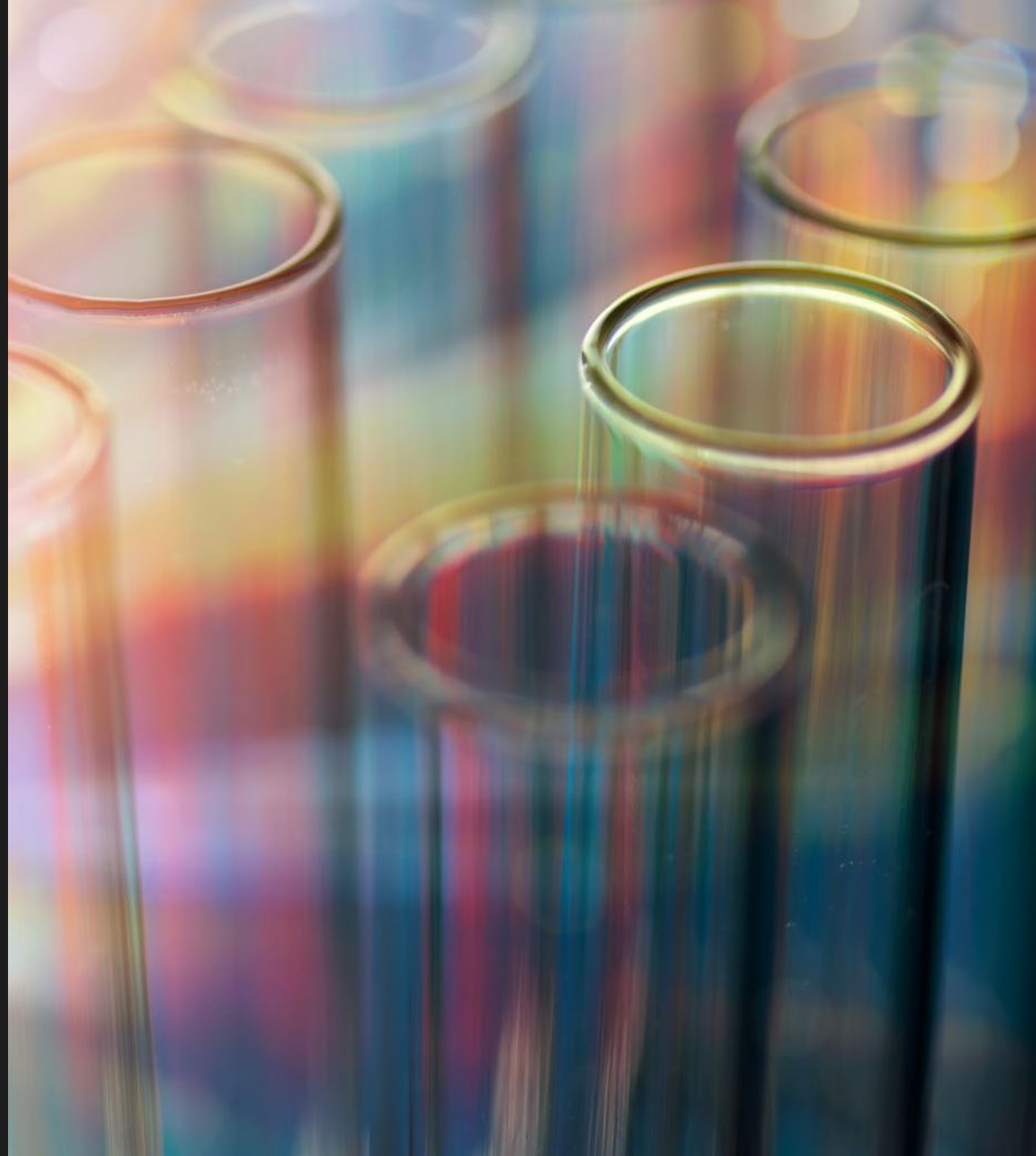
VANDERBILT UNIVERSITY

EHS Assist Chemical Inventory Guide



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Accessing a Lab's Chemical Inventory

Step 1

Login into EHS Assist - https://ehsa.vanderbilt.edu

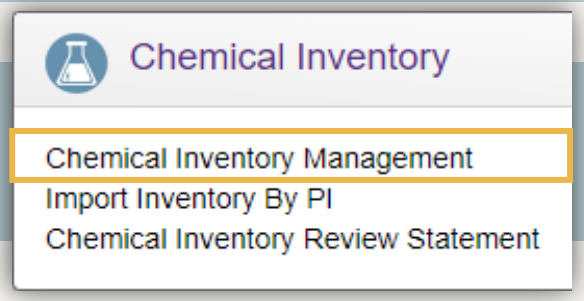
- **For Vanderbilt University individuals**, use your VUNetID and VU password, along with the Duo app for SSO authentication
- **For VUMC individuals**, use your VUMC email and you will be taken to the VUMC SSO page for authentication.

Step 2

From the EHSA Homepage, select the **Inventory** icon.

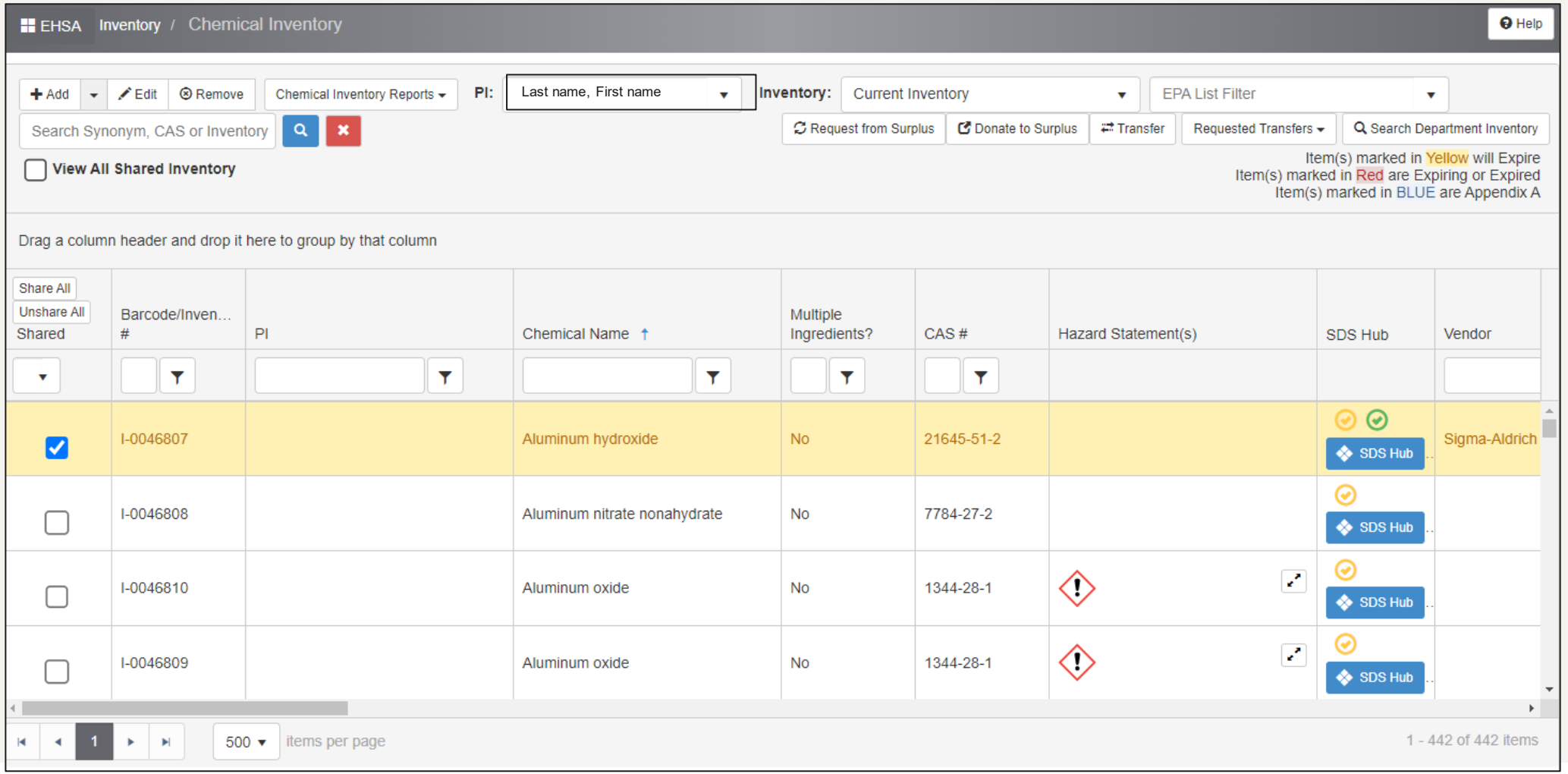
Step 3

Under the Chemical Inventory menu, select **Chemical Inventory Management**.



The Chemical Inventory Page

From the **Chemical Inventory** page, you can view and manage a lab's chemical inventory.



The Chemical Inventory Page Layout

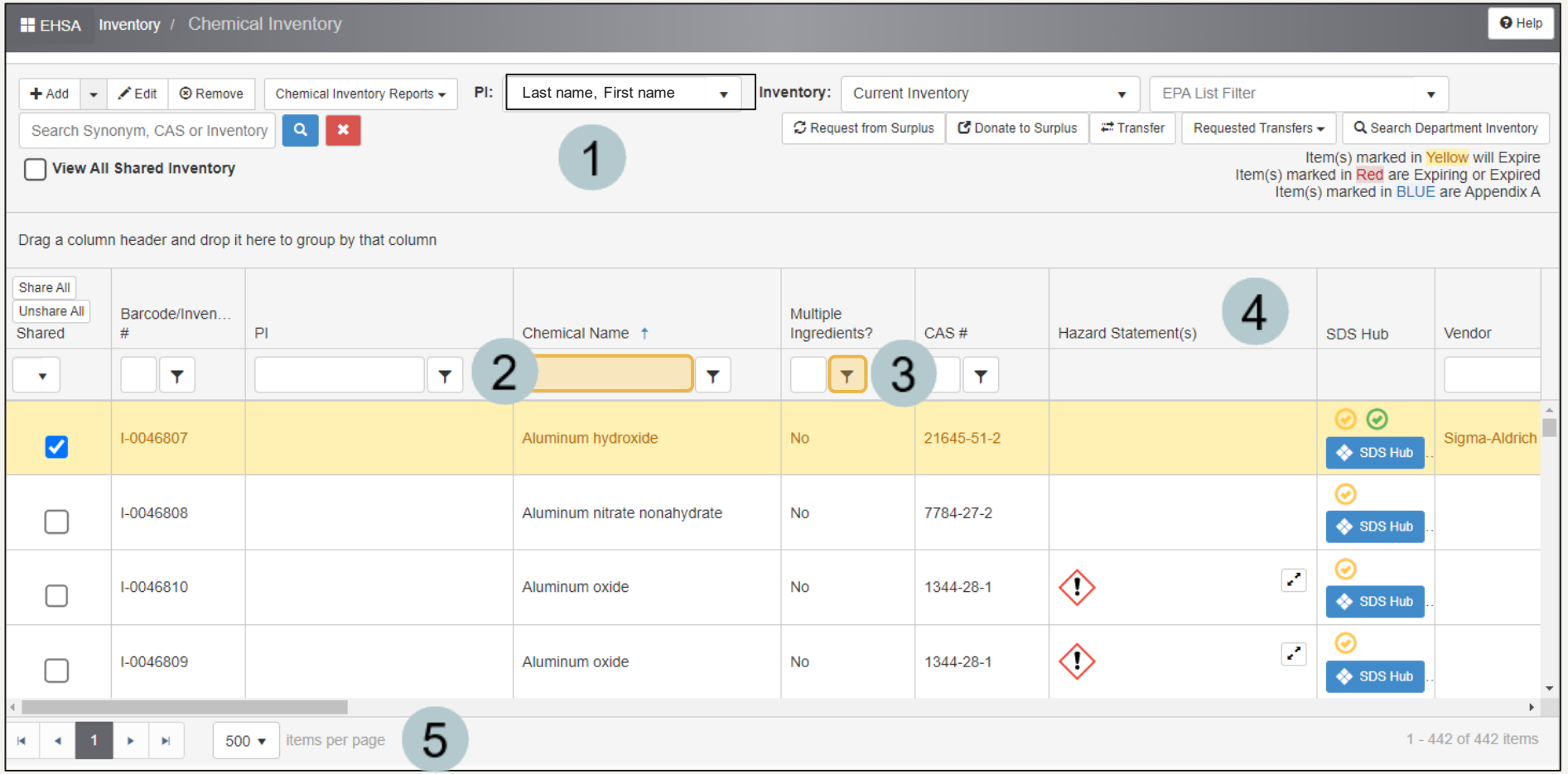
1. **PI Name** will populate automatically (in a drop-down menu) based on what labs are available to your EHSA account.

2. In the Chemical Name column, click on the white box, type the chemical name and press enter. The chemical will appear if it is in the inventory.

3. By clicking the filter icon, a dropdown box will appear with more search options.

4. Columns can be moved by dragging them left or right.

5. By default, 500 rows will be displayed per page

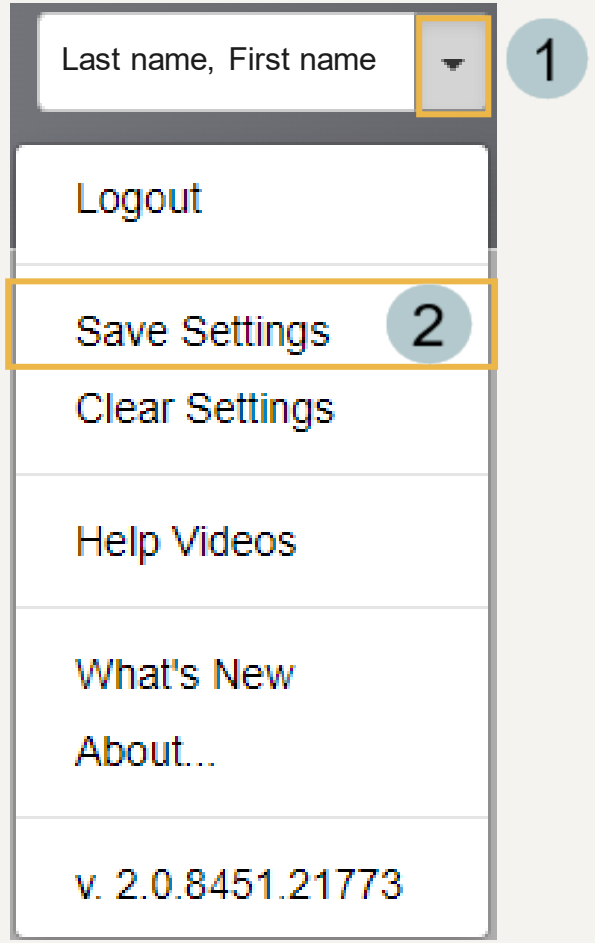


Saving Layout Settings

If you decide to move columns and want to save your layout for the next time you login, you will need to save your settings.

1. From the EHSA homepage, click the down arrow next to your name.
2. Select **Save Settings**

Now you can safely exit the app or return to your inventory with the layout you prefer.

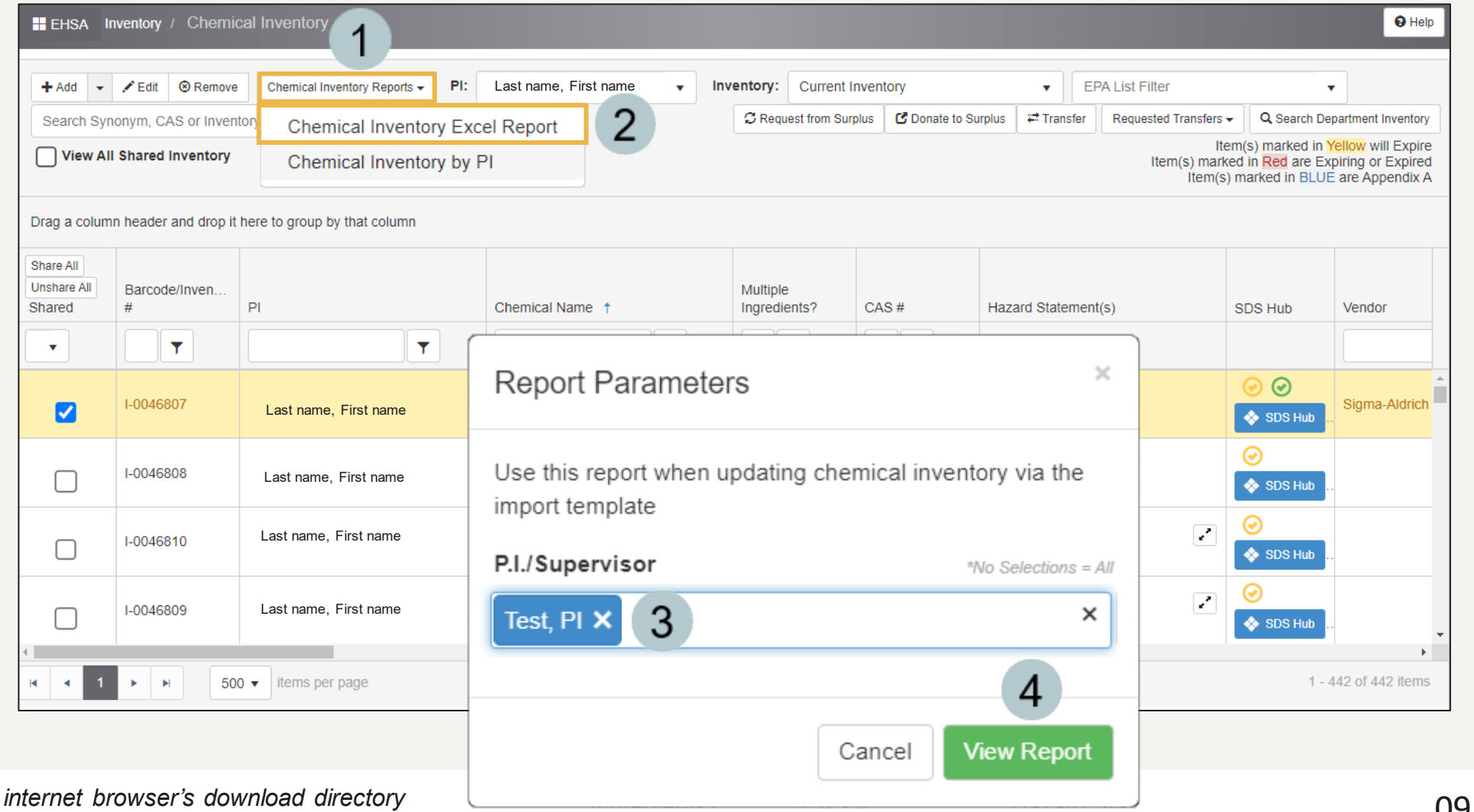


Importing Chemicals into an Existing Lab's Inventory

If the lab already contains chemical inventory either from the transfer of BioRaft data or from a previous spreadsheet import in EHSA, use pages 9 through 12 to begin the process of adding/editing/removing multiple chemicals in the inventory.

Downloading a Lab's Existing Chemical Inventory

1. Select the **Chemical Inventory Reports** dropdown
2. Choose **Chemical Inventory Excel Report**
3. In the **Report Parameters** window that appears, the PI's name will automatically be listed.
4. Click View Report the inventory report into an Excel file**



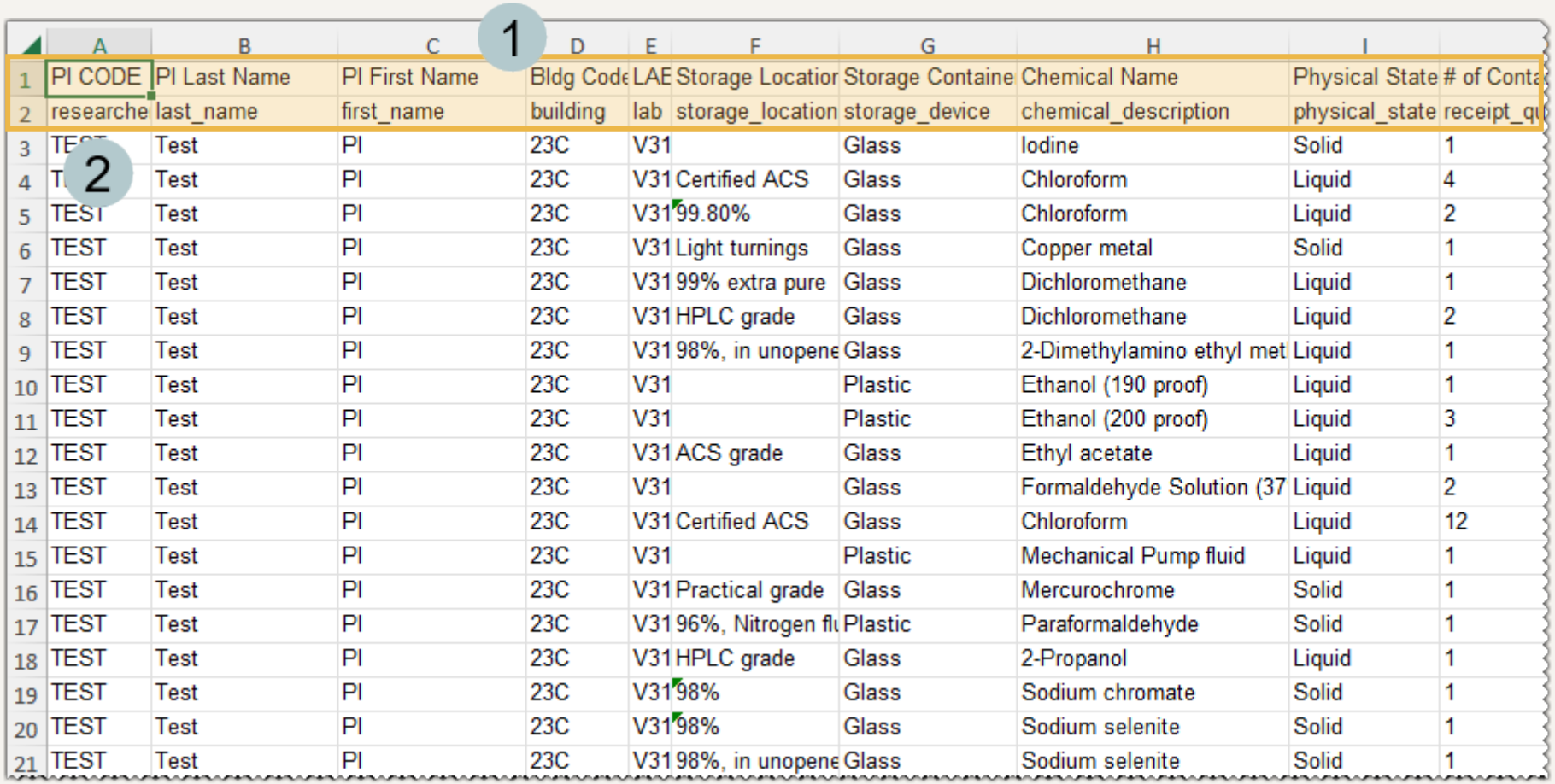
***the file location defaults to your internet browser's download directory*

Add, Edit or Remove Chemicals in the Chemical Inventory Report

1. When updating the inventory in the recently downloaded **Inventory Report**, *do not add, edit, delete or move any of the fields in the first or second rows.*

2. The PI CODE field is the same as the PI's VUNetID.

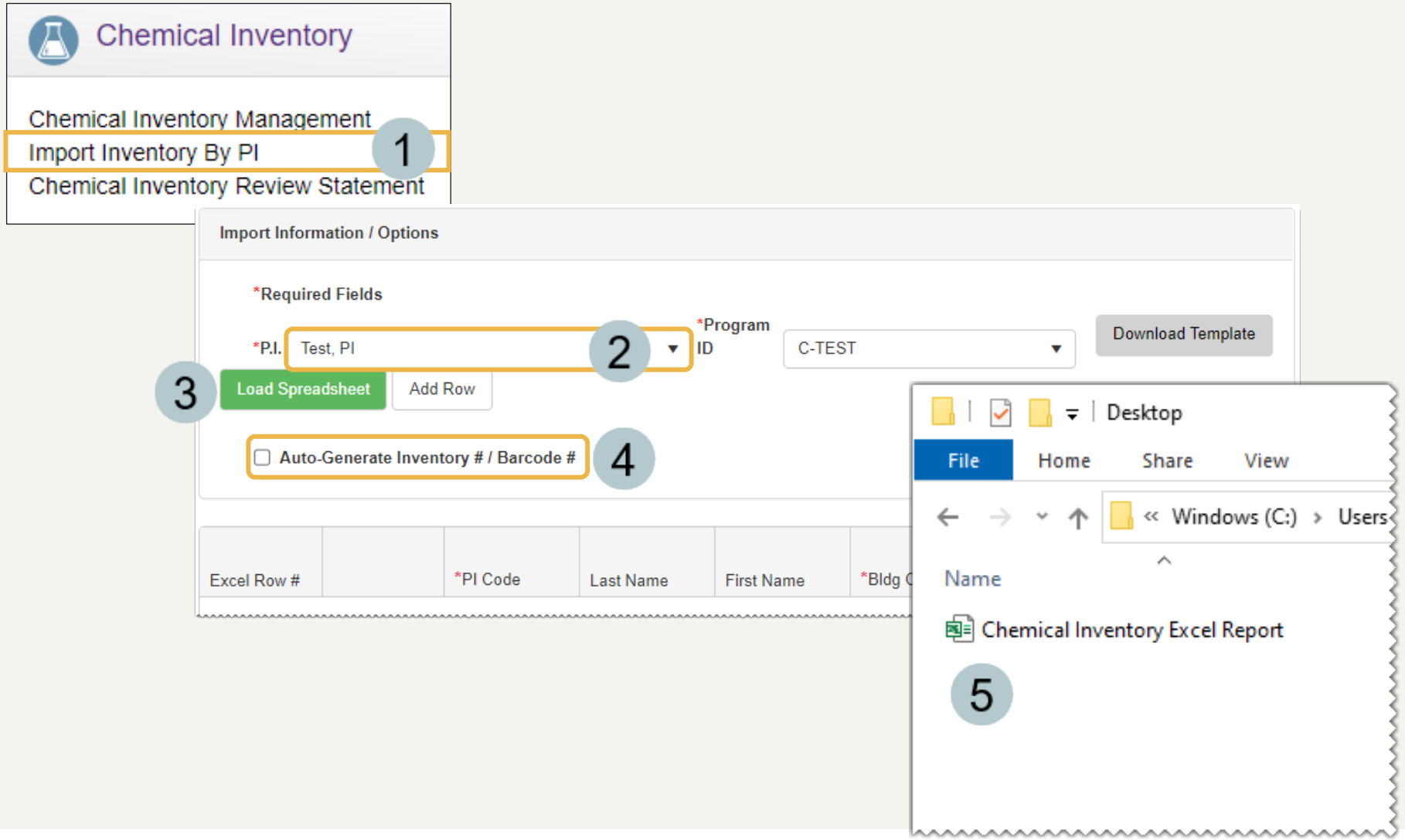
Once completed, save the spreadsheet to your computer.



	A	B	C	D	E	F	G	H	I	
1	PI CODE	PI Last Name	PI First Name	Bldg Code	LAE	Storage Location	Storage Containe	Chemical Name	Physical State	# of Conta
2	researche	last_name	first_name	building	lab	storage_location	storage_device	chemical_description	physical_state	receipt_q
3	TE	Test	PI	23C	V31		Glass	Iodine	Solid	1
4	T	Test	PI	23C	V31	Certified ACS	Glass	Chloroform	Liquid	4
5	TEST	Test	PI	23C	V31	99.80%	Glass	Chloroform	Liquid	2
6	TEST	Test	PI	23C	V31	Light turnings	Glass	Copper metal	Solid	1
7	TEST	Test	PI	23C	V31	99% extra pure	Glass	Dichloromethane	Liquid	1
8	TEST	Test	PI	23C	V31	HPLC grade	Glass	Dichloromethane	Liquid	2
9	TEST	Test	PI	23C	V31	98%, in unopene	Glass	2-Dimethylamino ethyl met	Liquid	1
10	TEST	Test	PI	23C	V31		Plastic	Ethanol (190 proof)	Liquid	1
11	TEST	Test	PI	23C	V31		Plastic	Ethanol (200 proof)	Liquid	3
12	TEST	Test	PI	23C	V31	ACS grade	Glass	Ethyl acetate	Liquid	1
13	TEST	Test	PI	23C	V31		Glass	Formaldehyde Solution (37	Liquid	2
14	TEST	Test	PI	23C	V31	Certified ACS	Glass	Chloroform	Liquid	12
15	TEST	Test	PI	23C	V31		Plastic	Mechanical Pump fluid	Liquid	1
16	TEST	Test	PI	23C	V31	Practical grade	Glass	Mercurochrome	Solid	1
17	TEST	Test	PI	23C	V31	96%, Nitrogen flu	Plastic	Paraformaldehyde	Solid	1
18	TEST	Test	PI	23C	V31	HPLC grade	Glass	2-Propanol	Liquid	1
19	TEST	Test	PI	23C	V31	98%	Glass	Sodium chromate	Solid	1
20	TEST	Test	PI	23C	V31	98%	Glass	Sodium selenite	Solid	1
21	TEST	Test	PI	23C	V31	98%, in unopene	Glass	Sodium selenite	Solid	1

Importing the Inventory Template (Steps 1-5)

1. At the **Chemical Inventory** menu, select **Import Inventory by PI**.
2. Select the **PI** from the dropdown.
3. Click the Load Spreadsheet button.
4. Uncheck the Auto-Generate Inventory # / Barcode # box if you do not want the barcodes overwritten during the import.
5. A window will appear to select the location of your updated Inventory Report file.



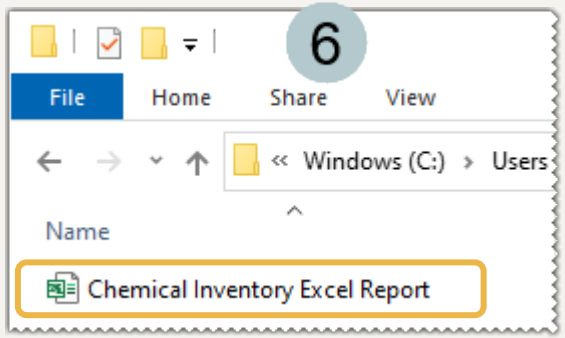
Importing the Inventory Template (Steps 6-9)

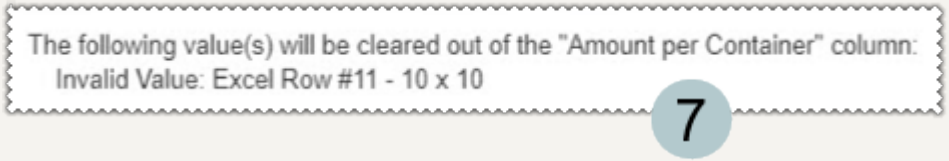
6 Select the location of the updated **Inventory Report** file. Click Open to begin the loading process.

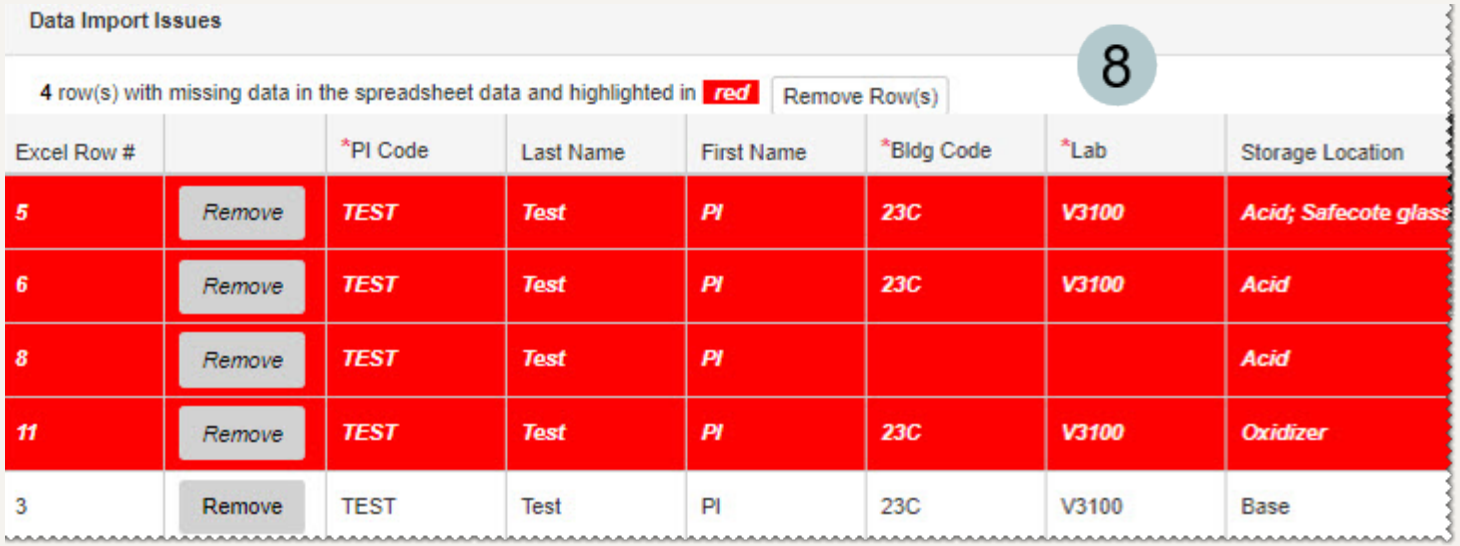
7 If any errors appear, a message will state where in the excel sheet they were found.

8 The page's grid will then be populated by the inventory template. If any records are missing required data, the record will be highlighted red at the top of the grid. Either remove the record(s) or fix the data before the import.

9 If you would like to replace the existing inventory, check the **Replace PI's Existing Inventory for the Selected Program ID** box before clicking the Submit button.





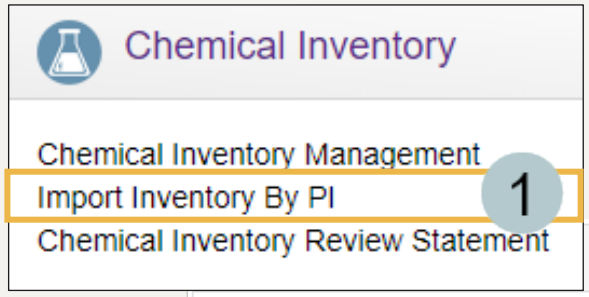


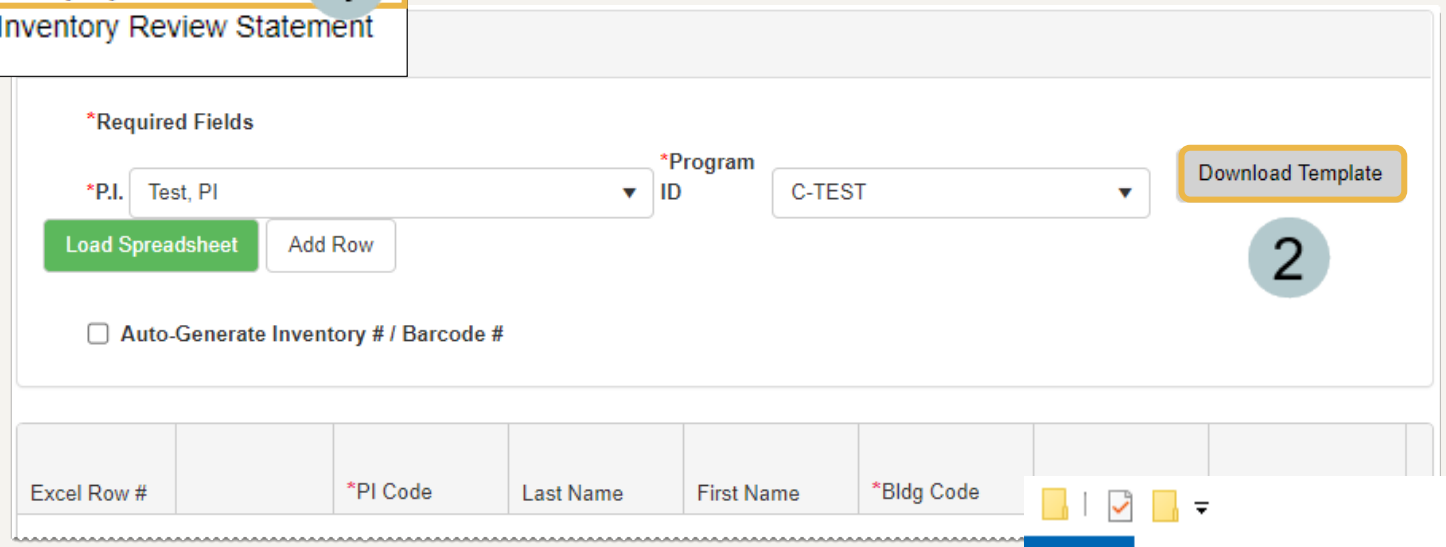
Importing Chemicals into an Inventory for the First Time

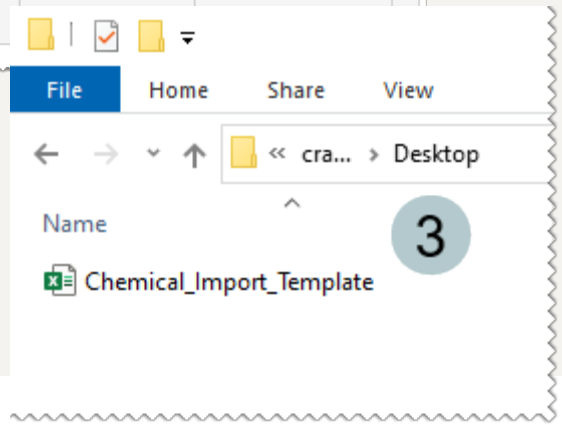
If the lab *does not* have any existing chemical inventory in EHSA, use pages 14 through 17 to begin the process of adding multiple chemicals to the inventory.

Downloading the Inventory Template to Add Multiple Chemicals

1. At the **Chemical Inventory** menu, select **Import Inventory by PI**.
2. Click Download Template
3. The template file will download to your internet browser's default download location.





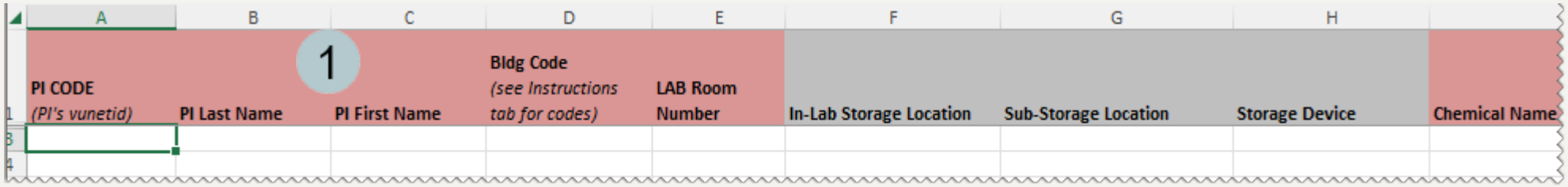


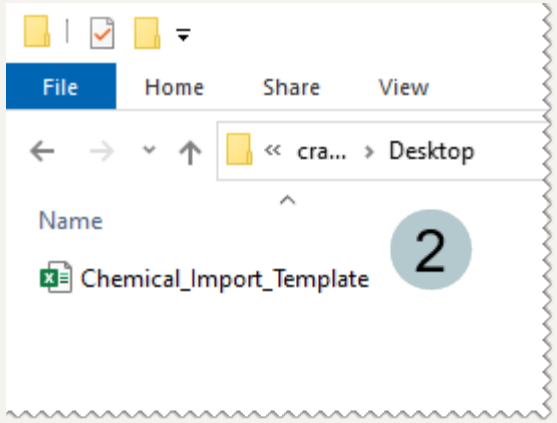
Adding Chemical Inventory to the Import Template

1. Fill out the inventory template. All fields in red are required while those in gray are not.

Note: Do not delete field names or any of the information in rows one or two.

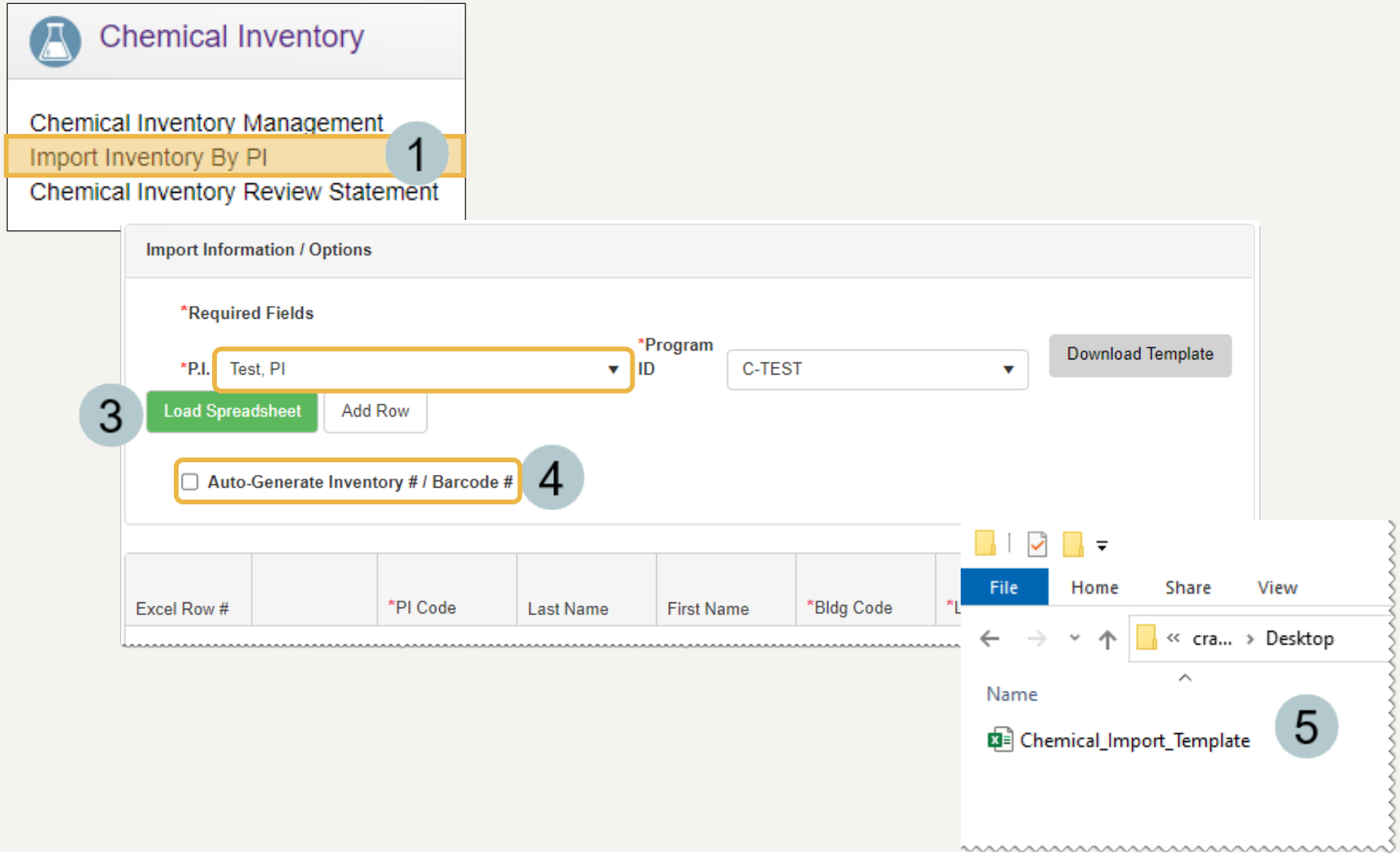
2. Once finished, save the file to your computer.





Importing the Inventory Template (Steps 1-5)

1. At the **Chemical Inventory** menu, select **Import Inventory by PI**
2. Select the **PI** from the dropdown.
3. Click the Load Spreadsheet button.
4. Uncheck the Auto-Generate Inventory # / Barcode # box if you do not want the barcodes overwritten during the import.
5. A window will appear to select the location of your updated inventory file.



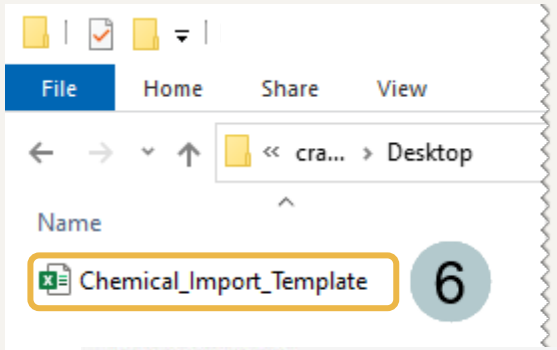
Importing the Inventory Template (Steps 6-9)

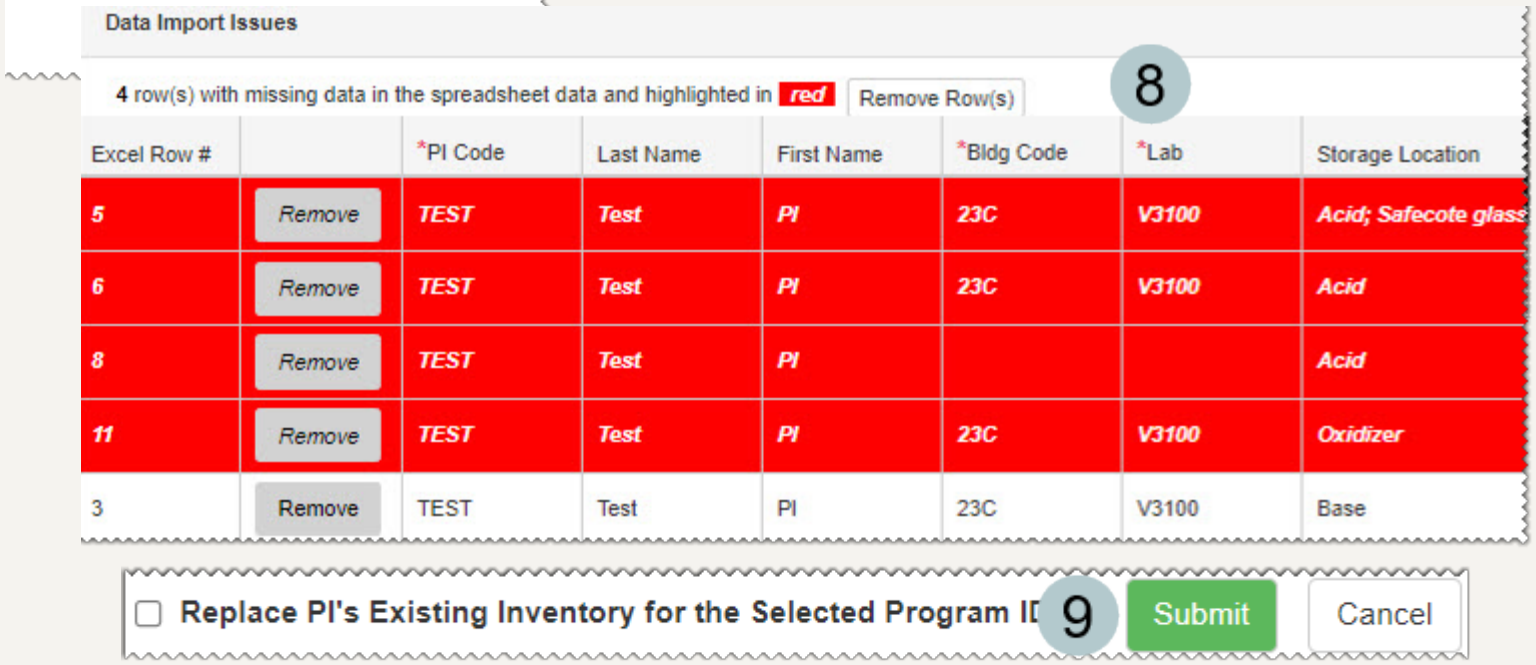
6 Select the location of your updated inventory file. Click Open to begin the loading process.

7 If any errors appear, a message will state where in the excel sheet they were found.

8 The grid will then be populated by the template. If any records are missing required data, the record will be highlighted red at the top of the grid. Either remove the record(s)or fix the data before the import.

9 Click the Submit button.





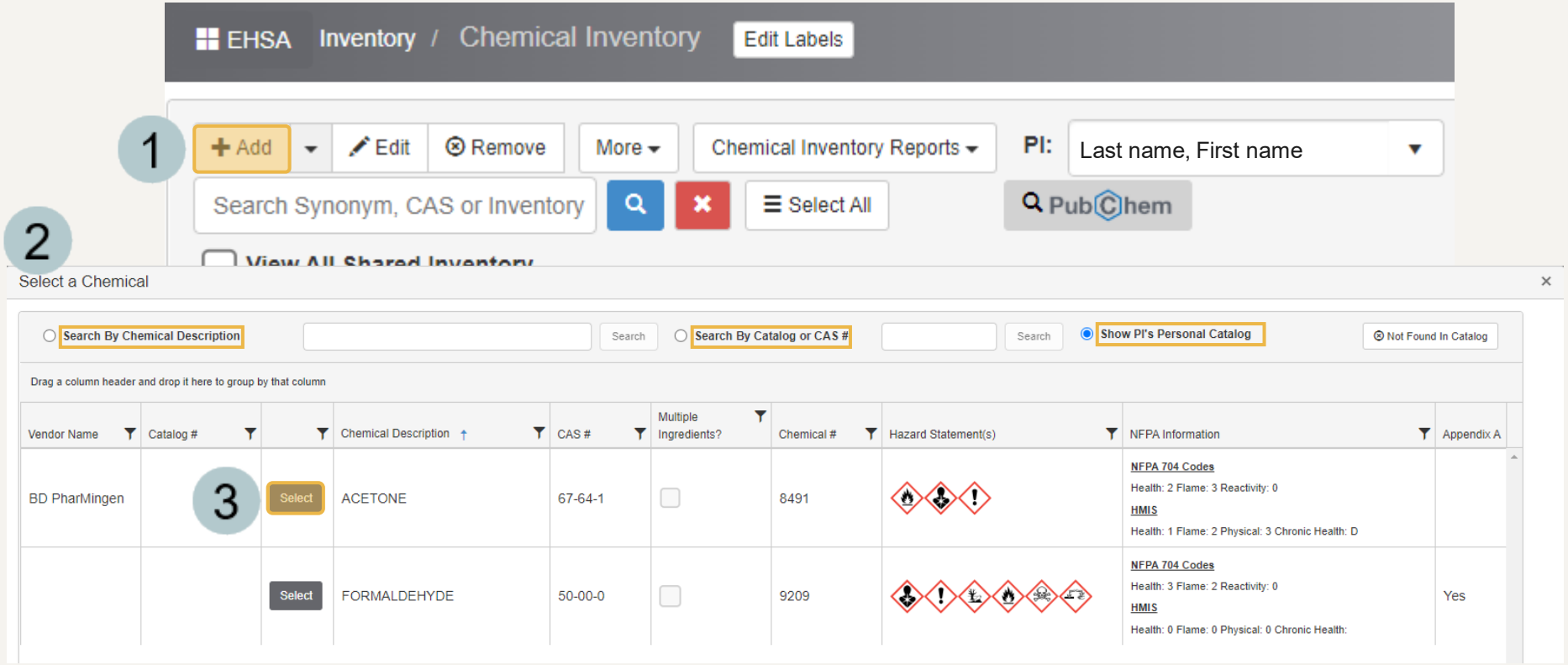
Updating a Lab's Chemical Inventory

Pages 19 through 29 showcase how to update a lab's chemical inventory through adding, editing, removing and transferring items.

Adding Individual Chemicals (Steps 1-3)

1. Click the **Add** button.
2. A form will appear that allows you to search for a chemical from the **Chemical Catalog**.

   You can then search by the following criteria:
   - **Chemical Description**
   - **Catalog or CAS #**
   - **PI's Personal Catalog**
3. Once the chemical is found, click the Select button.



Adding Individual Chemicals (Steps 4-7)

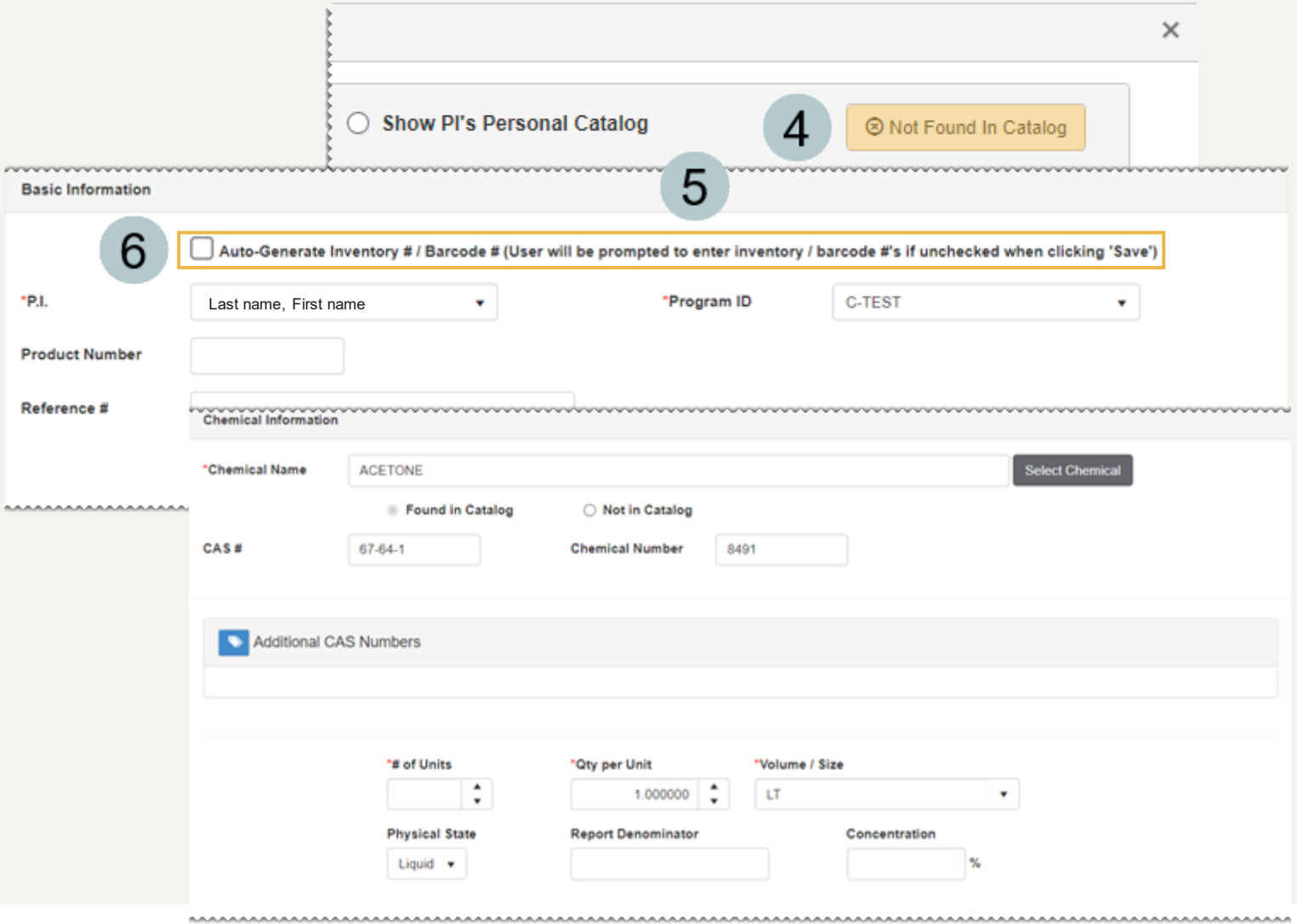
When adding a chemical to a lab's inventory, sometimes the chemical will not appear for selection when searching for it by description or CAS #. This is due to it missing from the EHSA Chemical Catalog. The steps below show how to add the missing chemical to the EHSA Chemical Catalog. Then the chemical will be available to add to any lab's inventory in the future.

4. If the chemical is not found during a search, select the ⓧ Not Found In Catalog button.

5. The **Add Chemical Inventory** page appears with 10 sections to fill out related to the chemical.

6. If the **Auto-Generate Inventory # / Barcode #** box is unchecked, a window will appear asking for the Inventory # or Barcode # before proceeding.

7. Once completed, scroll to the bottom of the page to click the Save button to add this chemical to the inventory.



Adding Individual Chemicals (Steps 8-10)

PubChem is the world's largest collection of freely accessible chemical information. For more information, visit https://pubchem.ncbi.nlm.nih.gov/.

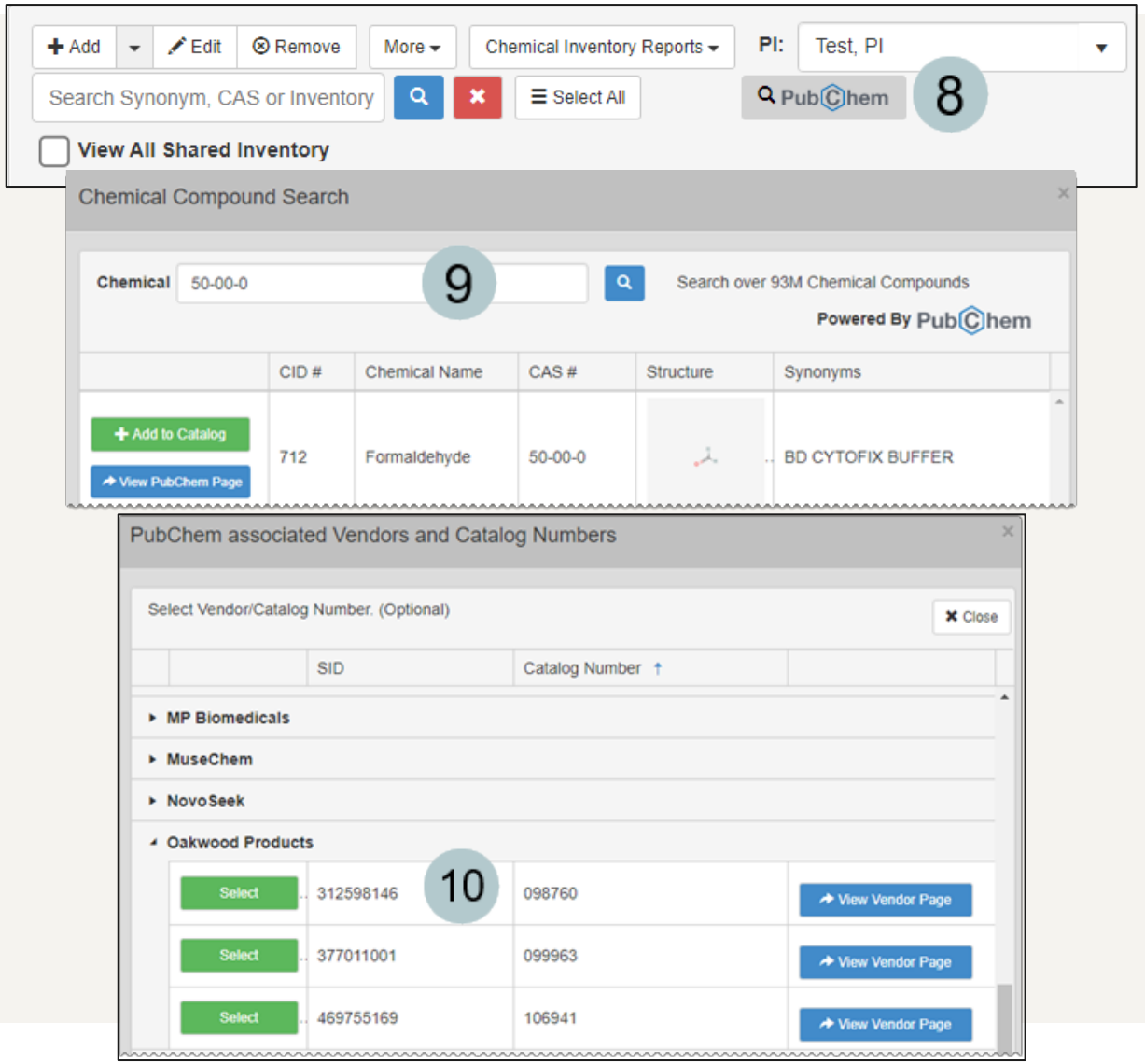
An easier option to add a missing chemical, *EHS Assist has PubChem functionality built into it for use in adding chemicals to the chemical catalog and a lab's inventory.*

8 If the chemical is not found during a search, click the PubChem button on the **Chemical Inventory** page.

9 The **Chemical Compound Search** window appears. Search for the chemical by name or CAS #.

10 The **PubChem associated Vendors and Catalog Numbers** window appears. You can either find the vendor of the chemical and click Select or close this window and enter it manually on the **Add Chemical Catalog** page.

Now, when searching for this chemical by either description or CAS # to add to a lab's inventory, it will be available to all labs in the future.



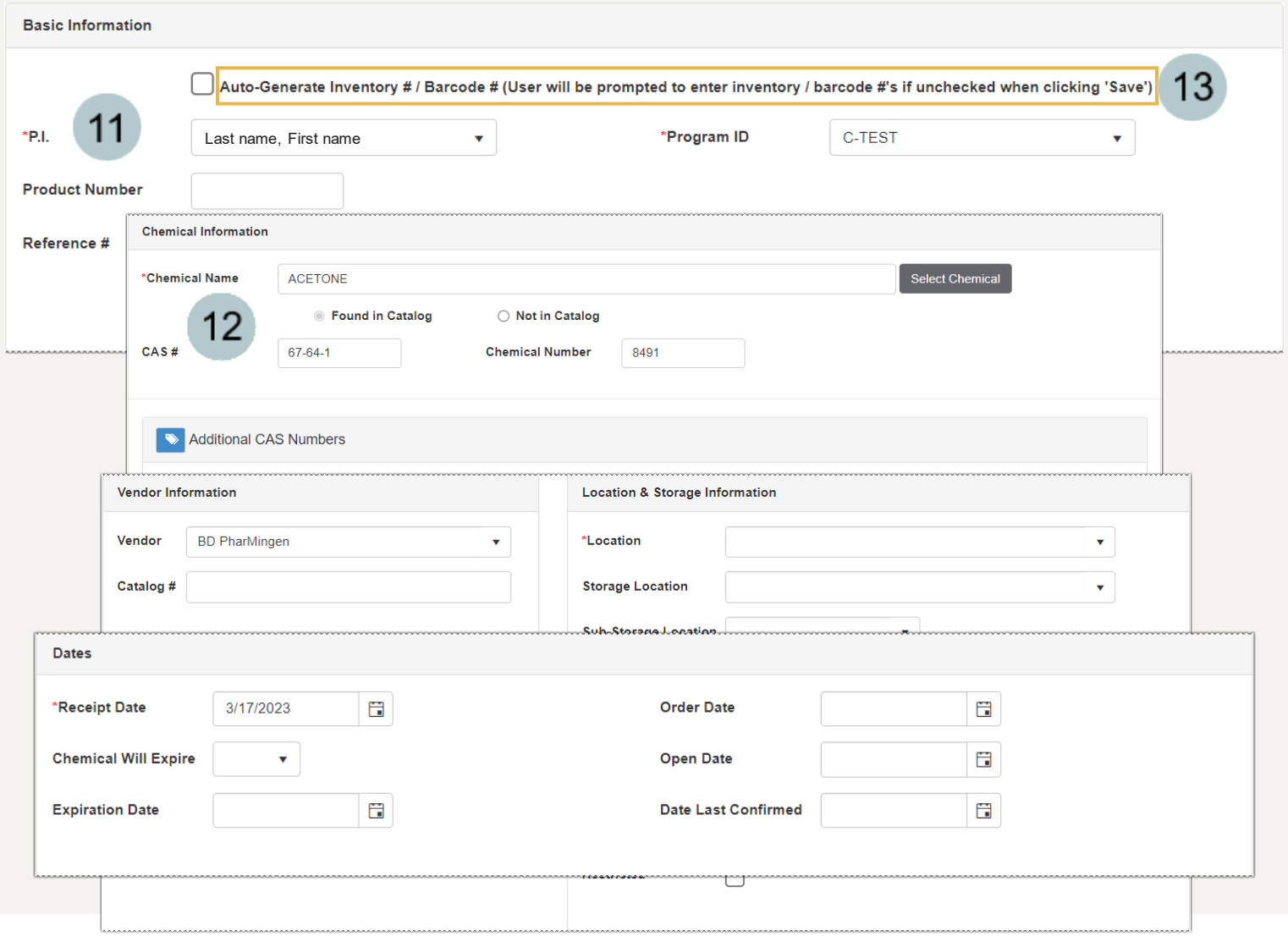
Adding Individual Chemicals (Steps 11-13)

Once the chemical has been found using PubChem or the search functionality in EHSA the remaining information will need to be populated to save the chemical to the lab's inventory.

11 The **Add Chemical Inventory** page appears with 10 sections to fill out related to the chemical.

12 The fields with a **red asterisk** (*) are required.

13 Leave the **Auto-Generate Inventory # / Barcode #** box unchecked if you are working with barcodes.

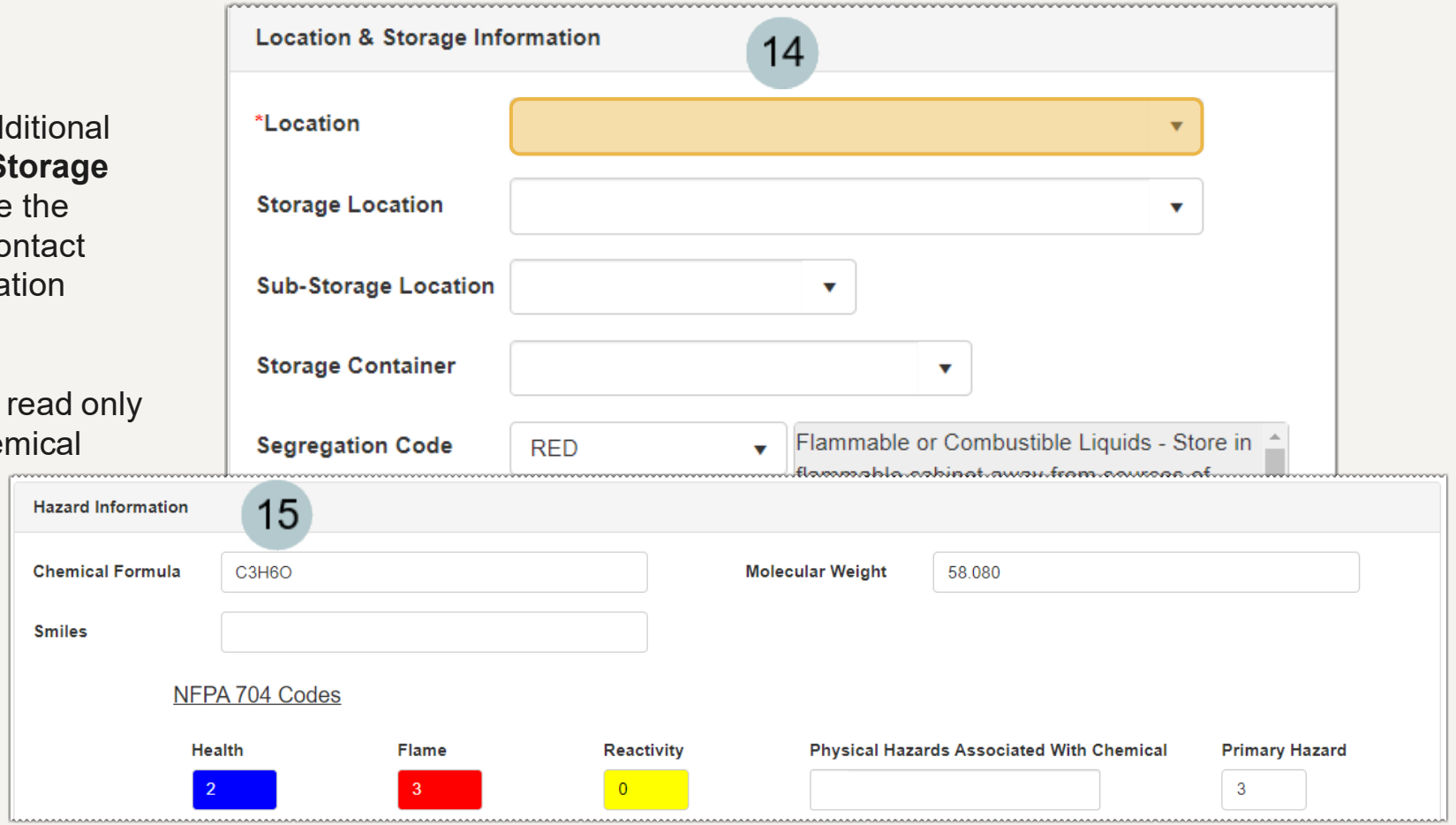


Adding Individual Chemicals (Steps 14-16)

14 While **Location** is required, to add additional storage details, use the **Location & Storage Information** section. If you do not see the location you need in the dropdown, contact ehsa@vanderbilt.edu to have the location added.

15 The **Hazard Information** section is a read only area that will be populated by the chemical selected.

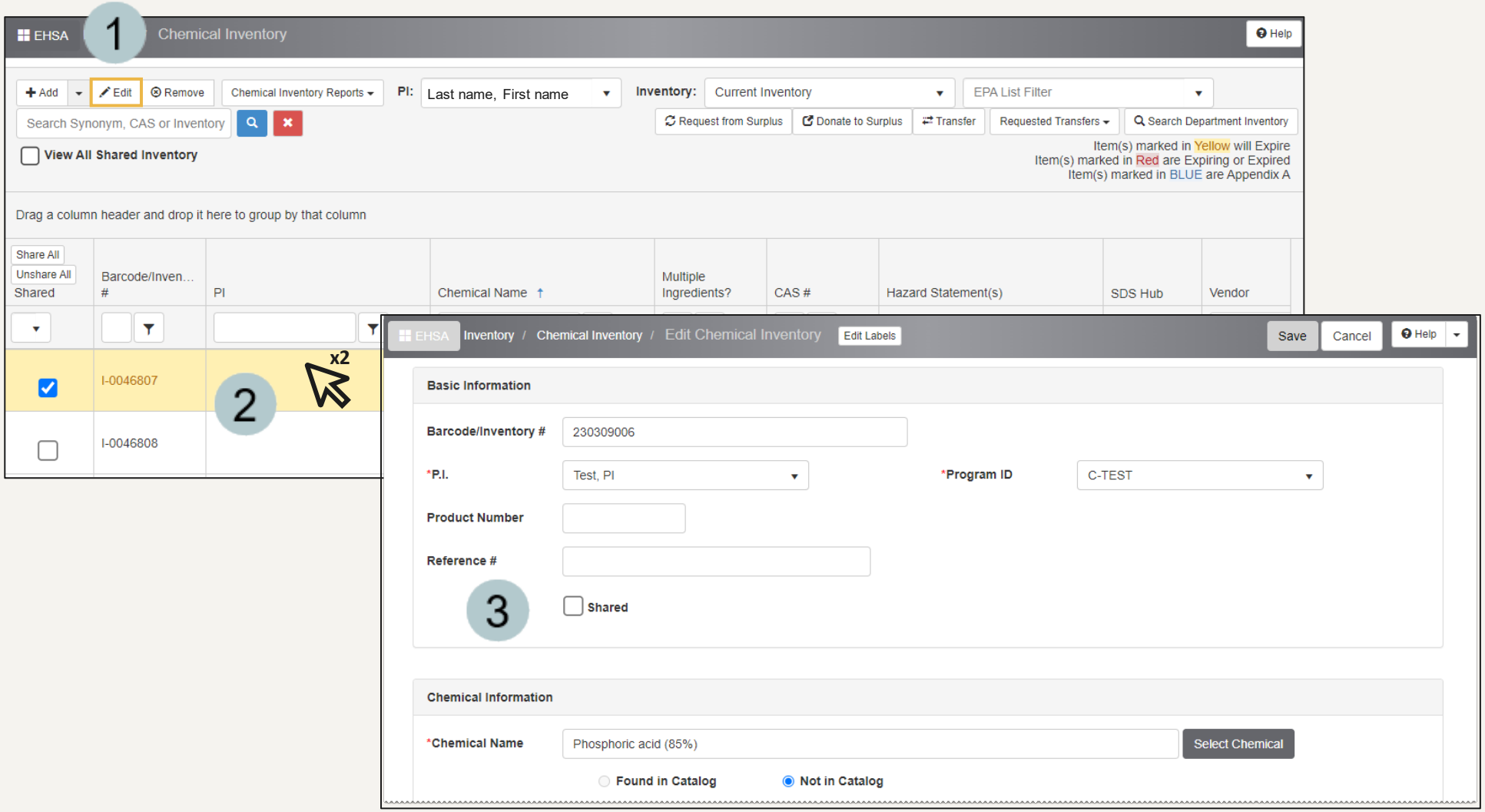
16 Once all required fields are filled out, scroll to the bottom of the page and click the Save button.



Editing an Existing Chemical

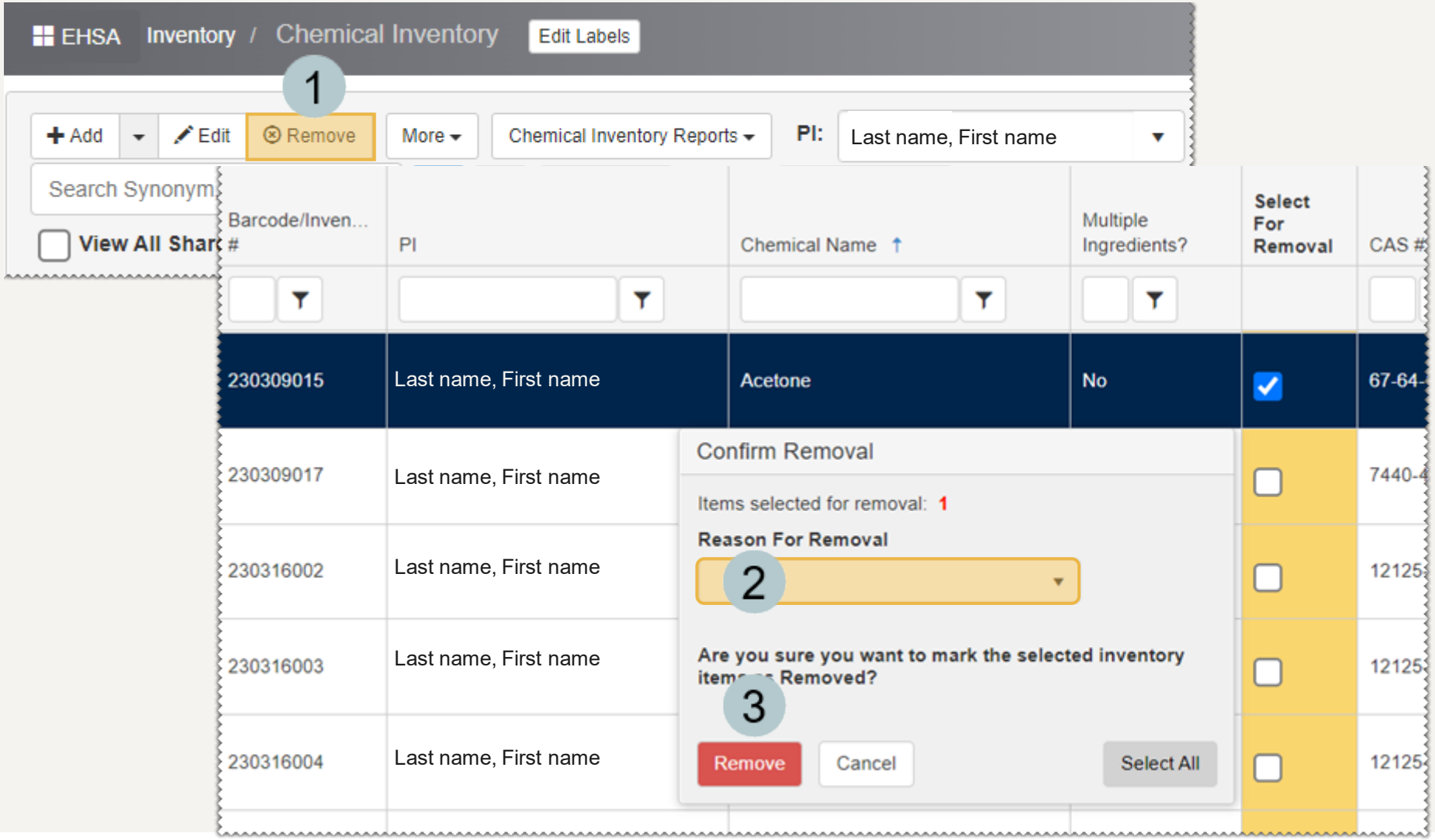
There are two ways to edit a chemical:

1. Highlight the chemical and click Edit
2. Or double-click on the highlighted row.
3. When either of the steps are used, the **Edit Chemical Inventory** page will appear.



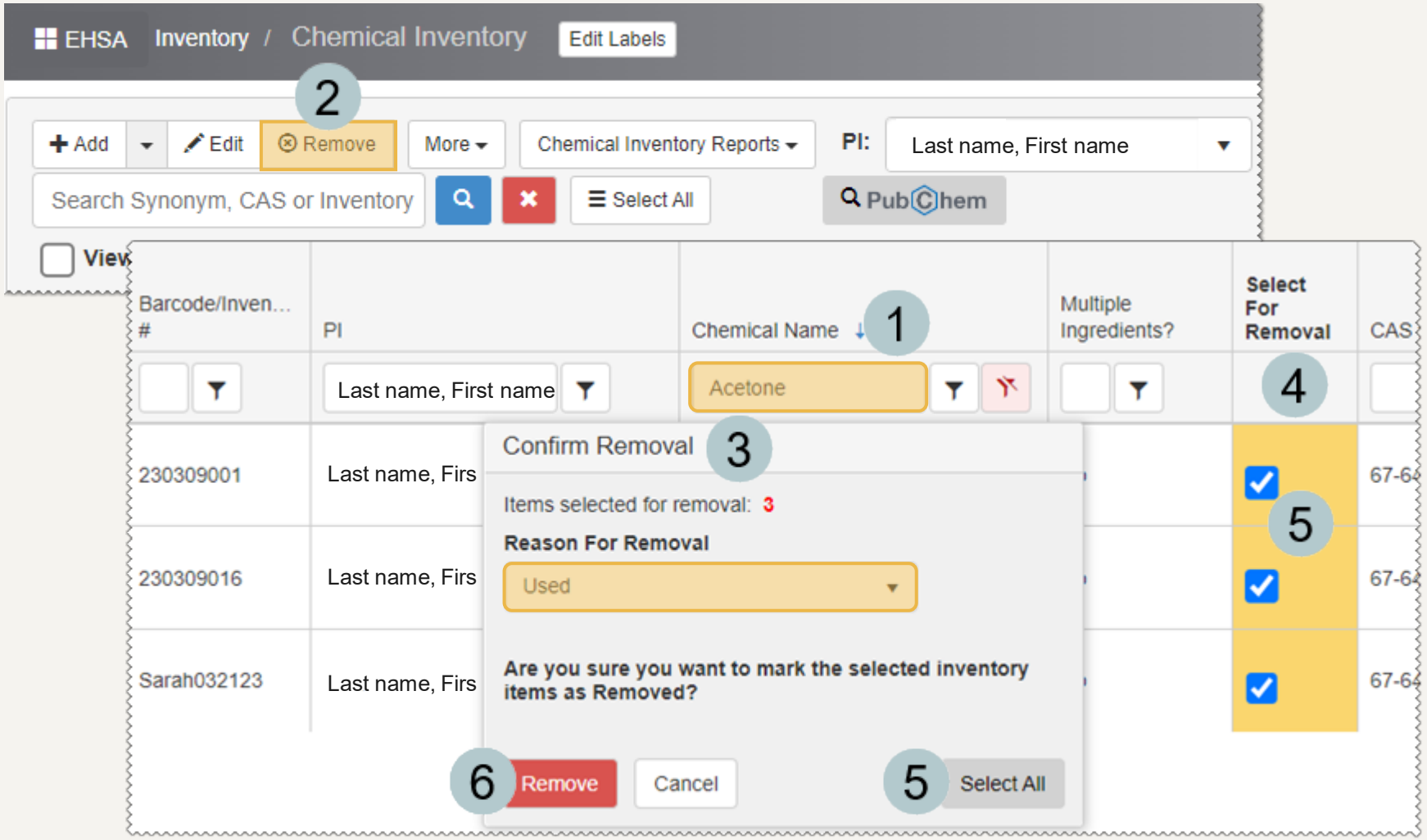
Removing a Single Chemical

1. Click the ⓧ Remove button.
2. A prompt with a dropdown will appear to select a **Reason for Removal**.
3. Click Remove once the selections have been made.



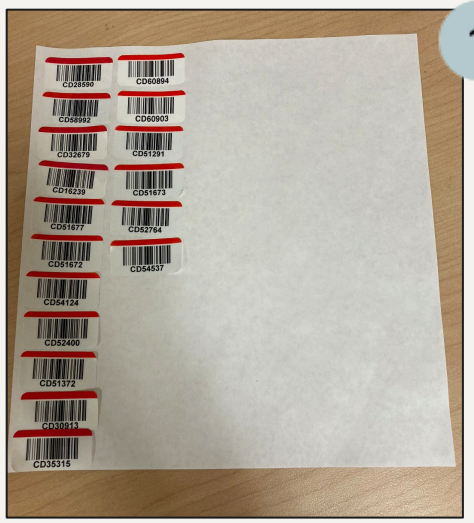
Removing a Batch of Chemicals from a Lab's Inventory

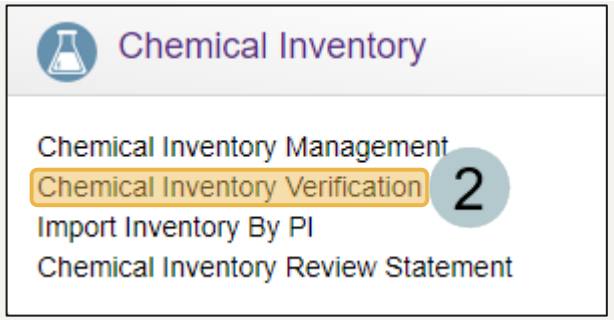
1. From the **Chemical Name** column, filter out the chemicals you want to remove.
2. Click the ⓧ Remove button.
3. A **Confirm Removal** form will appear with a dropdown to select a **Reason for Removal**.
4. A new column appears, **Select for Removal**.
5. Select multiple chemicals by checking the box next to the chemical name or to select them all, click Select All in the **Confirm Removal** form.
6. Click the Remove button on the **Confirm Removal** form.

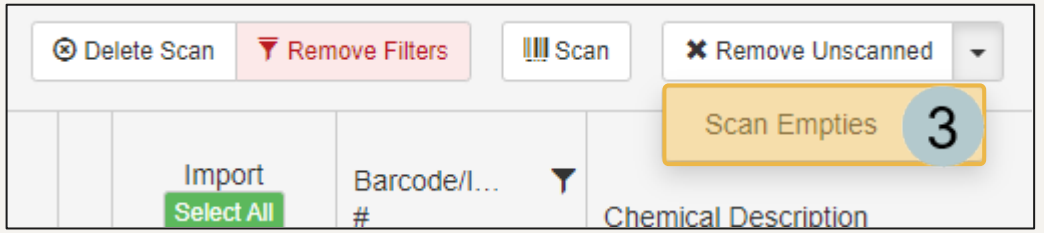


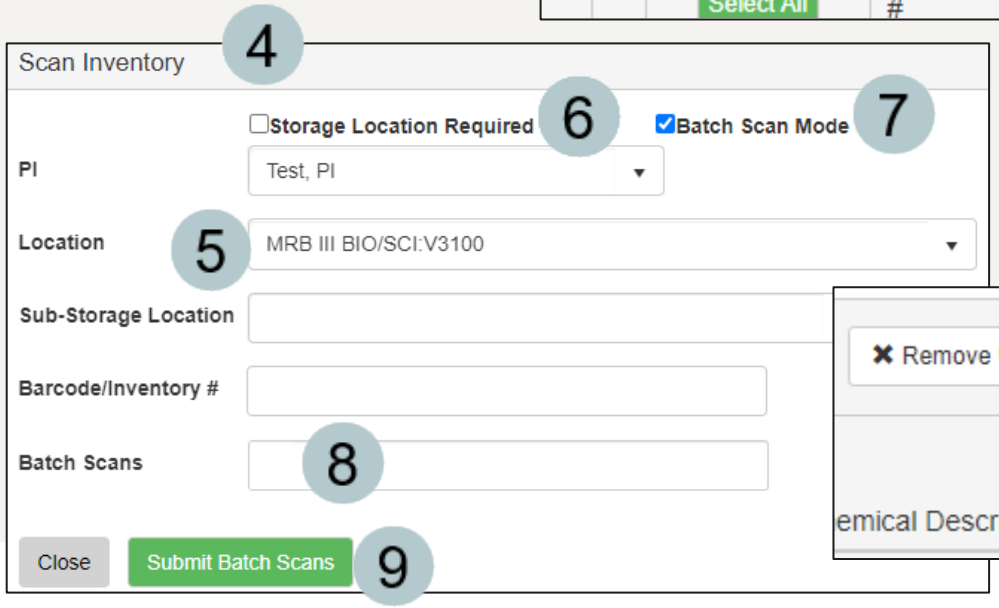
Removing a Batch of Chemicals using a Barcode Scanner

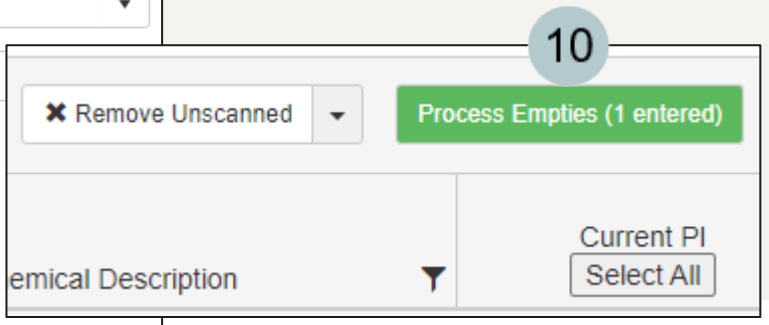
1. Collect the list of Used Chemical Barcodes to be removed.
2. Navigate to the **Chemical Inventory Section**, select **Chemical Inventory Verification**.
3. Click the dropdown arrow next to **Remove Unscanned** and select **Scan Empties**.
4. The **Scan Inventory** window appears.
5. Enter the **Location**.
6. Uncheck the **Storage Location Required** box.
7. Check the **Batch Scan Mode** box.
8. Begin scanning the bar codes and they will appear in the **Batch Scans** field.
9. Click Submit Batch Scans
10. Click Process Empties







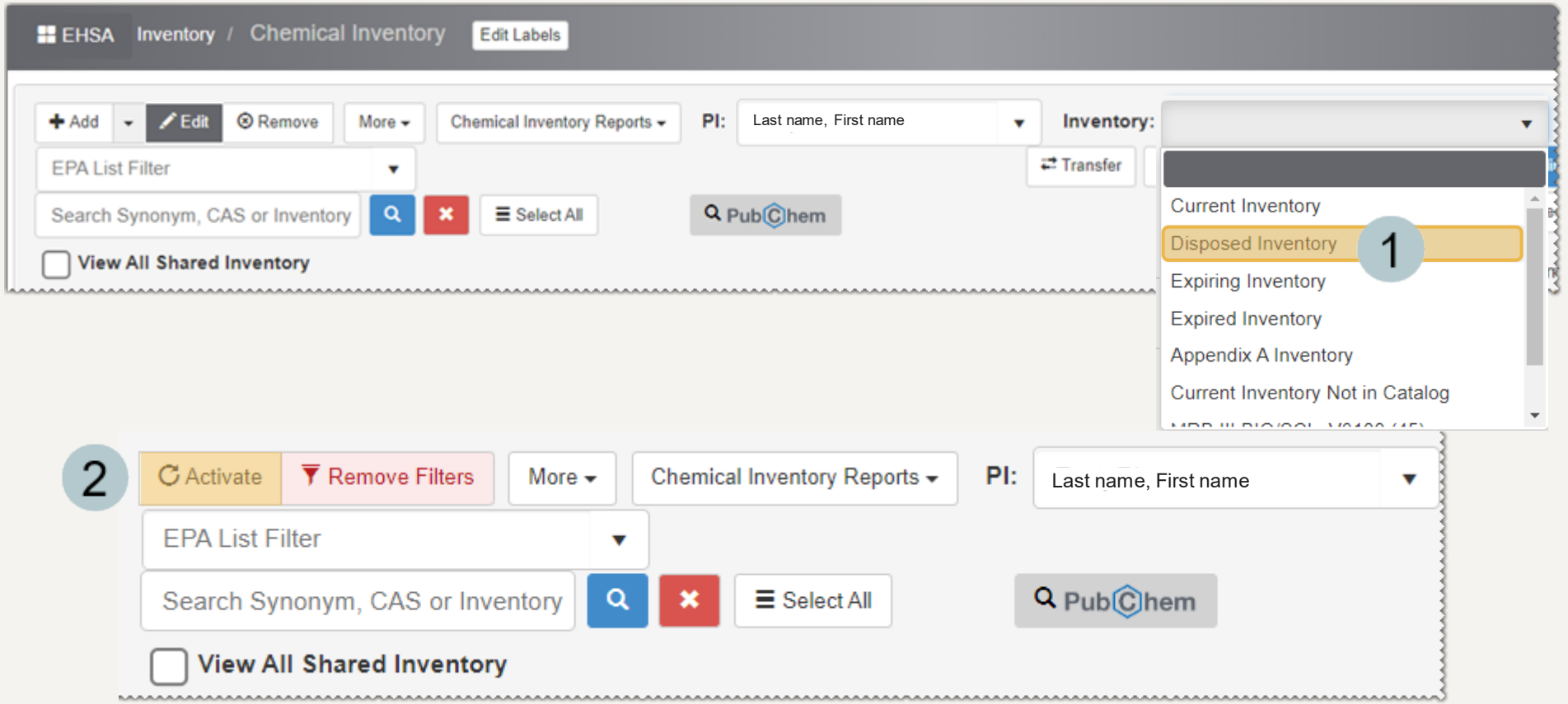




How to View a Lab's Disposed Inventory

1. Select the **Disposed Inventory** option from the Inventory menu.

2. If you need to activate a disposed inventory item, highlight the row of the chemical and click the Activate button.

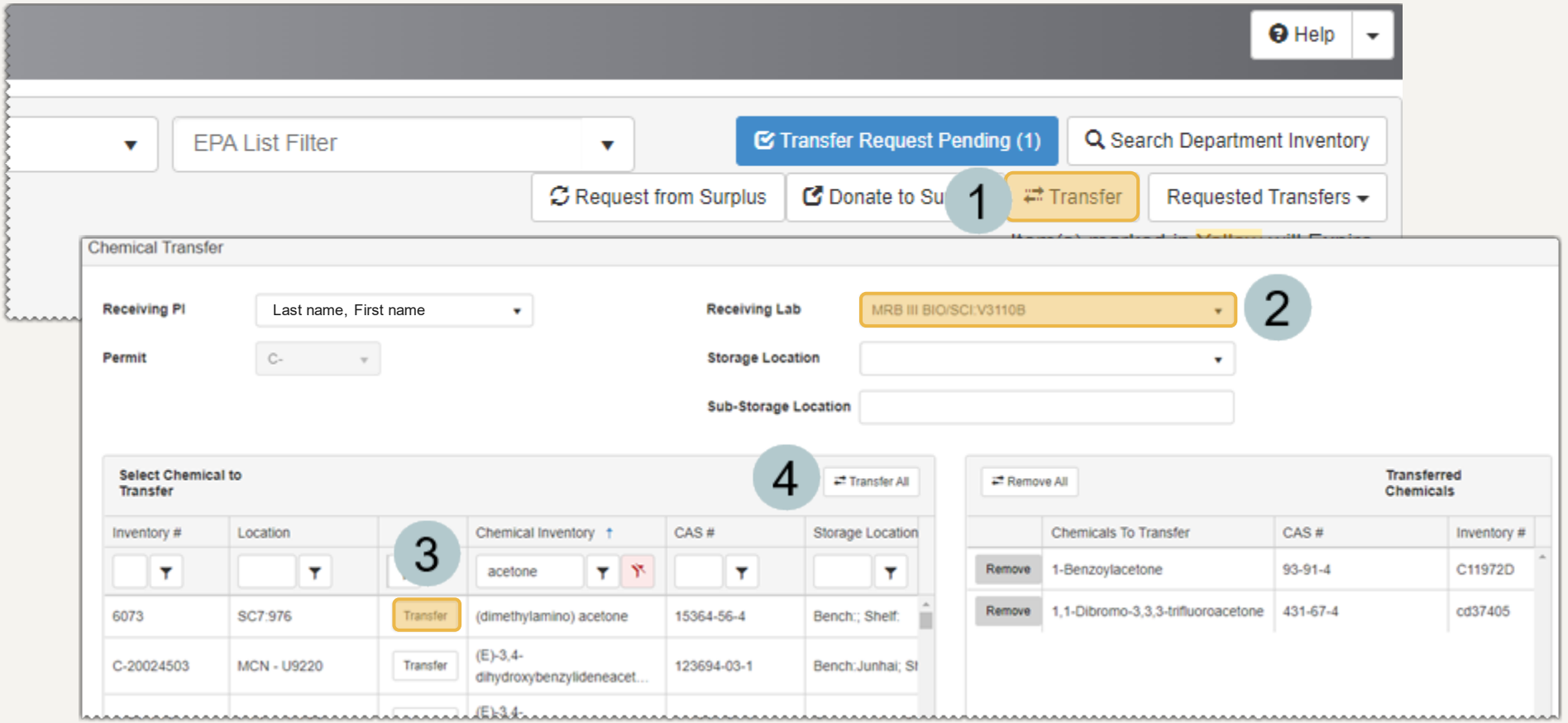


How to Transfer/Move Chemical Inventory Within a Lab

You may transfer chemical inventory to another of your approved locations by editing the inventory record. If you have multiple items to transfer, use the Transfer function.

1. Click the Transfer button.
2. Choose which lab you are transferring to under the **Receiving Lab** dropdown.
3. Under **Select Chemical to Transfer**, select a chemical and click the Transfer button next to it.
4. To transfer all your inventory to a new location, click the Transfer All button.

To complete the transfer, click the Transfer button at the bottom of the page.



Viewing and Sharing Chemical Inventory within a Department

The information on pages 31 and 32 explains how to view the chemical inventories from multiple PIs within a department, and how to share a lab's chemical inventory.

How to View a Department's Shared Chemical Inventory

1. From the **Chemical Inventory** page, an individual lab's inventory is displayed.

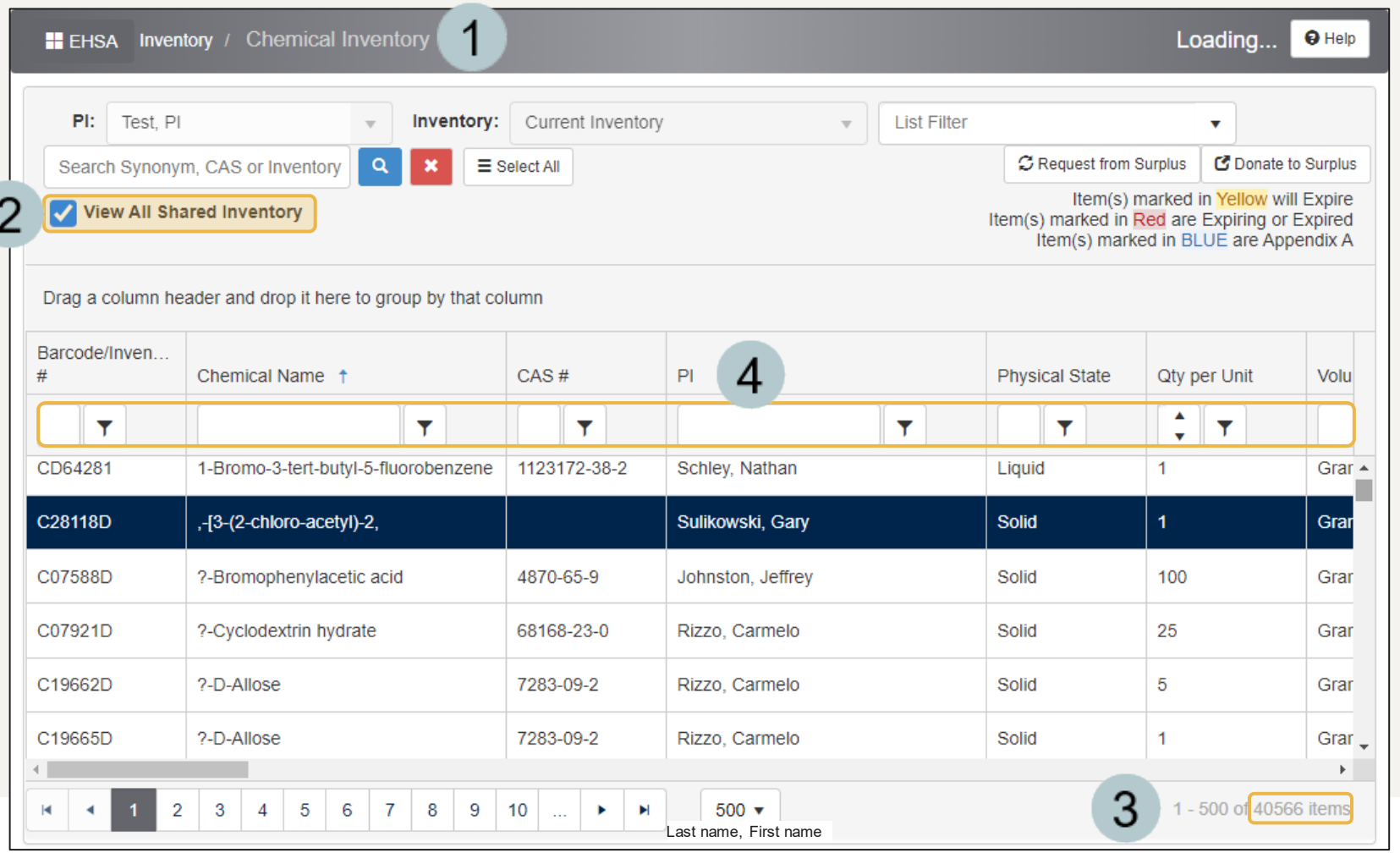
2. To view the department's chemical inventory, check the **View All Shared Inventory** box.

3. After loading all the chemical inventory, the page will refresh, and a new total count will appear.

4. To find a specific chemical or PI, use the column filters.

This shared inventory view is "read only" and the ability to add, edit or transfer chemicals is unavailable.

By default, each department's chemical inventory is shared unless otherwise specified but only with other PI's labs in that department. If a lab prefers to keep their inventory private, see page 32.



How to Share/Unshare a Lab's Chemical Inventory within a Department

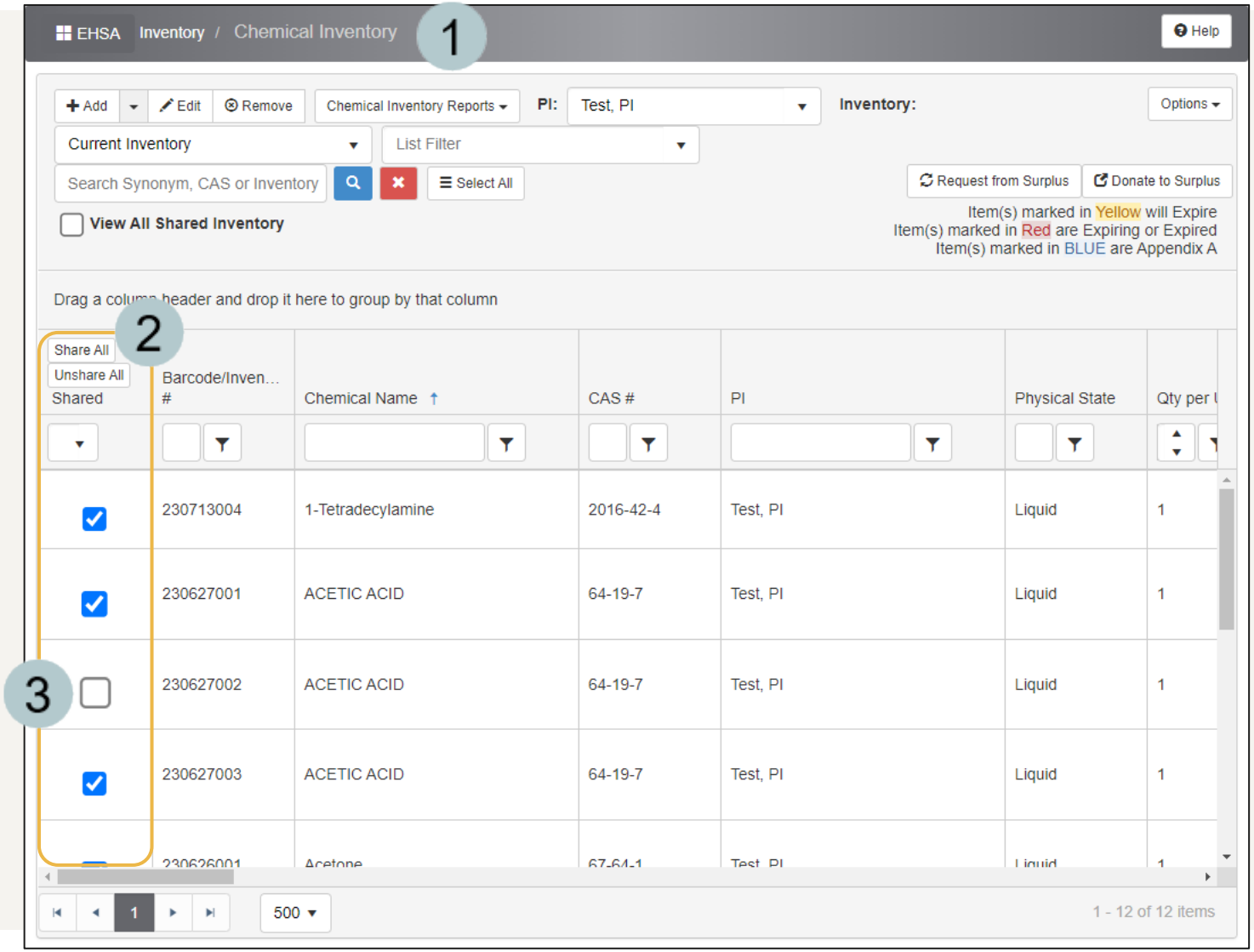
1. From the **Chemical Inventory** page, an individual lab's inventory is displayed.

2. The **Shared** column displays the chemicals that are shared with a blue checkbox.

3. To stop sharing a chemical with the rest of the department, simply uncheck the box.

Now when others view the department's shared inventory, that specific chemical will no longer be listed.

*The option to **Share All** or **Unshare All** is also available at the top of the **Shared** column.*



EHS Assist – Additional Info

Find additional EHS Assist guides here:

https://www.vanderbilt.edu/ehs/ehsassist

With any questions, concerns or suggestions, contact the EHS Assist Administrator - ehsa@vanderbilt.edu

Contact the Chemical Safety Team with any questions at chemicalsafety@vanderbilt.edu

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