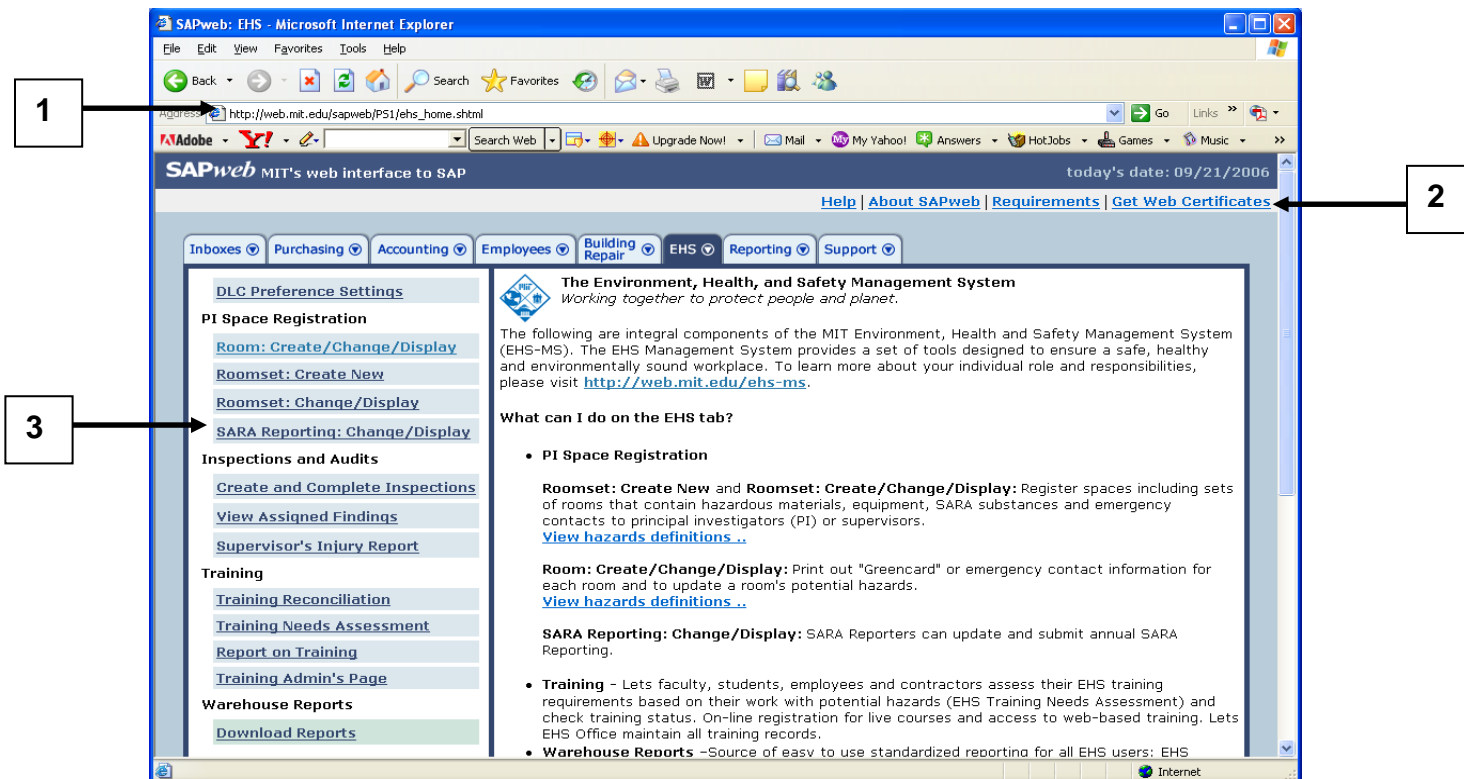


## SARA Reporter Instruction Sheet

1. When you receive notification to update the SARA inventory for your PI(s) and/or Supervisors spaces, access the web-based PI Space Registration and SARA Reporting system on the SAPweb site at [http://mit.edu/sapweb/PS1/ehs\\_home.shtml](http://mit.edu/sapweb/PS1/ehs_home.shtml).
2. You'll need to use a MIT supported browser on PC or Mac that already has your MIT certificates installed. (Note: if you need to get certificates for your browser, select the "Get Web Certificates" link at the top of the page. If you have any problems with certificates, contact the MIT Computing Help Desk at [computing-help@mit.edu](mailto:computing-help@mit.edu) or call 617-253-1101.)
3. Select the "SARA Reporting: Change/Display" option from the left navigation. The system will load and validate your certificate information, then present you with one or more links to PI(s) and/or Supervisors SARA Relevant Roomsets\*.



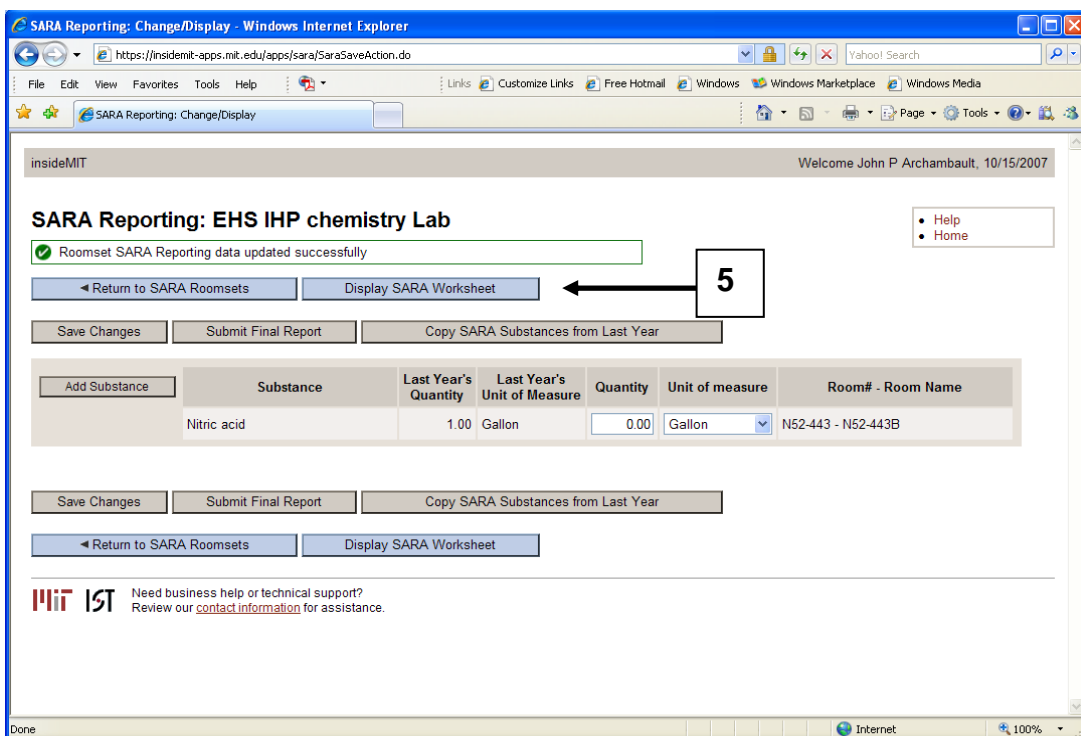
**\*A SARA relevant roomset is a roomset that contains one or more rooms with one or more of the following hazards:**

Chemicals as Core Hazard  
Flammable Liquids  
Highly Reactive Materials  
Large Volume of Oil  
Combustible Metals  
Gas Cylinders  
Hydrofluoric Acid (HF)  
Perchloric Acid & Org Peroxide  
Toxic Gases

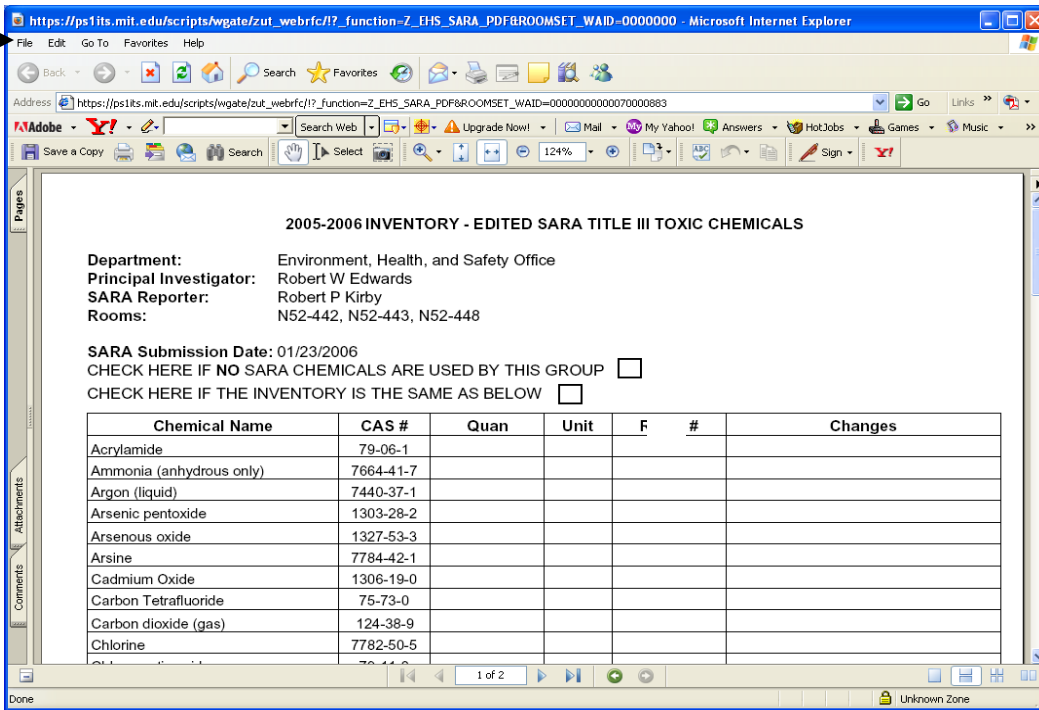
- Select the link to a "PI Roomset Name". On the resulting SARA Reporting detail page, you are presented with a set of tools for updating the SARA inventory for your PI/Supervisor.



- Select the "Display SARA Worksheet" option. Selecting this option will launch a PDF version of last year's SARA inventory that you should print out and use when you conduct the physical inventory. To print, select "File" then "Print" from your browser menu.



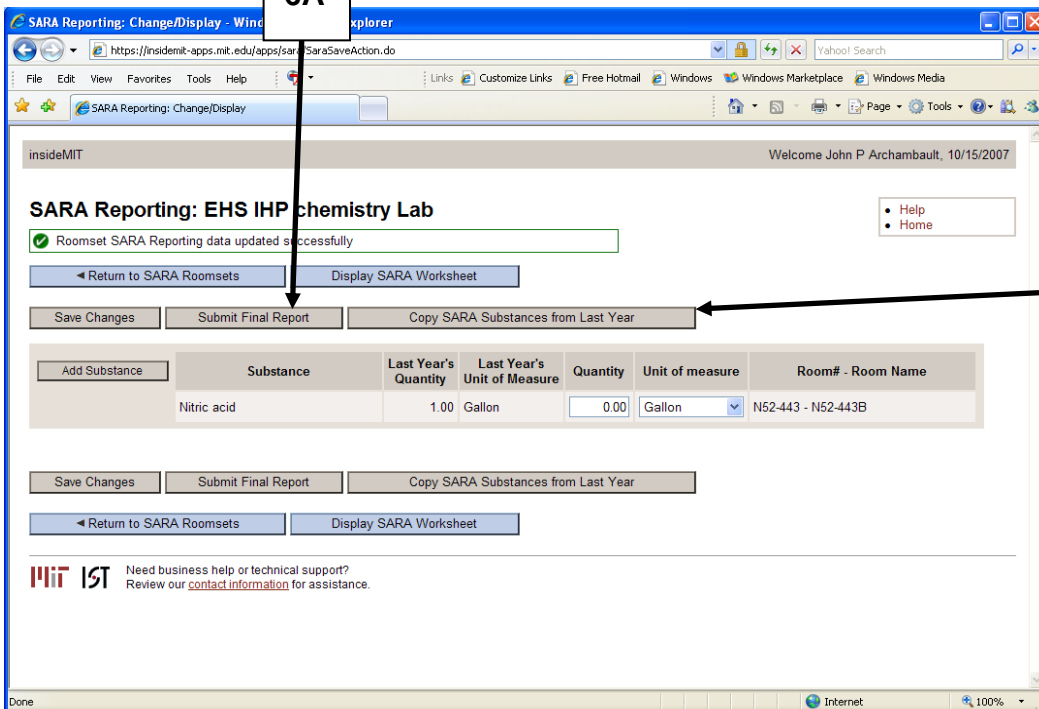
5



6. A. After you update the SARA Worksheet, go back into the system and update the data on the SARA Reporting detail page. If there are no SARA chemicals in the roomset, just click “Submit Final Report” button.

B. If the materials, locations and amounts are almost identical to last year’s, you can select the “Copy and Save Last Year’s Substances” option above the “SARA Substances Present in Roomset (per room)” table at the bottom. Make the necessary adjustments to “Quantities” and/or “Unit of measure” and then “Save Changes”. (Note that this copy from last year option is only intended for use when you begin to put in your data. Any subsequent use of the button overwrites whatever you already entered in the system for the current year.) To remove a substance present last year from this year’s inventory just zero out the quantity.

6A



6B

Following is a gas cylinder conversion chart for your use:

Chemical Name	Size	Volume (scf)	Weight (lbs)
Ammonia (gas)			5 and 50
Argon		336	24.3
Carbon dioxide	H	437	50
Helium		291	21
Hydrogen		197	14.3
Hydrogen chloride (gas)			8 and 60
Nitrogen	H	230	16.7
Oxygen	E	24	2
Oxygen		200	14.5
Sulfur dioxide			5 and 115

Online conversion calculator (standard cubic feet, pounds, etc.):

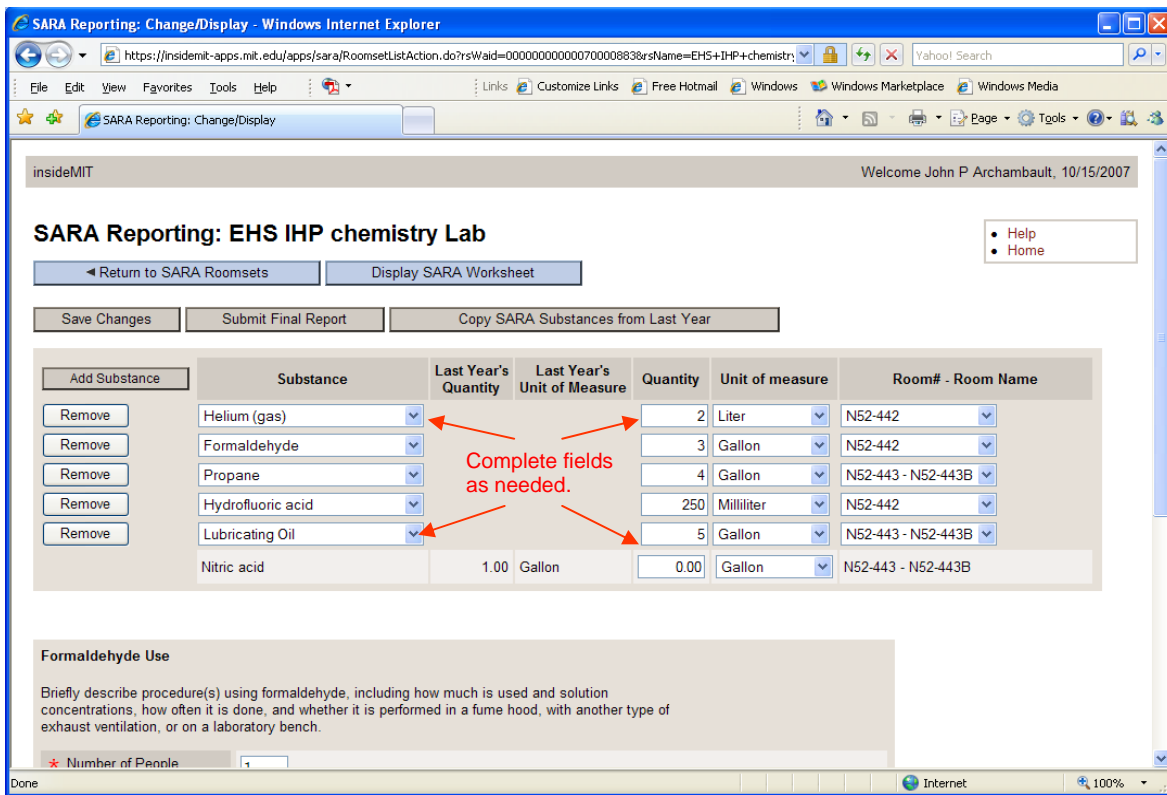
<http://www.uigi.com/unitconvert.html>

- If new substances have been added since last year, use the “Add Substance” button. Select the “substance”, “unit” and “room” from the dropdown menus, and then enter the quantity for each substance. Your new substances\*\* will show up in the table below outlined in yellow. Double-check the quantities, etc., and then select the “Save Changes” option to save the information you have added.

7 → Add Substance

Substance	Last Year's Quantity	Last Year's Unit of Measure	Quantity	Unit of measure	Room# - Room Name
Nitric acid	1.00	Gallon	0.00	Gallon	N52-443 - N52-443B

7 → Save Changes



## 8. Formaldehyde Use

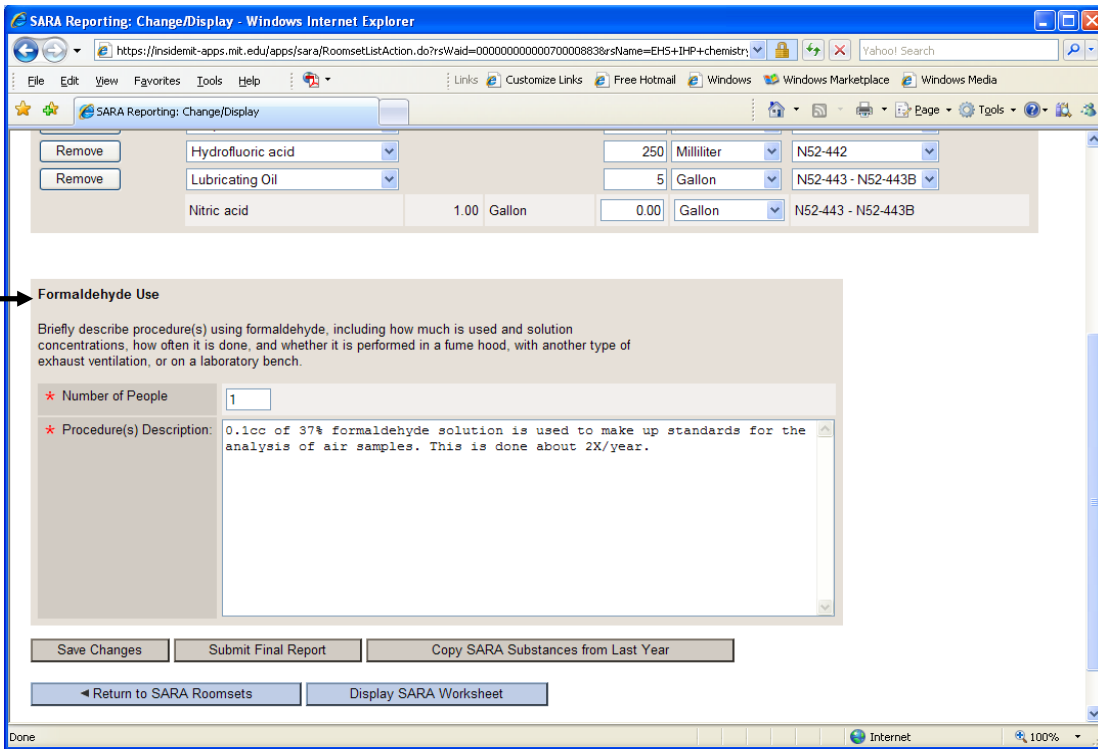
If the roomset contains formaldehyde, briefly describe the procedure(s) that use formaldehyde, including how much is used and solution concentrations, how often the procedure is done, and whether it is performed in a fume hood, with another type of exhaust ventilation, or on a laboratory bench. If your lab submitted information in the previous year, that procedure description is included. Please make any changes directly to the text OR delete the previous information and add new information as required.

- **Number of People:** Enter the number of people in the roomset who work with formaldehyde.
- **Procedure(s) Description:** Describe the procedure(s) using formaldehyde.

Example:

We weigh out 4 gm of paraformaldehyde once a week and dilute it with 100 ml of deionized water in a fume hood. This takes about 15 minutes and we do it once per week.

8



9. When you have completed this year's SARA inventory, select the "Submit Final Report" option at the top. If you discover that you have missed a substance, you can add, edit, save and submit changes before January 22, 2010.

9

