

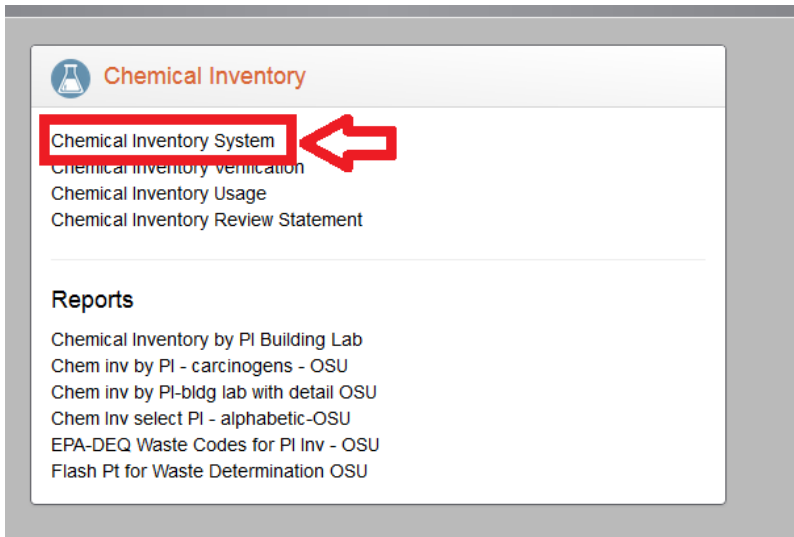
EHSA “How-to” for PIs, Lab Manager or Chemical Inventory access users:

Input your Chemical Inventory

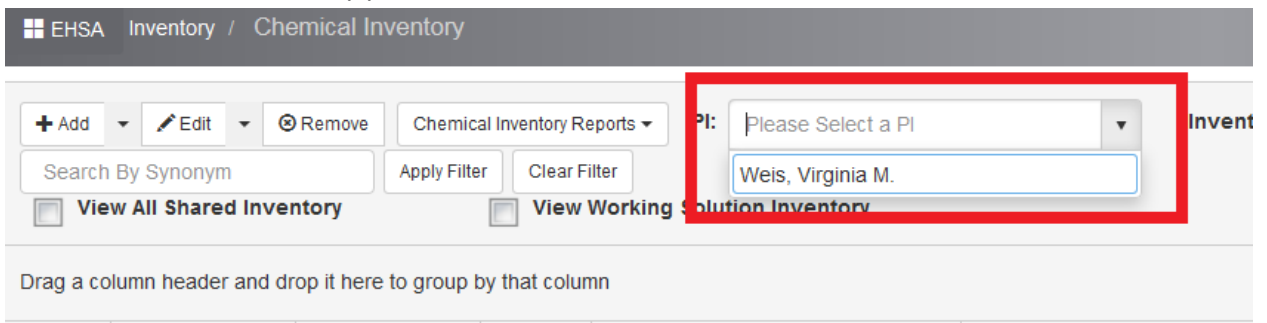
1. Click on the inventory icon after logging into the EHS Assistant



2. Click on the “Chemical Inventory System” link to view, add, edit, or remove chemicals



3. Select the PI whose inventory you wish to view



4. To add a chemical: click the add button on the top left of the screen

EHS Inventory / Chemical Inventory

+ Add Remove Chemical Inventory Reports **PI:** Weis, Virgir

Search By Synonym Apply Filter Clear Filter

View All Shared Inventory View Working Solution Inven...

Drag a column header and drop it here to group by that column

Shared	Inventory #	Permit #	SDS	Chemical Description ▲
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

5. A screen will pop-up where you can search for a chemical by its name (aka description), its CAS #, or via your personal catalog. If the chemical you have typed in shows up below, click “Select.” If the chemical is not there, you can click the “x” in the top right corner of the box to exit out of the pop-up search.

Select Chemical

Search By Chemical Description: acetone Search Search By Chemical CAS # Search

Primary Name: x Chemical Description: x

Chemical Description	CAS #	Chemical #	Synonym	Prim Name	Multiple Ingredients?	Appendix A	Vendor Name
Acetone	75-07-0	5401	Acetone				
Acetone cyanohydrin	75-09-5	11774	Acetone cyanohydrin			Yes	
Acetonedicarboxylic acid, 1,3-	1540-05-2	13360	Acetonedicarboxylic acid, 1,3-				
Dimethoxypropane, 2,2-	77-76-6	3545	Dimethoxypropane, 2,2-				
Gram's decolorizer solution							

- If the chemical was found, after you click select, the chemical information will automatically populate into the Chemical Information and Hazard Information Box. The only boxes required to be populated are marked with an asterisk. Click “Save.”

Chemical Information

*Chemical Description: Acetone Select Chemical

Found in Catalog Not in Catalog

Cas #: 67-64-1 Chemical Number: 8491

Additional CAS Numbers

*# of Containers: [] *Size of Container: [] *Unit of Measure: []

*Physical State: [] Concentration: [] %

Vendor Information: Vendor: []

Location & Storage Information: *Lab/Location: []

Location within room: []

- If the chemical or substance is NOT in the chemical catalog, type the name into the Chemical Description Box and input the CAS #, if there is one. If no CAS #, leave that box blank. Ensure the “Not in Catalog bubble is filled.” Click “Save.”

Chemical Information

Chemical Description: Stable Vitamins Select Chemical

Found in Catalog Not in Catalog

Cas #: []

Additional CAS Numbers

*# of Containers: [1] *Size of Container: [1.000000] *Unit of Measure: [mL]

*Physical State: [Liquid] Concentration: [] %

Vendor Information: Vendor: []

Location & Storage Information: *Lab/Location: TEST ONLY 01/10/10

Location within room: []

- To delete: Click on the “Remove” button at the top of the main Chemical Inventory page.

+ Add Edit Remove Chemical Inventory Reports PI: TEST last name, TE

Search By Synonym Apply Filter Clear Filter

View All Shared Inventory View Working Solution Inventory

Drag a column header and drop it here to group by that column

9. A box will pop-up with the number of items you would like to remove and reason for removal information. To delete more than one item, click on the yellow highlighted boxes under the “Select For Removal” category. Click “Remove”

Shared	Inventory #	Select For Removal	Permit #	SDS	Chemical Description ▲	Vendor	Cas #
<input type="checkbox"/>	0125106	<input type="checkbox"/>	I-TESTING		Acetone-d6		34
<input type="checkbox"/>	0125353	<input checked="" type="checkbox"/>	I-TESTING		Nitric acid (>67%)		37-2
<input type="checkbox"/>	0125352	<input checked="" type="checkbox"/>	I-TESTING		Snake Venom		

Confirm Removal

Items selected for removal: **2**

Reason For Removal:

Are you sure you want to mark the selected inventory items as Removed?

Remove Cancel Select All

10. Features:

You can sort using a category. For example, if you want to sort out chemicals by room. Grab the header of the category you want to sort with, such as “lab/room” and move it to the area that says “Drag a column header and drop it here to group by that column.”

Drag a column header and drop it here to group by that column

Share	Chemical Description ▲	Inventory #	Permit #	SDS	Vendor
<input type="checkbox"/>	Acetone-d6	0125106	I-TESTING		EMD Ch
<input type="checkbox"/>	Nitric acid (>67%)	0125353	I-TESTING		
<input type="checkbox"/>	Snake Venom	0125352	I-TESTING		

Lab ×

Shared	Chemical Description ▲	Inventory #	Permit #	SDS	Vendor
Lab: 01fake					
<input type="checkbox"/>	Acetone-d6	0125106	I-TESTING		EMD Ch
<input type="checkbox"/>	Snake Venom	0125352	I-TESTING		
Lab: 02fake					
<input type="checkbox"/>	Nitric acid (>67%)	0125353	I-TESTING		