



**EXAMPLE** Please complete the blank form on the bottom of this page and return [shepherd@apsu.edu](mailto:shepherd@apsu.edu) **EXAMPLE**

Department ENVIRONMENTAL HEALTH & SAFETY		Date of Inventory				
Brand Name	Product Number	Weight/ Unit	Manufacturer Name and Address	Phone Number	Room Number	Remarks
Gillette Liquid Paper	564-01	6 oz.	The Gillette Company Box 61, Stat. Prod. Div Boston, MA 02199	(301) 590-9781	101	
Pitney Bowes Print Powder (D-750 Copier)	370-0	330g.	Pitney Bowes Walter H. Wheeler Dr Stanford, CT 06920	(800) 462-6797	101	
Lebco Dust Mop Treatment	3356GCA 8 10-201R	18 oz.	Lebanon Chemical Co. 311 S. College St Lebanon, TN 37807	(615) 447-1787	110	
3M Brand Desk and Office Cleaner	573	23 oz.	3M Center Cleaning Products Div. ST Paul, MN 55144-1000	(621) 733-1110	105	
Panasonic Toner Kit (KX-P4450)	KX-P450		Panasonic 2 Panasonic Way Secaucus, NJ 07094	(201) 392-4454	102	Inside Storage Closet
Raid Ant & Roach Killer	Z1613	17.5 oz.	SC Johnson & Sons, Inc Racine, WI 53403	(800) 558-5252	105	
Para-Dichlorobenzene	106-46-7	36 oz.	Aldon Corporation 1533 W. Henrietta Rd. Avon, NY 14414	(716) 226-6177	110	