

# Locations

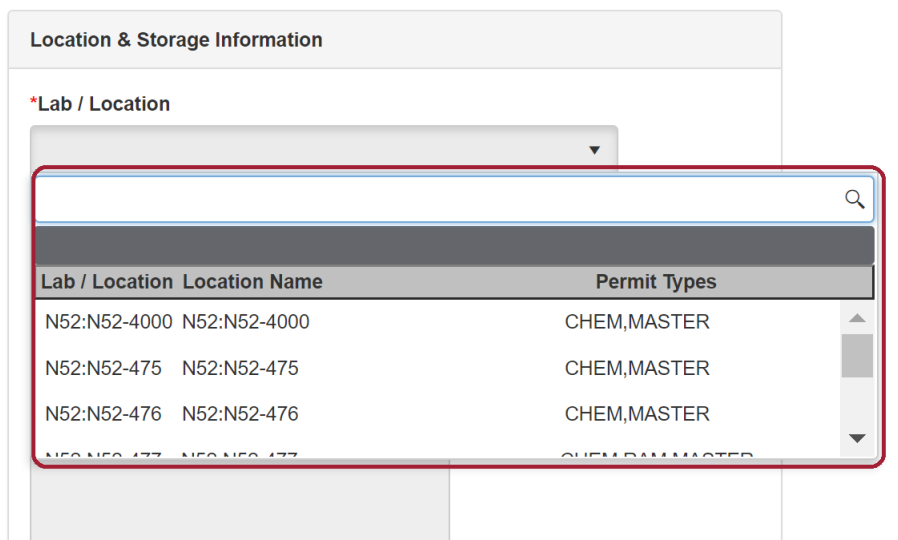
This manual is separated into three different parts: Lab/Location, In-Lab Location, and Location Type. How to use each of these features and where data comes from will be discussed in the sections below.

## ***Lab/Location***

This section is the most straightforward of these three subsections of Locations. This is a dropdown menu when adding/editing a chemical that lists the lab room numbers associated with your PI. Any lab room that was listed under PI Space Registration for your affiliated PI is listed as a lab room in this section. See the image below for a depiction of how to use this function.

The image shows a form titled "Location & Storage Information". It contains several fields:

- \*Lab / Location**: A dropdown menu, highlighted with a red rectangular box.
- In-Lab Location**: A dropdown menu.
- Location Type**: A dropdown menu.
- Storage Requirements**: A text area.
- Restricted**: A checkbox.

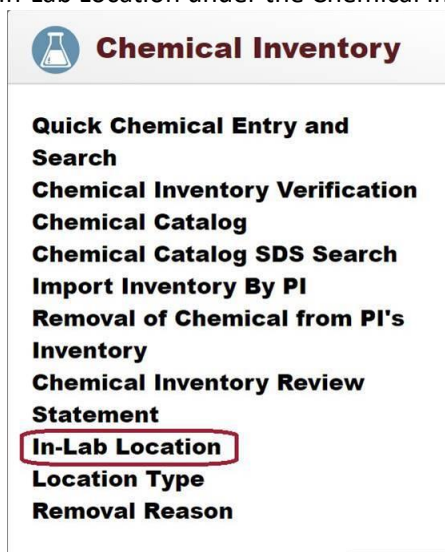


If there is ever a missing room or something awry within this section email [environment@mit.edu](mailto:environment@mit.edu) for a solution.

### ***In-Lab Location***

This subsection of Locations offers users the most customization of their Location hierarchy while not having to go through the EHS Office in order to do so. In-Lab Location offers labs a chance to go in and add specific locations within a lab room that they can use on any chemical that is being placed in that lab. It is essentially a way that labs can customize their location hierarchy. In order to add these In-Lab Locations to your lab rooms follow these following steps.

- Go to the Inventory Tab on the initial view of EHSA
- Find the link labeled In-Lab Location under the Chemical Inventory Tab



- Press the Add button in the top left corner

The screenshot shows a table with the following columns: Storage Location, Location, Requirements, and Barcode. Each column has a dropdown arrow. Above the table are buttons for '+ Add', 'Edit', and 'Delete'. The 'Add' button is highlighted with a red box. There is also an 'Options' dropdown in the top right corner.

- From here this screen is broken up into many parts:

The screenshot shows the 'Add Storage Location' form. It includes the following fields and controls:
 

- \*Storage Location: A text input field.
- Building: A dropdown menu.
- Lab: A dropdown menu.
- Auto-Generate Barcode #: A checked checkbox.
- Storage Requirements: A text input field.
- Save and Cancel buttons at the bottom.

- *Storage Location*: The title of your In-Lab Location. (i.e. Jim’s Bench or Shelf above Fridge)
  - *Building*: The building the lab is in.
  - *Lab*: The lab room number the In-Lab Location is associated with.
  - *Auto-Generate Barcode #*: If this is checked off a barcode for this location will be created in the system and can be accessed later. If you already have barcodes for these locations, uncheck the box and fill in the new field “Barcode” with said barcode #. This is useful for Chemical Inventory Verification and will be discussed more thoroughly later.
  - *Storage Requirements*: If there are specific Storage Requirements for this specific location put them in this field.
- Once you press “Save” the new In-Lab Location should populate in the table under the lab room that it was initially put under.
  - Now whenever you are adding/editing a chemical in that room the dropdown for In-Lab Location will populate with the location that you added above.

EHSA Other / Storage Location Help

+ Add Edit Delete Options

Storage Location ↑	Location	Requirements	Barcode
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Location: 66:66-063			
Test	66:66-063		45649846

- **NOTE:** This In-Lab Location will only populate when **this** room is chosen while adding/editing chemicals and no others. If this is a common In-Lab Location across different lab rooms they will each need to be entered for a specific lab room.
- Seen below is a view of selecting this In-Lab Location when the correct room is selected. When a different room is selected this In-Lab Location will no longer be an option in the dropdown.

**Location & Storage Information**

\*Lab / Location

In-Lab Location

In-Lab Location	Storage Requirements
Test	

### Location Type

This subsection of the Location hierarchy deals with what a chemical is being stored in. It has a list of locations from Acid Cabinet to Flammables Cabinet to Dessicator and can be found in a dropdown that is seen below.

**\*NOTE:** The Location Type is not specific to a certain room or In-Lab Location. This level of storage can used anytime when adding/editing a chemical.

\*Lab / Location

In-Lab Location

Location Type

Storage Requirements

- Dessicator
- Flammables Cabinet
- Freezer
- Fume Hood
- Fume Hood Cabinet
- Gas Cabinet

Restricted

If there are any remaining questions about the Locations Structure within EHSA please feel free to reach out to either [jtwilson@mit.edu](mailto:jtwilson@mit.edu) or [ps03@mit.edu](mailto:ps03@mit.edu) with any questions.