

EHSA Chemical Inventory Guidance

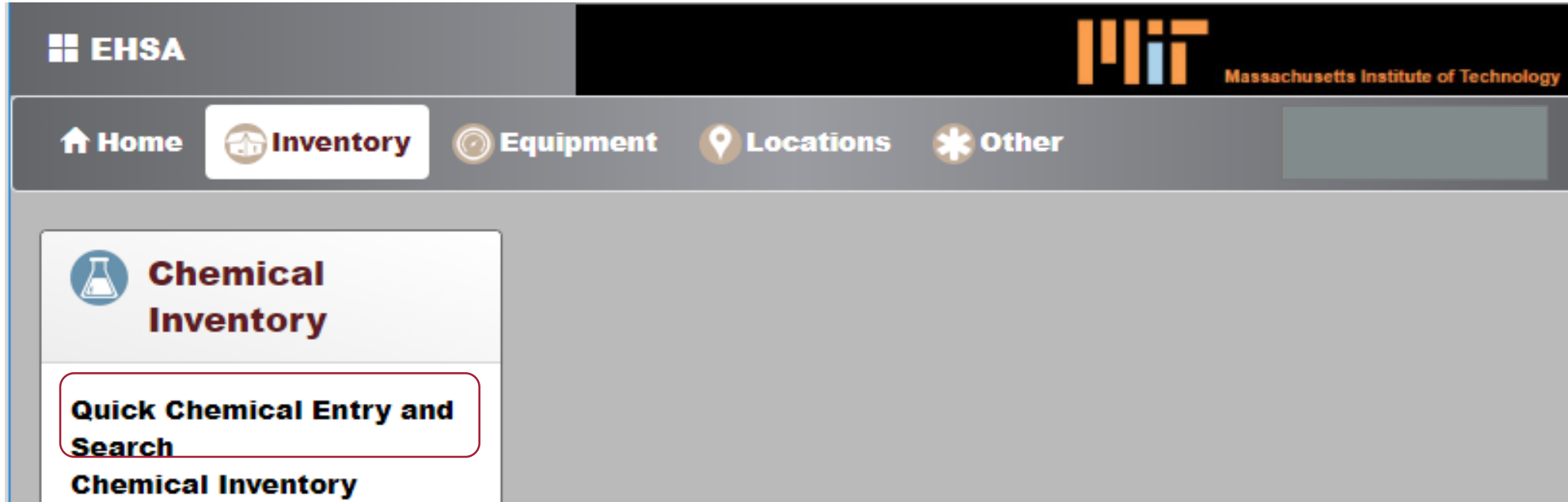
As of 8/15/2018



**Environment,
Health & Safety**

Access PI's Chemical Inventory

To access your PI's chemical Inventory, first log into EHSA with your Kerberos ID. Under **Inventory** and **Chemical Inventory**, click on **Quick Chemical Entry and Search**. Your PI's chemical inventory will be auto populated.



PI Chemical Inventory

Less important columns can be dragged to the right so that only the most relevant information will be seen in this screen.

By default, each page will populate 500 chemicals maximum. The search function will still be able to search for a chemical that is not listed in the first page.

EHS Inventory / Chemical Inventory Help

+ Add Edit Remove More Chemical Inventory Reports PI: Last Name, First Name Options

Inventory: Current Inventory Transfer Search Department Inventory

Search By Synonym Apply Filter Clear Filter Chemical Exchange

View All Shared Inventory

Item(s) marked in Yellow will Expire
Item(s) marked in Red are Expiring or Expired
Item(s) marked in BLUE are Appendix A

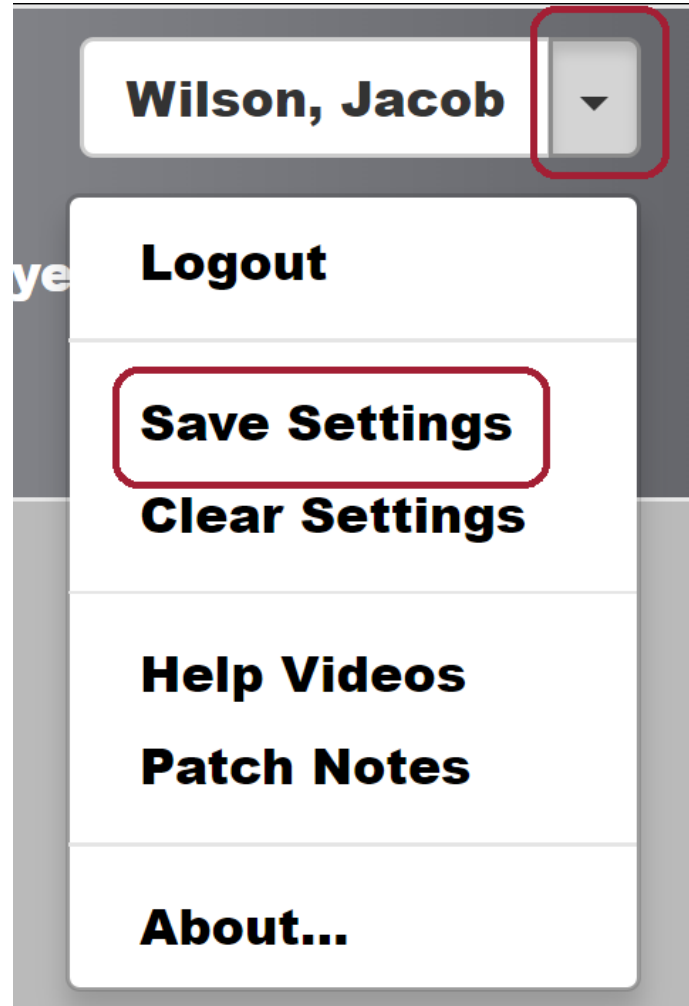
Drag a column header and drop it here to group by that column

Share All Shared	Inventory Bar Code	Status	PI	Chemical Description	PHS
<input checked="" type="checkbox"/>	01-286252			1,2,3,4-TETRAHYDRONAPHTHALENE	
<input checked="" type="checkbox"/>	01-286291			1,2,4,5-benzenetetracarboxylic anhydride, 99%	
<input checked="" type="checkbox"/>	01-286517			1,2-Dichlorobenzene	
<input checked="" type="checkbox"/>	01-286191			1,2-DIMETHOXYETHANE	

Click on column header to sort the column in ascending/descending order

How to save your personal setting


If you don't save your table settings before a log out it will automatically default to the original settings. Here are the steps in how to save your personal table settings within EHSA.

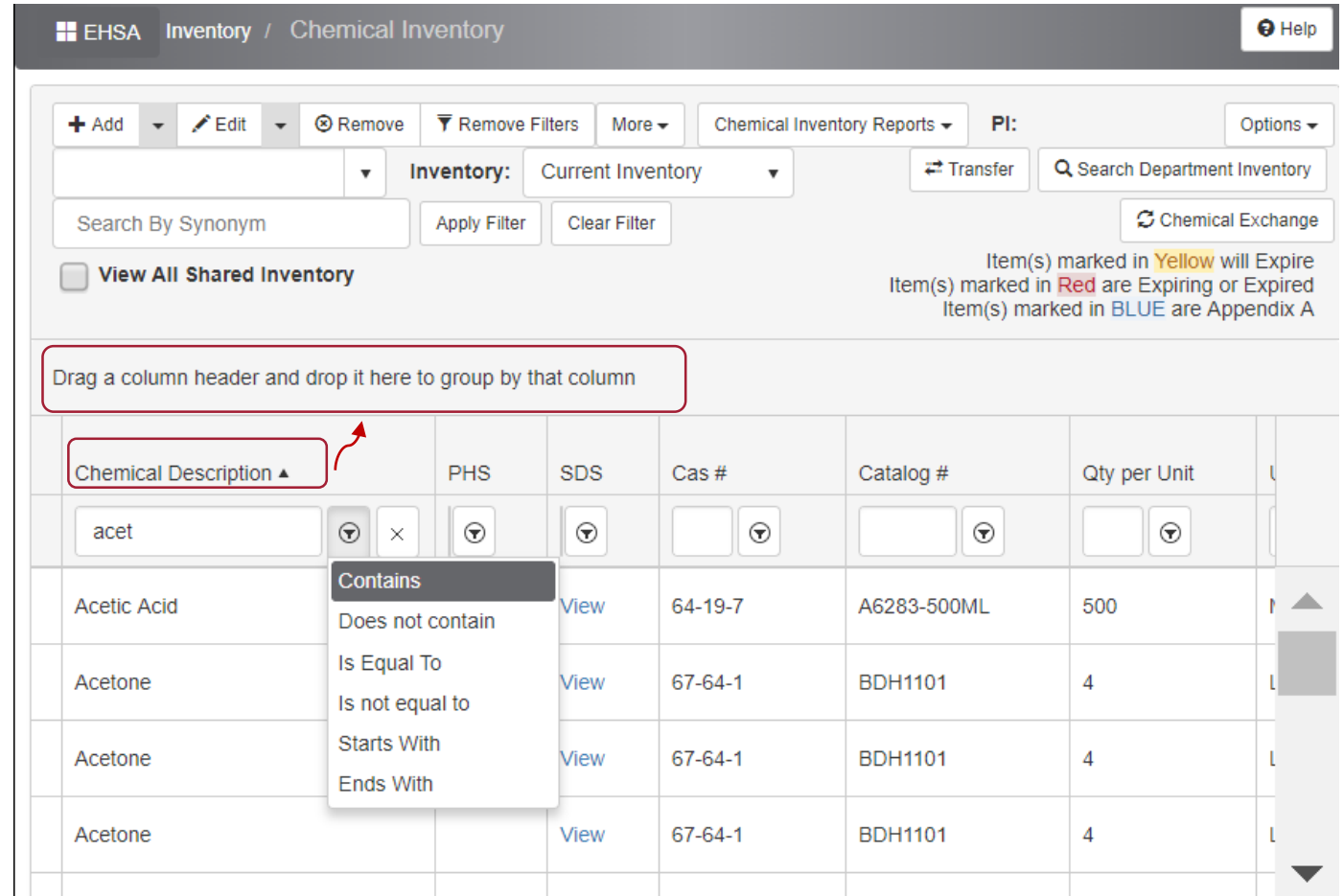


Go back to the main page and find your Kerberos ID in the top right corner.

Once there click on the arrow next to the ID and select 'Save Settings.' This will save all table edits done during that log in.

Search for a Chemical

- You can search for a chemical by typing in keywords in any one of the search bars
- Click on  to further filter your keyword (same for every column)



EHS Inventory / Chemical Inventory

+ Add Edit Remove Remove Filters More Chemical Inventory Reports PI: Options

Inventory: Current Inventory Transfer Search Department Inventory

Search By Synonym Apply Filter Clear Filter Chemical Exchange

View All Shared Inventory

Item(s) marked in **Yellow** will Expire
Item(s) marked in **Red** are Expiring or Expired
Item(s) marked in **BLUE** are Appendix A

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

Chemical Description	PHS	SDS	Cas #	Catalog #	Qty per Unit
acet					
Acetic Acid		View	64-19-7	A6283-500ML	500
Acetone		View	67-64-1	BDH1101	4
Acetone		View	67-64-1	BDH1101	4
Acetone		View	67-64-1	BDH1101	4

Add a Chemical

- Click on **Add**
- You can search by **Description, CAS #** or **PI's Personal Catalog**
- The search result will be grouped in the order of column headers selected. This can be modified by 'drag&drop' of column headers
- Type in keywords in the search box and click on **Select**

The screenshot displays the EHS Inventory system interface. The top navigation bar includes 'EHS Inventory / Chemical Inventory' and 'Edit Labels'. The main toolbar contains buttons for '+ Add', 'Edit', 'Remove', and 'More'. A search box is present with the text 'Search By Synonym' and 'Apply Filter'. The 'Inventory' dropdown is set to 'Current Inventory'. A 'View All Shared Inventory' checkbox is visible. A warning message states: 'Item(s) marked in Yellow will Expire', 'Item(s) marked in Red are Expiring or Expired', and 'Item(s) marked in BLUE are Appendix A'. The 'Add Chemical' dialog is open, showing search options: 'Search By Chemical Description' (selected) with the input 'Acetone', 'Search By Chemical CAS #', and 'Show PI's Personal Catalog'. The dialog has tabs for 'Primary Name' and 'Chemical Description'. A 'Drag&Drop' area is highlighted. The search results table is shown below:

	CAS #	Synonym	Vendor Name	Catalog #
Select	77-76-9	2,2-DIMETHOXYPROPANE		
Select	77-76-9	ACETONE DIMETHYL ACETAL		
Select	77-76-9	DIMETHOXYPROPANE, 2,2-		
Chemical Description: ACETONE				
Select	67-64-1	10% CELLULOSE TRIACETATE		
Select	67-64-1	2-PROPANONE		
Select	67-64-1	ACETONE		
Select	67-64-1	ACETONE CERTIFIED ACS		

Add a Chemical (not in catalog)

In search box, type in the keywords, and if the chemical is not in the catalog, simply close the search page and add the chemical directly to the form.


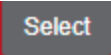
Note: fields with * are required fields

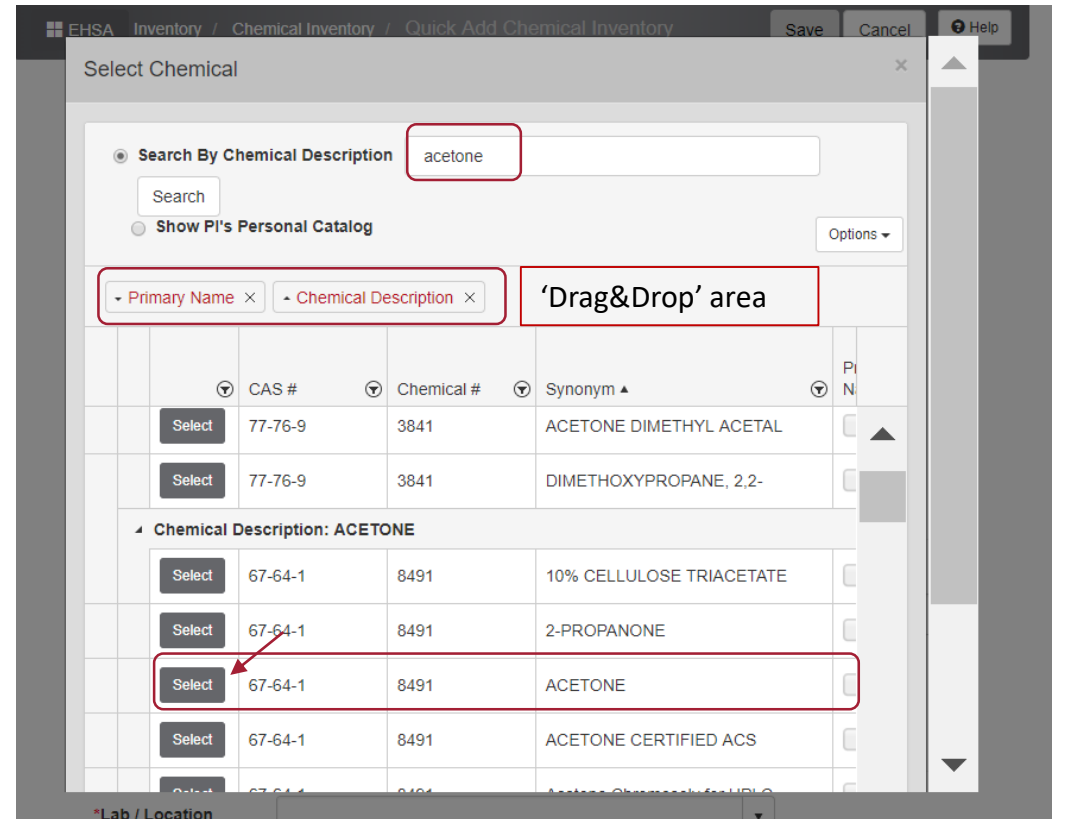
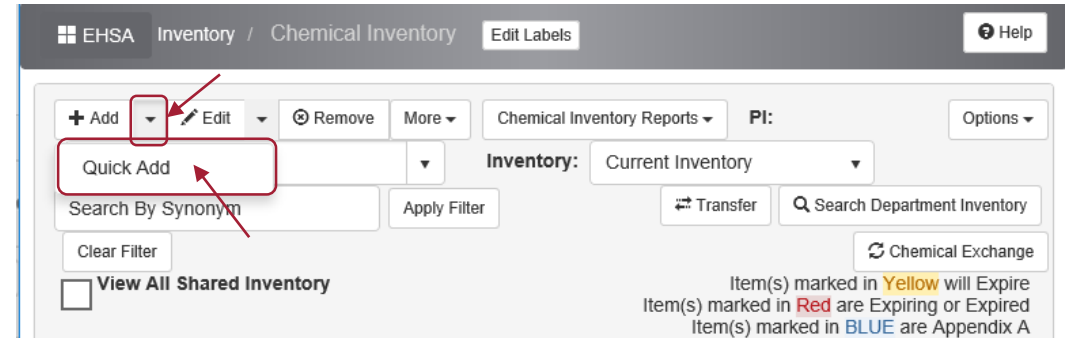
The image shows two screenshots of a software interface for managing chemical inventory.

The top screenshot shows a "Select Chemical" dialog box with a search bar containing "aaaa". A "Chemical Description Search" modal is open, displaying the message "No chemical catalog items found. Please try another search." with an "OK" button. A red arrow points to the close button (X) in the top right corner of the search modal.

The bottom screenshot shows the "Add Chemical Inventory" form. The "Basic Information" section includes a "Status" dropdown, an "Auto-Generate Inventory # / Barcode # (User will be prompted to enter inventory / barcode #'s if unchecked when clicking 'Save')" checkbox, and fields for "*P.I.", "PO #", "*Permit #", and "Lot #". The "Chemical Information" section includes a "*Chemical Description" field with "aaaa" entered, a "Select Chemical" button, radio buttons for "Found in Catalog" and "Not in Catalog" (with "Not in Catalog" selected), a "Cas #" field, and an "Additional CAS Numbers" section.

Quick Add

- click on  next to **Add** for **Quick Add**
- You can search by **Description** or **PI's Personal Catalog**
- The search result will be grouped in the order of column headers selected. This can be modified by 'drag&drop' of column headers
- Type in keywords in the search box and click 



Quick Add (cont.)

Quick Add function will only populate the required fields. You can always go back to add more details if necessary

The screenshot shows a web application interface for adding chemical inventory. The breadcrumb trail at the top reads 'EHSA Inventory / Chemical Inventory / Quick Add Chemical Inventory'. The form includes the following fields and controls:

- Auto-Generate Inventory # / Barcode #** (User will be prompted to enter inventory / barcode #'s if unchecked when clicking "Save")
- *P.I.**: A dropdown menu.
- *Permit #**: A dropdown menu.
- *Chemical Description**: A text input field containing 'ACETONE' and a 'Select Chemical' button.
- Found in Catalog** (selected) and **Not in Catalog** radio buttons.
- Cas #**: A text input field containing '67-64-1'.
- *# of Units**: A spinner control.
- *Qty per Unit**: A spinner control.
- *Unit of Measure**: A dropdown menu.
- *Physical State**: A dropdown menu.
- *Lab / Location**: A dropdown menu.
- *Receipt Date**: A date input field containing '4/19/2018' with a calendar icon.

Buttons for 'Save', 'Cancel', and 'Help' are located at the top right, and 'Save' and 'Cancel' are at the bottom left.

Share a Chemical

- If you wish to share your chemical inventory or certain chemicals with other labs, click the checkbox in **Shared** column
- To search other lab's shared chemical inventory, click on **Search Department Inventory**, and search

The image shows two screenshots of the EHS Inventory system. The top screenshot displays the main inventory management interface with a table of chemicals. The bottom screenshot shows a search window for departmental chemicals.

Top Screenshot: Inventory Management Interface

Navigation: EHS Inventory / Chemical Inventory

Actions: + Add, Edit, Remove, More, Chemical Inventory Reports, PI: [dropdown], Options

Inventory: Current Inventory

Buttons: Search Department Inventory, Transfer, Chemical Exchange

Search: Search By Synonym, Apply Filter, Clear Filter

View All Shared Inventory:

Legend: Item(s) marked in Yellow will Expire, Item(s) marked in Red are Expiring or Expired, Item(s) marked in BLUE are Appendix A

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

Share All Shared	Inventory Bar Code	Status	PI	Chemical Description	PHS
<input type="checkbox"/>	[input]	[input]	[input]	[input]	[input]
<input checked="" type="checkbox"/>	01-286252			1,2,3,4-TETRAHYDRONAPHTHALENE	
<input checked="" type="checkbox"/>	01-286291			1,2,4,5-benzenetetracarboxylic anhydride, 99%	
<input checked="" type="checkbox"/>	01-286517			1,2-Dichlorobenzene	
<input checked="" type="checkbox"/>	01-286191			1,2-DIMETHOXYETHANE	

Bottom Screenshot: Search Departmental Chemicals (Chemical Engineering)

Search By Chemical Description: Search

Search By Chemical CAS #: Search

PI: [dropdown]

Inventory #	Chemical Description	Cas #	# of Units	Qty per Unit	Volu
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Move a Chemical

To change the location of a chemical, go to **Location & Storage Information** section and select a new location for the chemical.

Location & Storage Information

*Lab / Location

Storage Location

Sub-Storage Location

Storage Device

Storage Requirements

Mark Exp. Dates for Peroxide Forming Chemicals

- To set expiration dates for peroxide forming chemicals, go to **Dates** section and select appropriate dates
- Safe storage period:
 - Unopened chemicals from manufacturer: up to 12 months or manufacturer's expiration date whichever comes first
 - Opened containers
 - Group A: 3 months or manufacturer's expiration date whichever comes first
 - Group B&D: 12 months or manufacturer's expiration date whichever comes first
 - Group C uninhibited: 24 hours
 - Group C inhibited: 12 months or manufacturer's expiration date whichever comes

Dates			
Receipt Date	<input type="text"/>	Order Date	<input type="text"/>
Expiration Date	<input type="text"/>	Container Open Date	<input type="text"/>
Last Reconciliation Date	<input type="text"/>		

Remove a Chemical

- Select a chemical and click on **Remove**
- A pop-up box will ask you to select a reason for removal
- You can select more chemicals to remove by clicking the checkbox in **Select For Removal** column (highlighted in yellow)

The screenshot displays the EHS Inventory Management System interface. At the top, the breadcrumb navigation shows 'EHS Inventory / Chemical Inventory'. The main toolbar includes buttons for '+ Add', 'Edit', 'Remove' (highlighted with a red box), and 'More'. Below the toolbar, there are search and filter options, including 'Current Inventory', 'Search By Synonym', and 'View All Shared Inventory'. A 'Confirm Removal' pop-up window is centered on the screen, showing 'Items selected for removal: 1' and a dropdown menu for 'Reason For Removal' with options: 'Data Entry Error', 'Transferred', 'Used', and 'Waste'. The main table lists chemical inventory items with columns for 'Share All Shared', 'Inventory Bar Code', 'Status', 'Description', 'PHS', 'Select For Removal', and 'SDS'. The 'Select For Removal' column is highlighted in yellow, and the checkbox for the item '1,2,4,5-benzenetetracarboxylic anhydride, 99%' is checked. The bottom of the screen shows pagination controls for '500 items per page' and '1 - 380 of 380 items'.

Share All Shared	Inventory Bar Code	Status	Description	PHS	Select For Removal	SDS
<input checked="" type="checkbox"/>	01-286252		TETRAHYDRONAPHTHALENE		<input type="checkbox"/>	View
<input checked="" type="checkbox"/>	01-286291		1,2,4,5-benzenetetracarboxylic anhydride, 99%		<input checked="" type="checkbox"/>	View
<input checked="" type="checkbox"/>	01-286517		1,2-Dichlorobenzene		<input type="checkbox"/>	View
<input checked="" type="checkbox"/>	01-286191		1,2-DIMETHOXYETHANE		<input type="checkbox"/>	View
<input checked="" type="checkbox"/>	01-286549		1,3-BUTANEDIOL		<input type="checkbox"/>	View

Retrieve Removed Chemicals

- Switch **Current Inventory** to **Disposed Inventory**
- Select a chemical and click on **Activate**
- The chemical will go back to your **Current Inventory**
- **Note:** if you selected 'Date Entry Error', the data will not be moved to **Disposed Inventory**, it will not be retrievable.

The screenshot shows the ESHA Chemical Inventory interface. At the top, there is a navigation bar with 'EHS A Inventory / Chemical Inventory' and a 'Help' button. Below this, there are several controls: an 'Activate' button, a 'More' dropdown, 'Chemical Inventory Reports' dropdown, a 'PI' dropdown, and an 'Inventory:' dropdown. There is also a search bar for 'Search Department Inventory' and a 'Chemical Exchange' button. A note indicates that items marked in Yellow will expire, Red are expiring or expired, and Blue are Appendix A. Below the controls, there is a table with columns: 'Share All Shared', 'Inventory Bar Code', 'Status', 'PI', 'Chemical Description', and 'PHS'. The table contains three rows of data. The second row, for 'Acetontrile, anhydrous, 99.8+%', is highlighted in red. The first and third rows are for 'Sodium perchlorate' and 'Tetrabutylammonium Tetrafluoroborate' respectively.

Share All Shared	Inventory Bar Code	Status	PI	Chemical Description	PHS
<input checked="" type="checkbox"/>	01-286508			Sodium perchlorate	
<input checked="" type="checkbox"/>	1-286561			Acetontrile, anhydrous, 99.8+%	
<input checked="" type="checkbox"/>	01-286200			Tetrabutylammonium Tetrafluoroborate	

Basic Information Status

Auto-Generate Inventory # / Barcode # (User will be prompted to enter inventory / barcode #'s if unchecked when clicking 'Save')

*P.I. *Permit #

PO # Lot #

Chemical Information

*Chemical Description

Found in Catalog Not in Catalog

Cas # Chemical Number

Additional CAS Numbers

If the chemical is in the catalog, some of the information (CAS# etc.) will be auto populated

Vendor Information

Vendor

Catalog #

Location & Storage Information

*Lab / Location

Storage Location

Sub-Storage Location

Storage Device

Storage Requirements

Flammable or Combustible Liquids - Store in flammable cabinet away from sources of ignition. Store highly volatile or temperature sensitive flammable liquids in Explosion-proof refrigerator. May be harmful when fumes/vapors are inhaled, inhaled, or absorbed.

Restricted:Purchase & Storage Restrictions Apply

If a vendor is not listed, set it as 'default', note vendor name in **Comments** and contact EHS.

Dates

Receipt Date

Expiration Date

Last Reconciliation Date

Order Date

Container Open Date

Hazard Information

Chemical Formula Molecular Weight

PHS

NFPA 704 Codes

Health	Flame	Reactivity	Physical Hazards Associated With Chemical	Primary Hazard
2	3	0	<input type="text"/>	3

HMIS

Health	Flame	Physical	Chronic Health
2	4	2	<input type="text"/>

SDS Information & Documentation

Chemical Documentation

Upload Date	Expiration Date	Document / File Name	Chemical Catalog
07-07-2014		8491-Fluka-414689.pdf	Yes

SDS URL

Click **Add** to add SDS or other chemical Documentation