**How to check your Excel chemical inventory list against the Exhibit 1 chemicals list using CAS numbers.**

**Courtesy of Kristen Murphy**

1. In your Excel chemical inventory list, add two new blank columns next to the column that has your CAS numbers.

2. In the second empty column copy and paste the list of CAS numbers from the settlement agreement

3. Use the formula below in the first box of the empty row directly next to the CAS numbers.  Change the letters to match your excel sheet.  In this example, inventory CAS numbers were in column B and our settlement agreement CAS numbers were in column D.

=IF(ISERROR(MATCH(B1,$D$1:$D$500,0)),"",B1)

4. Drag the formula down the column so the formula copies into every cell.

 Any time a CAS number in column B matches a CAS number in column D it will show up in column C

5. Highlight column C again and copy it.  Past it as a value rather than a formula

6. Highlight column C and sort by Z-A, expand the section. This groups everything that is in the settlement agreement together.

Anything that  has  CAS number in both columns is in the settlement agreement.

7. Color code the cells for items on the list. Color code the actual containers with matching colored tape for ease of identification in the future.

8. Repeat process for ‘particularly hazardous substances’ list.