

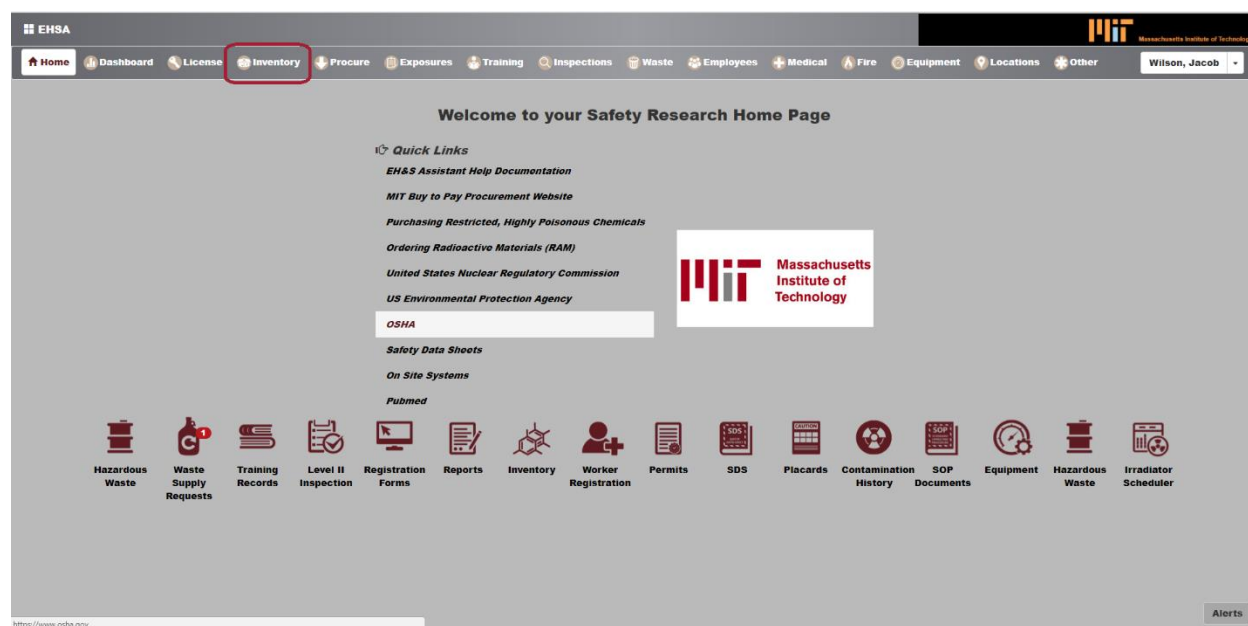
Chemical Inventory Verification

EHSA offers an Inventory Verification process for labs with barcodes that will be discussed in this manual. Once again, this is for labs that use barcodes provided by EHS to keep track of their chemical inventory. This document gives step by step directions in how to use the Chemical Inventory Verification feature and tips and tricks for optimizing your time spent in the system.

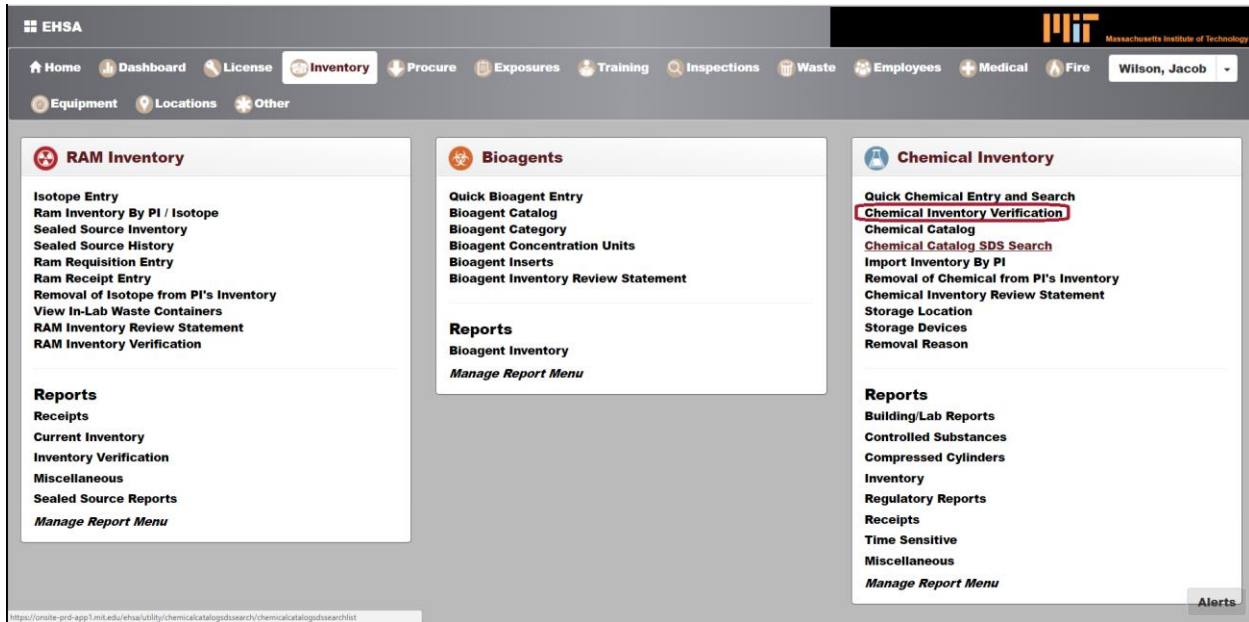
Starting the Verification Process

The first step of using the Chemical Inventory Verification function in the system is locating the feature in the system.

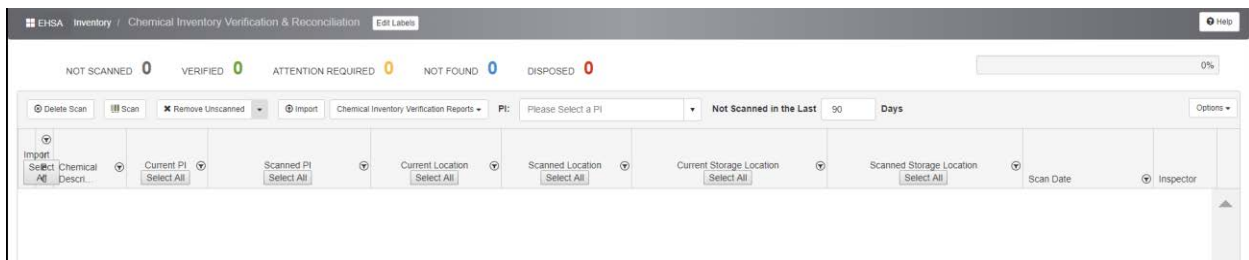
After logging on to EHSA, click on the Inventory tab in the top ribbon.



This will bring up a new menu that contains the link labeled “Chemical Inventory Verification.” Select this link.



You will be taken to a screen populated by a header and your current inventory below that looks like this.

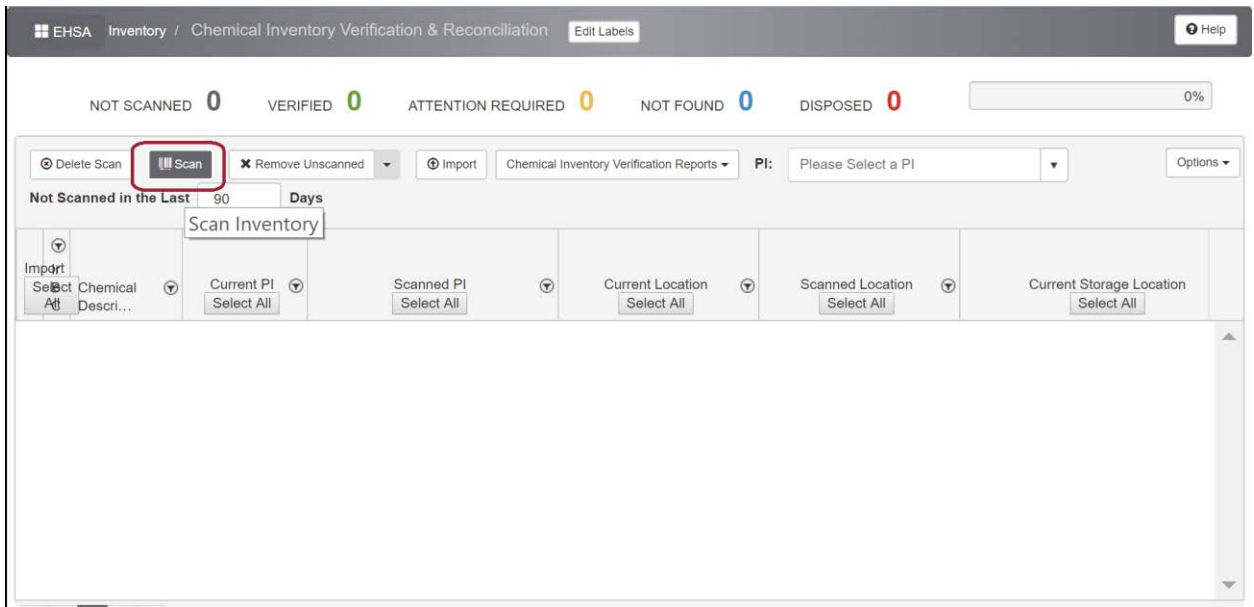


The main feature of the Chemical Inventory Verification page are broken down below.

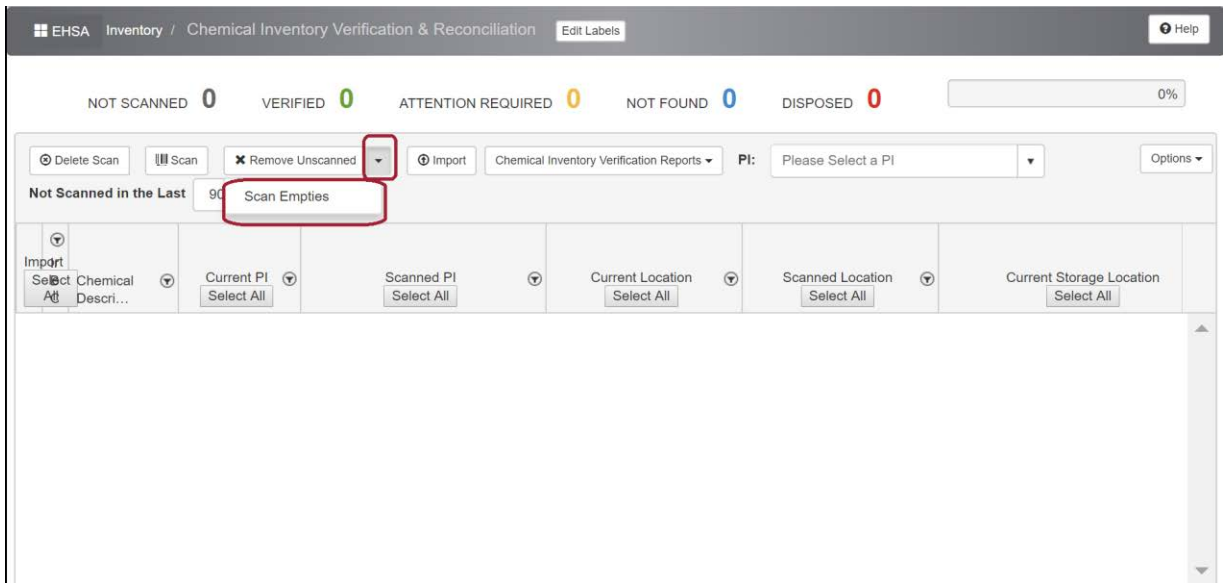
Scanning

There are two ways to scan barcodes using this feature in the system.

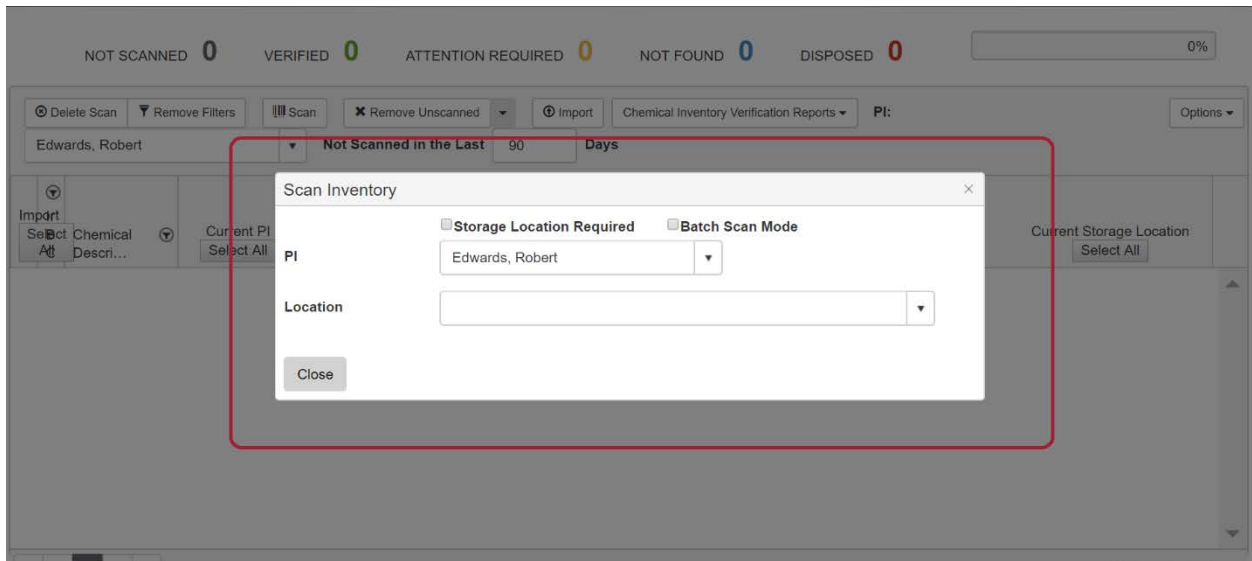
The first is using the “Scan” feature which allows you to do a verification of your lab. With this button moving and verifying locations of chemicals becomes possible through the following process.



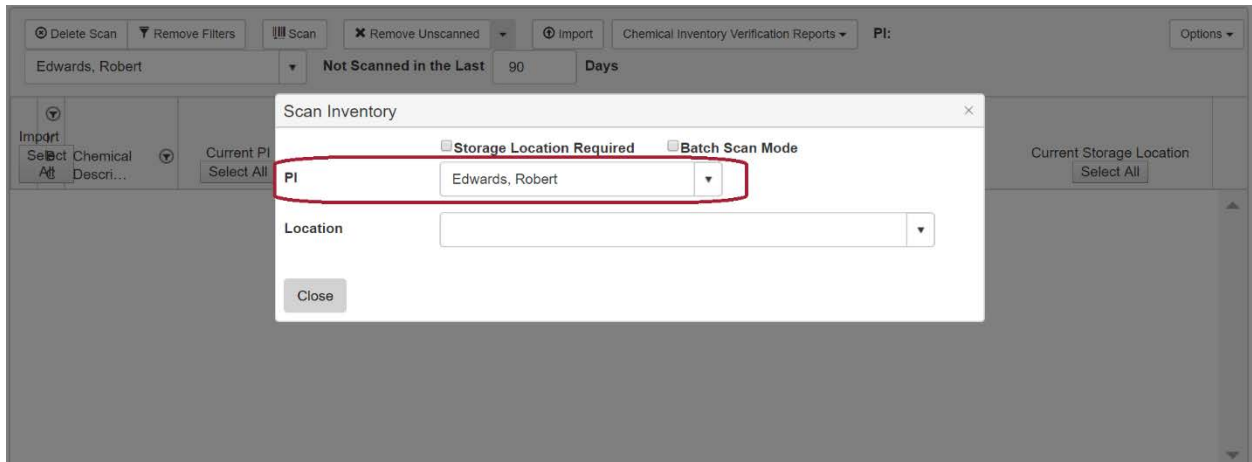
The second is the “Scan Empties” feature which allows you to do a mass disposal of chemicals in certain areas of your lab by scanning the barcodes on the containers on site.



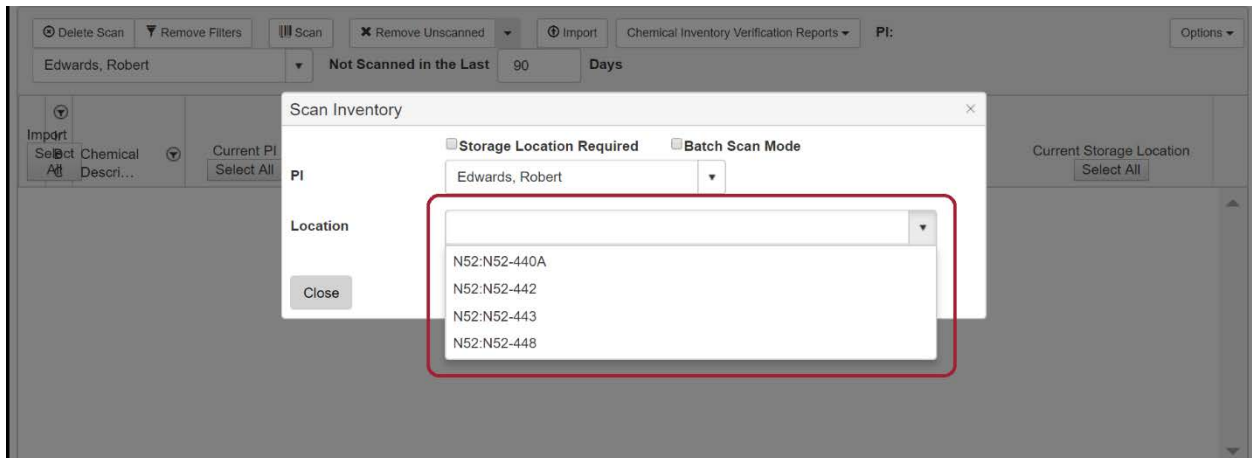
Going through either of these paths leads you to the pop-up found below. The next section will discuss how to use this feature and what everything with this pop-up does.



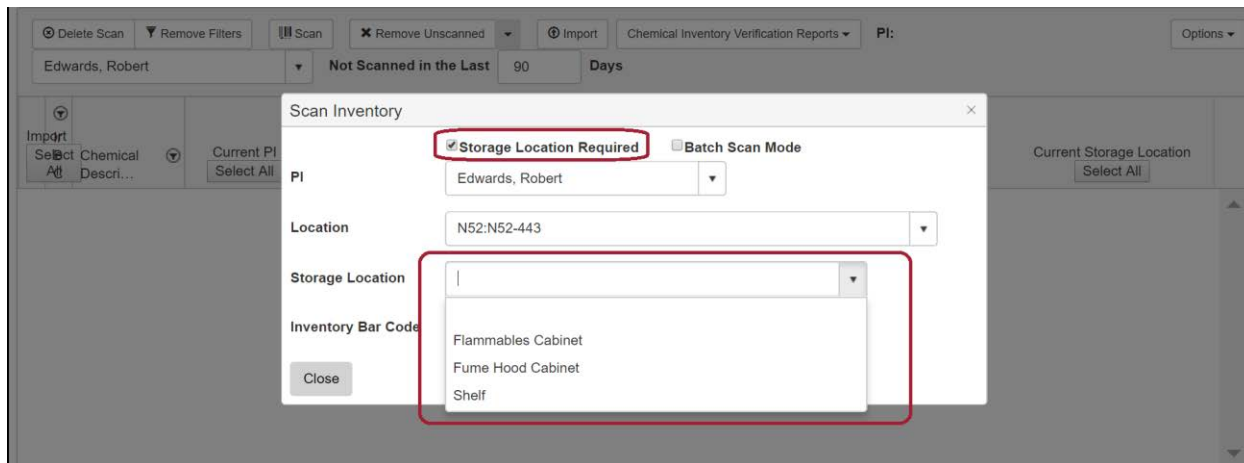
Your PI should auto-populate into the PI field, but if it doesn't select your correct PI in this field.



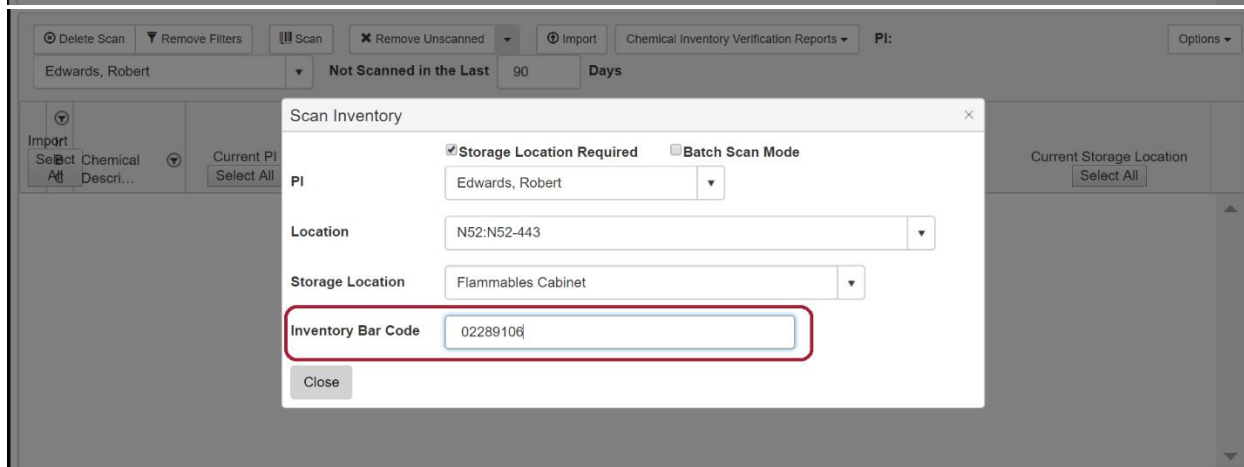
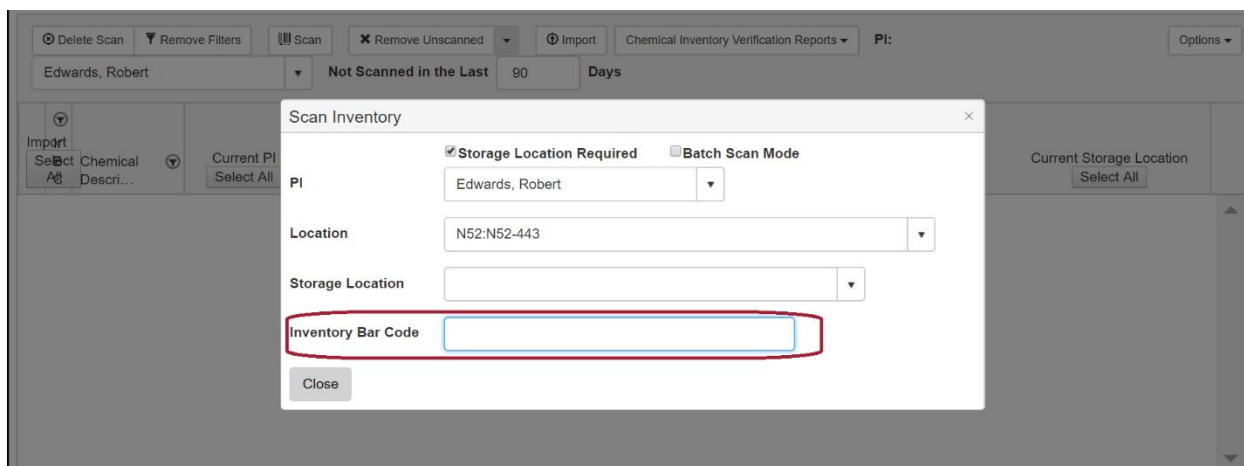
The location field refers to the room that you are scanning. This feature is a dropdown list that lines up with rooms attached to your lab so choose the room you are verifying and continue on.

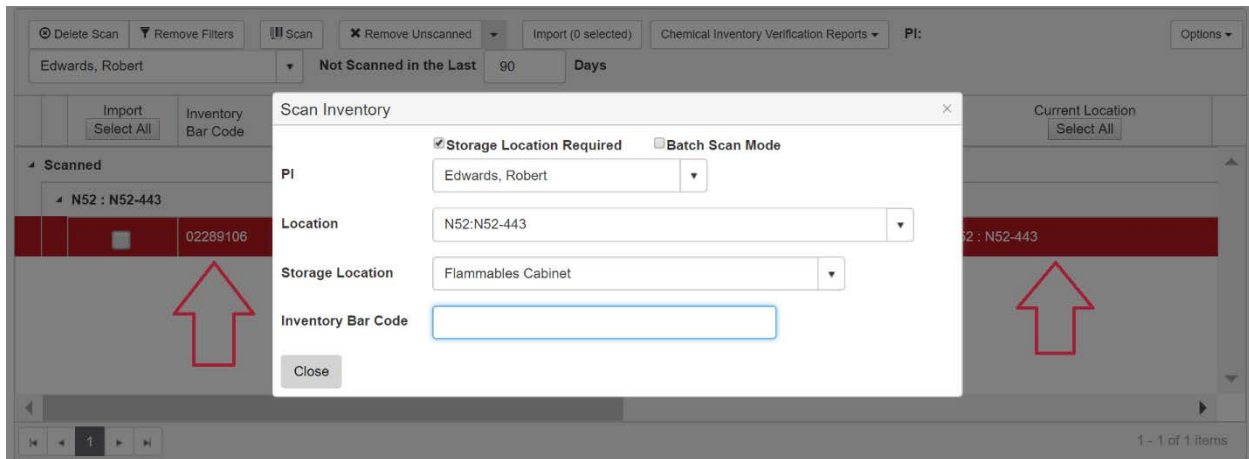


If you wish to add another level of storage data click on the checkbox labeled “Storage Location Required.” This brings up another dropdown list in which you can choose from options such as “Flammables Cabinet” or “Bench”. Once again only use this if you are scanning in a certain room at the correctly labeled Storage Location.

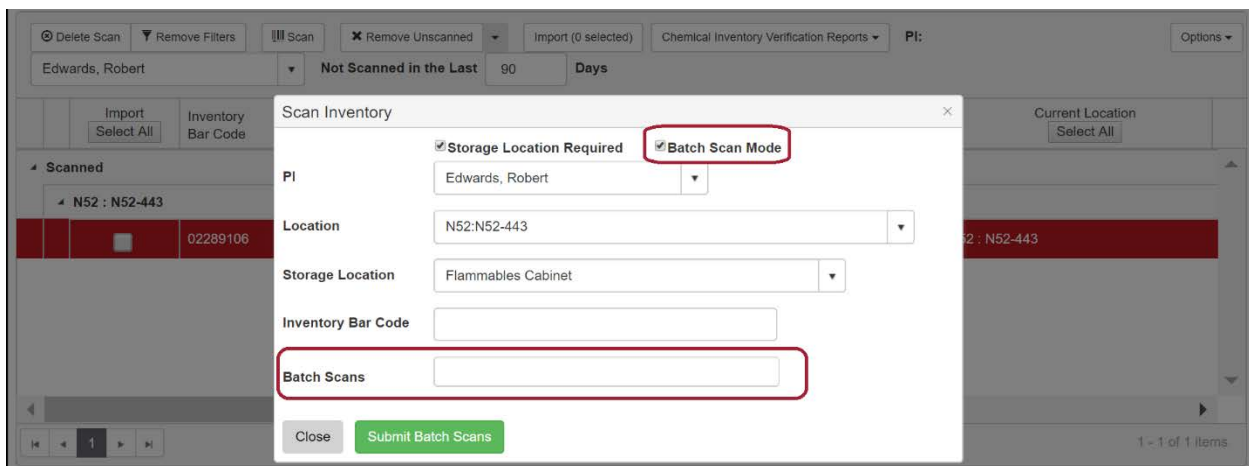


A new field should now pop-up labeled “Barcode Scan” where you can choose to enter the barcode on a bottle manually or use a scanner to enter in those barcodes.

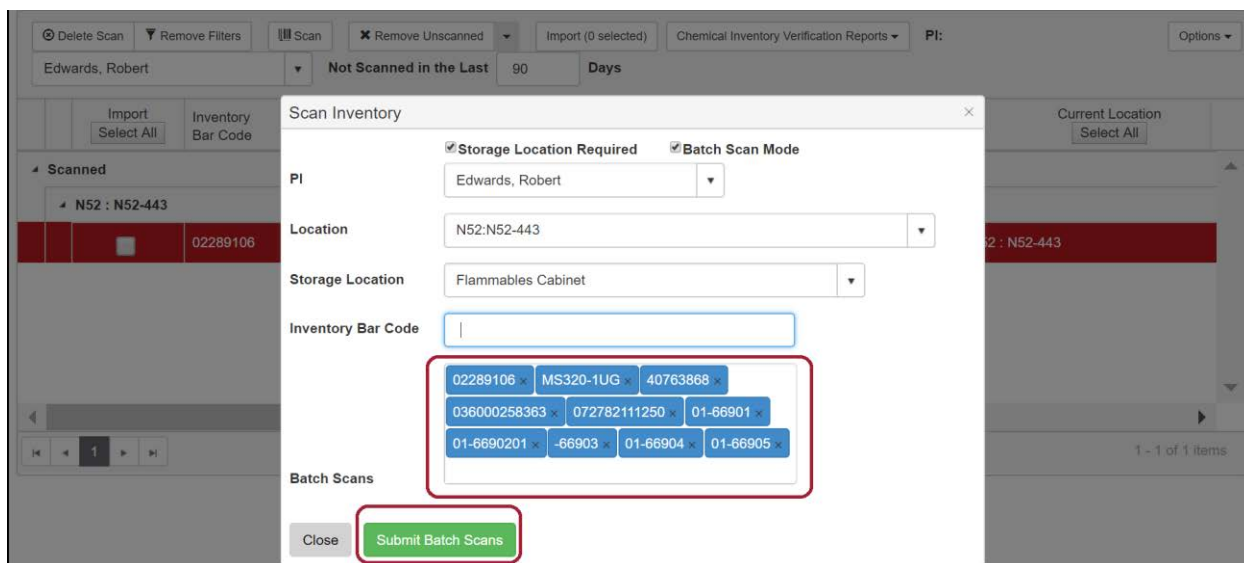




In this setting these will go in one at a time as you see above; however, this also means that scanning a large group of barcodes in this setting could get messy. Therefore, if you are scanning a large number of barcodes click on the checkbox labeled “Batch Scan Mode” so that the system can create correct barcodes.



Once you have all of your barcodes scanned as above press on the button labeled “Submit Batch Scans” to move on with this process.



At this point, there should be chemicals labeled under “Scanned” on the main verification page as is below.

Color Scheme

After scanning your inventory there might be some different colors in the scanned column dependent on what and where you scanned while verifying your inventory. This section goes over what each color means and the process of correctly dealing with each.

Green

If the chemical scanned is highlighted green then the location (and potentially storage location) scanned is the same as the location of the chemical in the system already.

NOT SCANNED 8 VERIFIED 1 ATTENTION REQUIRED 0 NOT FOUND 0 DISPOSED 0 11%

Import Select All	Inventory Bar Code	Chemical Description	Current PI Select All	Scanned PI Select All	Current Location Select All
Scanned					
N52 : N52-443					
<input type="checkbox"/>	00-00028	2-Methoxyethanol	Edwards, Robert	Edwards, Robert	N52 : N52-443
Not Scanned					
N52 : N52-443					
	01-11023	2-Propanol	Edwards, Robert		N52 : N52-443
	00-00001	Acetone	Edwards, Robert		N52 : N52-443

1 - 9 of 9 items

If the chemical is Green then it is “Verified” so you can press the button labeled “Import” to put that information into the system.

NOT SCANNED 8 VERIFIED 1 ATTENTION REQUIRED 0 NOT FOUND 0 DISPOSED 0 11%

Delete Scan Scan Remove Unscanned Import (0 selected) Chemical Inventory Verification Reports PI: Edwards, Robert Options

Not Scanned in the Last 90 Days

Import Select All	Inventory Bar Code	Chemical Description	Current PI Select All	Scanned PI Select All	Current Location Select All
Scanned					
N52 : N52-443					
<input type="checkbox"/>	00-00028	2-Methoxyethanol	Edwards, Robert	Edwards, Robert	N52 : N52-443
Not Scanned					
N52 : N52-443					
	01-11023	2-Propanol	Edwards, Robert		N52 : N52-443
	00-00001	Acetone	Edwards, Robert		N52 : N52-443

1 - 9 of 9 items

Yellow

If the chemical scanned is highlighted Yellow then something is just a little bit off. This flag shows that the chemical with the barcode is in the system but one of three things is incorrect: Scanned PI, Scanned Location, or Scanned Storage Location.

NOT SCANNED 8 VERIFIED 0 ATTENTION REQUIRED 1 NOT FOUND 0 DISPOSED 0 11%

Delete Scan Scan Remove Unscanned Import (0 selected) Chemical Inventory Verification Reports PI: Edwards, Robert Options

Not Scanned in the Last 90 Days

Import Select All	Inventory Bar Code	Chemical Description	Current PI Select All	Scanned PI Select All	Current Location Select All
Scanned					
N52 : N52-443					
<input type="checkbox"/>	00-00028	2-Methoxyethanol	Edwards, Robert	Edwards, Robert	N52 : N52-443
Not Scanned					
N52 : N52-443					
	01-11023	2-Propanol	Edwards, Robert		N52 : N52-443
	00-00001	Acetone	Edwards, Robert		N52 : N52-443

1 - 9 of 9 items

The aforementioned variable fields are titled “Scanned” because when scanning the information that comes from verification are those three fields. If the information coming in from the scan doesn’t match the information in the system, this process will flag this in Yellow. In order to fix this you can use these checkboxes to decide which is true for each field. There is also a select all option that could help to select an entire column.

NOT SCANNED 8 VERIFIED 0 ATTENTION REQUIRED 1 NOT FOUND 0 DISPOSED 0 11%

PI: Edwards, Robert

Not Scanned in the Last 90 Days

Inventory Code	Chemical Description	Current PI <small>Select All</small>	Scanned PI <small>Select All</small>	Current Location <small>Select All</small>	Scanned Location <small>Select All</small>
1028	2-Methoxyethanol	Edwards, Robert	Edwards, Robert	N52 : N52-443	N52 : N52-443
1023	2-Propanol	Edwards, Robert		N52 : N52-443	
1001	Acetone	Edwards, Robert		N52 : N52-443	

1 - 9 of 9 items

NOT SCANNED 8 VERIFIED 0 ATTENTION REQUIRED 1 NOT FOUND 0 DISPOSED 0 11%

PI: Edwards, Robert

Not Scanned in the Last 90 Days

Current PI <small>Select All</small>	Scanned PI <small>Select All</small>	Current Location <small>Select All</small>	Scanned Location <small>Select All</small>	Current Storage Location <small>Select All</small>	Scanned Storage Location <small>Select All</small>
Edwards, Robert	Edwards, Robert	N52 : N52-443	N52 : N52-443	<input checked="" type="checkbox"/> Flammables Cabinet	<input type="checkbox"/> Fume Hood
Edwards, Robert		N52 : N52-443		Flammables Cabinet	
Edwards, Robert		N52 : N52-443			

1 - 9 of 9 items

NOT SCANNED 8 VERIFIED 0 ATTENTION REQUIRED 1 NOT FOUND 0 DISPOSED 0 11%

PI: Edwards, Robert

Not Scanned in the Last 90 Days

Scanned Location <small>Select All</small>	Current Storage Location <small>Select All</small>	Scanned Storage Location <small>Select All</small>	Scan Date	Inspector	Inspector Name
N52 : N52-443	<input checked="" type="checkbox"/> Flammables Cabinet	<input type="checkbox"/> Fume Hood Cabinet	04-19-2018	JTWILSON	Wilson, Jacob
	Flammables Cabinet				

1 - 9 of 9 items

Blue

If the chemical scanned is highlighted Blue then the scanned barcode is not in the system at all. The barcode was read, but aside from the actual barcode # the system doesn't bring in information that isn't already there.

NOT SCANNED 9 VERIFIED 0 ATTENTION REQUIRED 0 NOT FOUND 1 DISPOSED 0 0%

Delete Scan Scan Remove Unscanned Import (0 selected) Chemical Inventory Verification Reports PI: Edwards, Robert Options

Not Scanned in the Last 90 Days

Import Select All	Inventory Bar Code	Chemical Description	Current PI Select All	Scanned PI Select All	Current Location Select All
Scanned					
No Location					
<input type="checkbox"/>	01-66901	Chemical Inventory # Not Found	<input checked="" type="checkbox"/>	Edwards, Robert	<input checked="" type="checkbox"/>
Not Scanned					
N52 : N52-443					
	00-00028	2-Methoxyethanol	Edwards, Robert		N52 : N52-443
	01-11023	2-Propanol	Edwards, Robert		N52 : N52-443

1 - 10 of 10 items

If this happens, it might mean that the chemical was never entered into the system which means it needs to be added to your inventory before anything can be done in this feature.

Red

If the chemical scanned is highlighted Red then the barcode scanned is attached to a chemical that has previously been disposed. According to the system, the container scanned has been marked as waste or used which, depending on what you're doing with verification, might have to be fixed in the system.

NOT SCANNED 9 VERIFIED 0 ATTENTION REQUIRED 0 NOT FOUND 0 DISPOSED 1 10%

Delete Scan Scan Remove Unscanned Import (0 selected) Chemical Inventory Verification Reports PI: Edwards, Robert Options

Not Scanned in the Last 90 Days

Import Select All	Inventory Bar Code	Chemical Description	Current PI Select All	Scanned PI Select All	Current Location Select All
Scanned					
N52 : N52-443					
Item Disposed	02289106	DIMETHYLHYDRAZINE	Edwards, Robert	Edwards, Robert	N52 : N52-443
<input type="button" value="Reactivate"/>					
Not Scanned					
N52 : N52-443					
	00-00028	2-Methoxyethanol	Edwards, Robert		N52 : N52-443

1 - 10 of 10 items

As listed under Green, once all of these issues are resolved press the button labeled "Import" to finish this process and update your Inventory.

NOTE – *The Import button works with whatever option was picked in the beginning of the process. If “Scan” was chosen, the inventory will be updated and verified, but if “Scan Empties” was chosen then the chemicals imported will be put into your PI’s Disposed Inventory.*