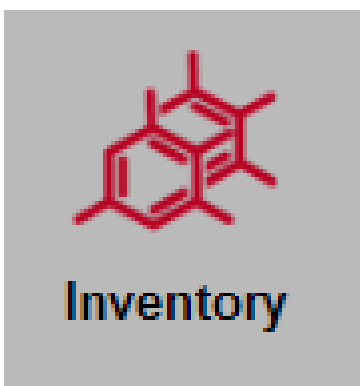


University of Colorado Anschutz Medical Campus Chemical Inventory



v2.0.7144.21107

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Chemical Inventory Overview

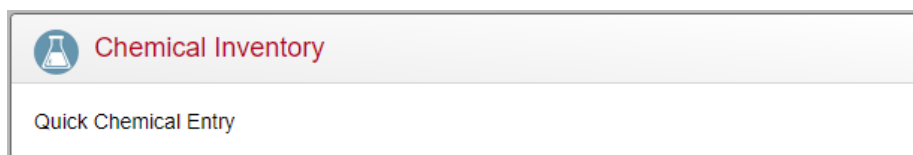
The chemical inventory section of EHS Assistant (EHSA) allows users to enter and track their laboratory's chemical inventory and run reports that will organize chemical inventories in different formats.

Chemical Inventory User Interface

From the Home screen, selecting the Inventory icon along the bottom half of the screen, will open a page where either bioagents or chemicals can be entered for the assigned laboratory spaces. NOTE: If bioagents need to be entered into the system consult the informational document specific to working with the bioagents inventory.

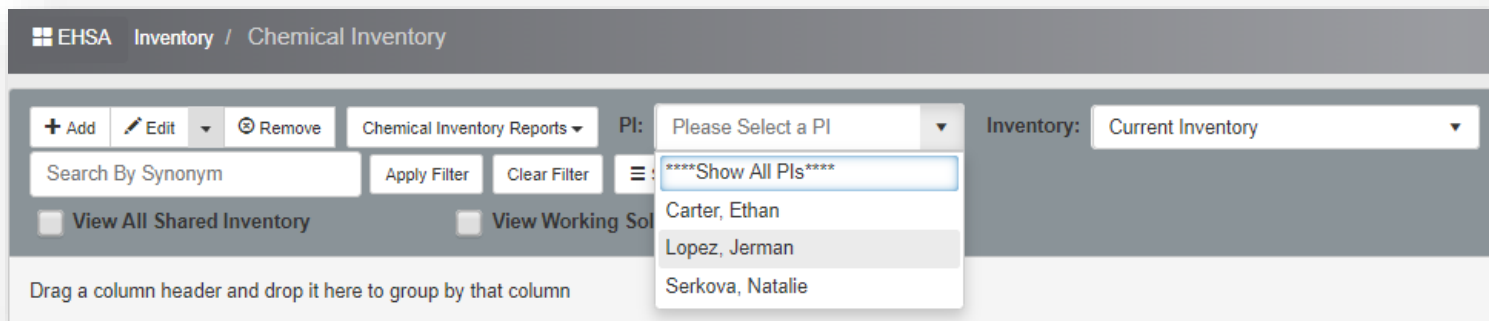
The “Chemical Inventory” menu presents the user with the following option:

- Quick Chemical Entry



Quick Chemical Entry

Selecting “Quick Chemical Entry” takes the user to the screen that shows either: the assigned researcher's chemical inventory OR a drop down menu with multiple researchers assigned to the user. If multiple researchers are assigned select the researcher for whom chemical entries are going to be made.



Adding a Chemical

Select the “+Add” to add chemicals to the selected researcher's inventory.

In the next screen the user is given options to search for a chemical:

- Search by Chemical Description,
- Search by Chemical CAS # or;
- Search PI's Personal Catalog

To use the first two options, click the radio button next to the desired search method. Enter part or all of the name/CAS # and click “Search” to see the list of available chemicals to select from:

| Search By Chemical Description | | chloroform | Search | Search By Chemical CAS # | | | Search | Show PI's Personal Catalog | | Not Found In Catalog |
|----------------------------------|----------------------|-----------------------|---------|--------------------------|-----------|--------------|-----------------------|----------------------------|---------------------|--|
| Primary Name | Chemical Description | CAS # | Synonym | Vendor Name | Catalog # | Primary Name | Multiple Ingredients? | Chemical # | Hazard Statement(s) | NFPA Information |
| Primary Name: NO | | | | | | | | | | |
| Chemical Description: CHLOROFORM | | | | | | | | | | |
| Select | 67-66-3 | CHLOROFORM | | | | | | 164 | | NFPA 704 Codes Health: 3 Flame: 0 Reactivity: 1 HMIS Health: N/A Flame: 0 Physical: 0 Chronic Health: |
| Select | 67-66-3 | Chloroform Chromasolv | | | | | | 164 | | NFPA 704 Codes Health: 3 Flame: 0 Reactivity: 1 HMIS Health: N/A Flame: 0 Physical: 0 Chronic Health: |

Scroll through the list of chemicals and click the “Select” button if desired chemical is found. Selecting the chemical brings up an additional screen where laboratory specific information is added. Fields with the red * are required information to add the chemical to the researcher’s inventory. All other fields are optional and will be up to the discretion of the user whether or not to enter the information asked for in each optional field.

Basic Information

In the Basic Information section the two required fields are prefilled with the Researcher’s name and chemical permit number. The other two fields - PO# and Lot Number - are optional.

| Basic Information | | | |
|-------------------|--|------------|--------------------------------------|
| *Researcher | <input type="text" value="Lopez, Jerman"/> | *Permit # | <input type="text" value="C-93044"/> |
| PO # | <input type="text"/> | Lot Number | <input type="text"/> |

Chemical Information

Chemical information required from the user in this section includes: the number of containers matching the chemical description, the container size (broken down into two separate entries), and the physical state of the chemical. Report Denominator is an internal value that is of no consequence to the user, and Concentration is an optional value. A 4-Liter bottle of chloroform is entered as shown in the screenshot below:

Chemical Information

*Chemical Description

Found in Catalog Not in Catalog

*CAS # Chemical Number

*# of Containers ▲ ▼

*Amount / Container ▲ ▼

*Volume / Size ▼

*Physical State ▼

Report Denominator GAL

Concentration %

Vendor Information

Both fields in this section are optional. A vendor can be selected from the pull-down list available by clicking on the down arrow within the “Vendor” field or a vendor’s name can be manually entered. A “Catalog #” can be entered to make it easier to remember which particular item was purchased.

Vendor Information

Vendor ▼

Catalog #

Location and Storage Information

In the Location and Storage Information section, only Location is a required field. Locations available under the “Location” pull-down arrow are locations assigned to the researcher by Environmental Health and Safety (EHS). If a location is missing from the list, contact [EHS](#) and request that the missing laboratory spaces be added to the chemical inventory permit.

“Storage Location” is a user-defined field that allows laboratory personnel to create entries to better manage the location of the laboratory’s chemicals. Examples of storage location entries can include: Under fume hood, Chemical Shelf A, Under Sink).

Location & Storage Information

***Location**

Storage Location

Storage Requirements

At this time, the “Storage Requirements” field is not being used.

Dates

All fields in the Dates section are optional. Best management practices strongly encourage the entry of both receipt and expiration dates for unstable chemicals such as peroxide-formers that can have shelf lives of between 6 and 12 months.

Dates

| | |
|--|---|
| <p>Receipt Date <input style="width: 80%;" type="text" value="7/29/2019"/> <input type="button" value="📅"/></p> <p>Open Date <input style="width: 80%;" type="text"/> <input type="button" value="📅"/></p> <p>Expiration Date <input style="width: 80%;" type="text"/> <input type="button" value="📅"/></p> | <p>Order Date <input style="width: 80%;" type="text"/> <input type="button" value="📅"/></p> <p>Last Reconciliation Date <input style="width: 80%;" type="text"/> <input type="button" value="📅"/></p> |
|--|---|

SDS Information and Documentation

This new section in EHSA allows users to upload PDF versions of Safety Data Sheets (SDS) so that they can be referenced by users not familiar with the hazards posed by the chemical in question.


To upload an SDS, click the “+Add” button under Chemical Documentation, enter the “Expiration Date” if applicable, and click the “Select Document / File for Upload...” button to open the dialogue box which lets the user select the SDS file to upload.

Chemical Documentation

*Date Expiration Date

Document / File Name

Once the correct file is selected, click “Attach Document / File” and the SDS will be uploaded.

 Chloroform_SDS.pdf
166.85 KB



Chemical Documentation

| Upload Date ↓ | Expiration Date | Document / File Name |
|---------------|-----------------|----------------------|
| 07-29-2019 | 07-29-2020 | Chloroform_SDS.pdf |

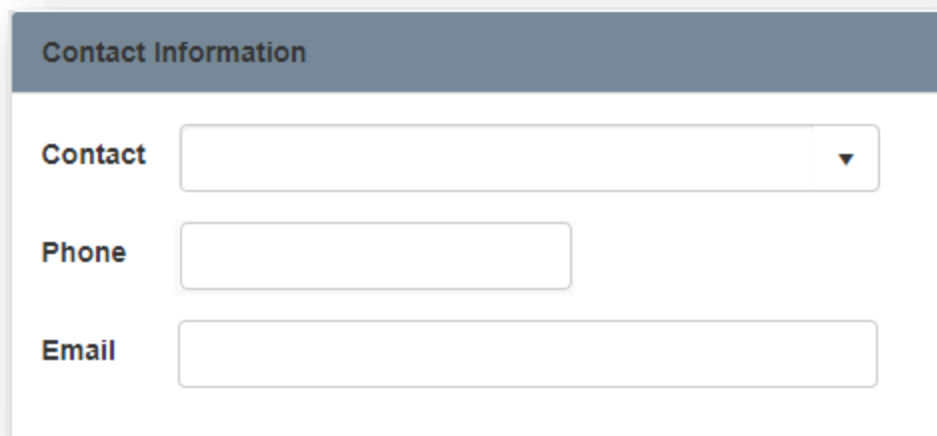
If a copy of the SDS is not available, select “Google Search” to perform a search on the web by using the chemical name as the search word. The user can download an SDS and upload it as in the example above. Once the SDS is uploaded it becomes available to users when reviewing the researcher’s chemical inventory by selecting the SDS and clicking “View Document /File”.

Contact Information

This section provides contact information for laboratory personnel who can provide additional information for specialty chemicals such as: DEA controlled substances, peroxide-forming, or temperature-sensitive chemicals. Clicking on the pull down arrow next to the “Contact” field lists the laboratory members attached



to the PI along with associated phone number and email. If either piece of information is missing, contact [EHS](#) to have that information added to the database.



The image shows a screenshot of a web form titled "Contact Information". The form has a dark blue header with the title in white. Below the header, there are three input fields. The first field is labeled "Contact" and is a dropdown menu with a small downward arrow on the right. The second field is labeled "Phone" and is a standard text input box. The third field is labeled "Email" and is a standard text input box. The form is set against a light gray background with a subtle shadow effect.

Comments

This section is used to make an internal notes for other members in the same laboratory.

Record Additional Information

This section contains the contact information for the laboratory member that is entering the chemical into the inventory.

When all the information is entered into the screen, click "Save" to add the chemical into the chemical inventory.