



EHS Assist Chemical Inventory Guide

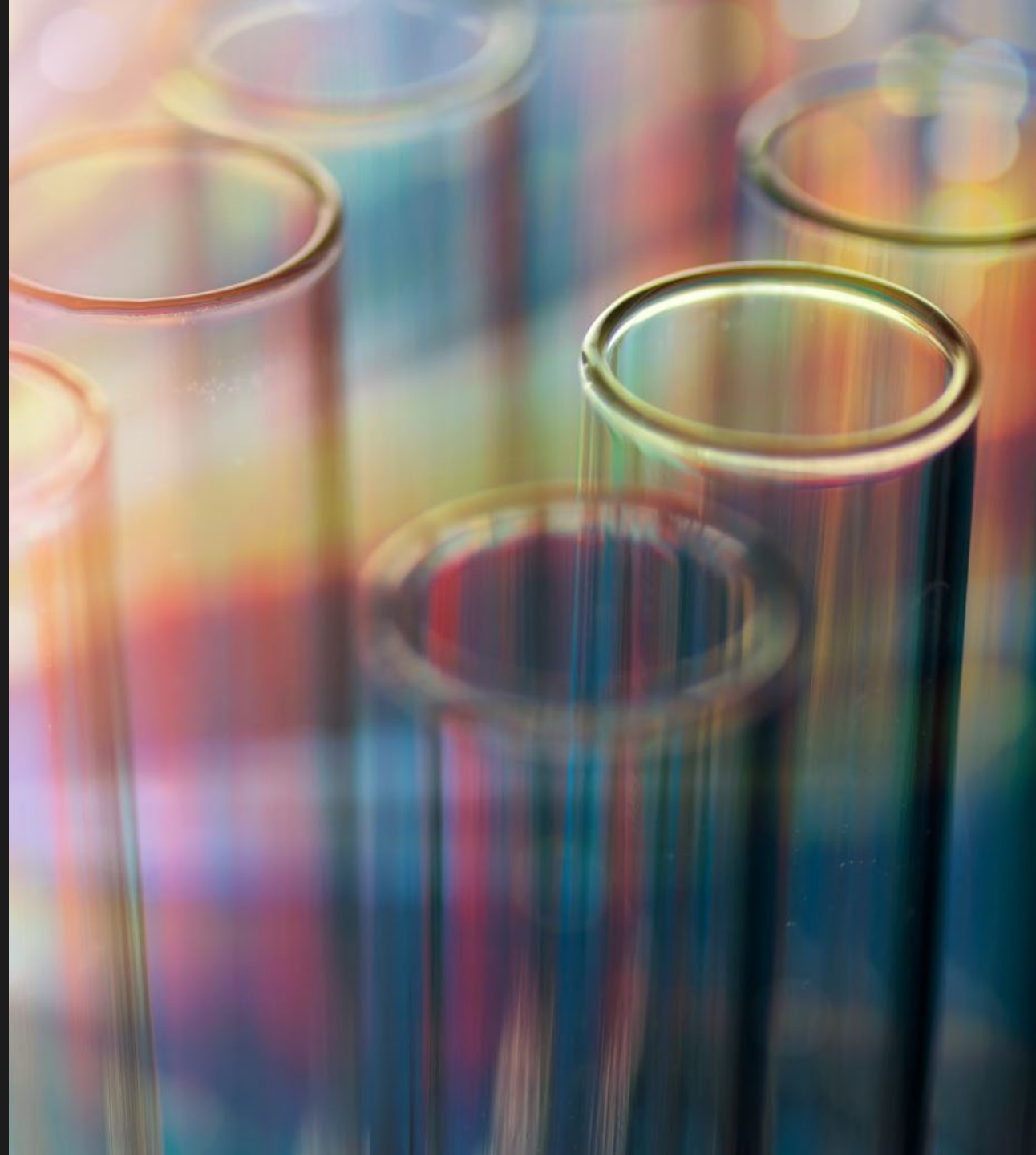


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Accessing a Lab's Chemical Inventory

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**.



Chemical Inventory

Chemical Inventory Management

Import Inventory By PI

Chemical Inventory Review Statement

The Chemical Inventory Page

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

The screenshot displays the EHS Chemical Inventory interface. At the top, there is a navigation bar with 'EHS Inventory / Chemical Inventory' and a 'Help' button. Below this is a control panel with buttons for '+ Add', 'Edit', and 'Remove', along with a 'Chemical Inventory Reports' dropdown. A search bar is present with a search icon and a clear button. The 'Inventory' dropdown is set to 'Current Inventory', and the 'EPA List Filter' is also visible. Action buttons include 'Request from Surplus', 'Donate to Surplus', 'Transfer', and 'Requested Transfers'. A 'View All Shared Inventory' checkbox is present. 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'. A grouping instruction reads: 'Drag a column header and drop it here to group by that column'. The main table has columns for 'Share All', 'Barcode/Inven...', 'PI', 'Chemical Name', 'Multiple Ingredients?', 'CAS #', 'Hazard Statement(s)', 'SDS Hub', and 'Vendor'. The first row is highlighted in yellow and contains 'Aluminum hydroxide' with CAS # 21645-51-2 and a 'Sigma-Aldrich' vendor. The second row is 'Aluminum nitrate nonahydrate' with CAS # 7784-27-2. The third and fourth rows are 'Aluminum oxide' with CAS # 1344-28-1, both marked with a red hazard diamond. The bottom of the page shows a pagination bar with '500 items per page' and '1 - 442 of 442 items'.

Share All	Barcode/Inven...	PI	Chemical Name	Multiple Ingredients?	CAS #	Hazard Statement(s)	SDS Hub	Vendor
<input checked="" type="checkbox"/>	I-0046807		Aluminum hydroxide	No	21645-51-2			Sigma-Aldrich
<input type="checkbox"/>	I-0046808		Aluminum nitrate nonahydrate	No	7784-27-2			
<input type="checkbox"/>	I-0046810		Aluminum oxide	No	1344-28-1			
<input type="checkbox"/>	I-0046809		Aluminum oxide	No	1344-28-1			

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

The screenshot shows the EHSA Chemical Inventory interface. At the top, there are navigation tabs for 'EHSA Inventory / Chemical Inventory' and a 'Help' button. Below this is a toolbar with '+ Add', 'Edit', 'Remove', and 'Chemical Inventory Reports'. A search bar is labeled 'Search Synonym, CAS or Inventory'. A dropdown menu for 'PI' is set to 'Last name, First name' (callout 1). Other dropdowns include 'Inventory: Current Inventory' and 'EPA List Filter'. Action buttons for 'Request from Surplus', 'Donate to Surplus', and 'Transfer' are present, along with a 'Requested Transfers' dropdown and a 'Search Department Inventory' button. A legend indicates: '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'. A note says 'View All Shared Inventory'. Below the toolbar is a header for a table with the instruction 'Drag a column header and drop it here to group by that column'. The table has columns: 'Share All / Unshare All / Shared', 'Barcode/Inven... #', 'PI', 'Chemical Name ↑', 'Multiple Ingredients?', 'CAS #', 'Hazard Statement(s)' (callout 4), 'SDS Hub', and 'Vendor'. The first row is highlighted in yellow and has a blue checkmark in the 'Share All' column (callout 3). The 'Chemical Name' column has a white input box (callout 2) and a filter icon (callout 3). The 'Multiple Ingredients?' column has a filter icon (callout 3). The 'Hazard Statement(s)' column has a red warning icon. The 'SDS Hub' column has a blue 'SDS Hub' button. The 'Vendor' column has 'Sigma-Aldrich'. At the bottom, there is a pagination bar with '1' in a dark box, '500' items per page, and '1 - 442 of 442 items' (callout 5).

Share All / Unshare All / Shared	Barcode/Inven... #	PI	Chemical Name ↑	Multiple Ingredients?	CAS #	Hazard Statement(s)	SDS Hub	Vendor
<input checked="" type="checkbox"/>	I-0046807		Aluminum hydroxide	No	21645-51-2		SDS Hub	Sigma-Aldrich
<input type="checkbox"/>	I-0046808		Aluminum nitrate nonahydrate	No	7784-27-2		SDS Hub	
<input type="checkbox"/>	I-0046810		Aluminum oxide	No	1344-28-1		SDS Hub	
<input type="checkbox"/>	I-0046809		Aluminum oxide	No	1344-28-1		SDS Hub	

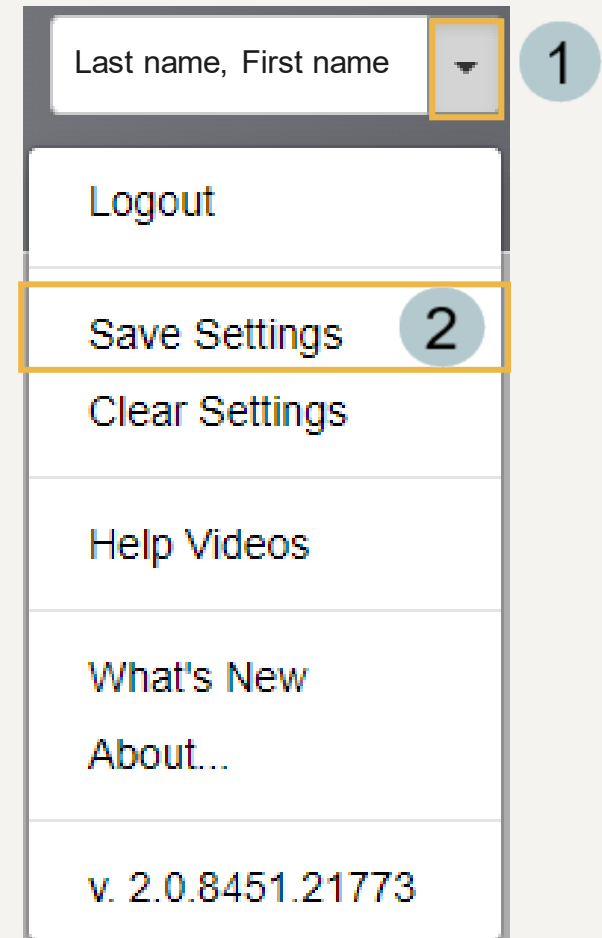
Saving Layout Settings

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 screenshot shows the EHS Inventory system interface. At the top, the breadcrumb navigation reads "EHSA Inventory / Chemical Inventory". A dropdown menu labeled "Chemical Inventory Reports" is open, showing options: "Chemical Inventory Excel Report" (highlighted with a yellow box and a '2'), and "Chemical Inventory by PI". A '1' is placed above the dropdown. Below the dropdown, a search bar contains "Last name, First name". To the right, there are filters for "Inventory: Current Inventory" and "EPA List Filter". A table below shows a list of chemical inventory items with columns for Barcode/Inven..., PI, Chemical Name, Multiple Ingredients?, CAS #, Hazard Statement(s), SDS Hub, and Vendor. The first row is highlighted in yellow and has a checked checkbox. A "Report Parameters" dialog box is open in the foreground, containing the text "Use this report when updating chemical inventory via the import template" and a section for "P.I./Supervisor" with a dropdown menu showing "Test, PI" (highlighted with a yellow box and a '3'). A "4" is placed below the dropdown. At the bottom of the dialog are "Cancel" and "View Report" buttons. The background table shows a row for "Sigma-Aldrich" with a yellow background and a "View Report" button. The bottom of the interface shows "1 - 442 of 442 items" and "500 items per page".

**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	researcher	last_name	first_name	building	lab	storage_location	storage_device	chemical_description	physical_state	receipt_qu
3	TEST	Test	PI	23C	V31		Glass	Iodine	Solid	1
4	TEST	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)

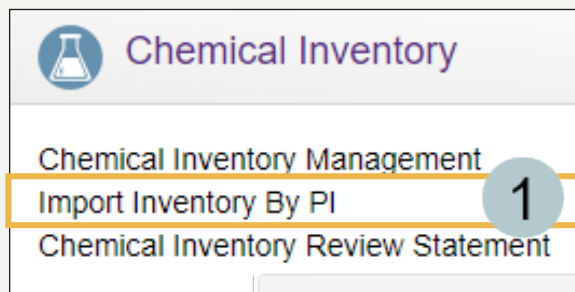
1 At the **Chemical Inventory** menu, select **Import Inventory by PI**.

2 Select the **PI** from the dropdown.

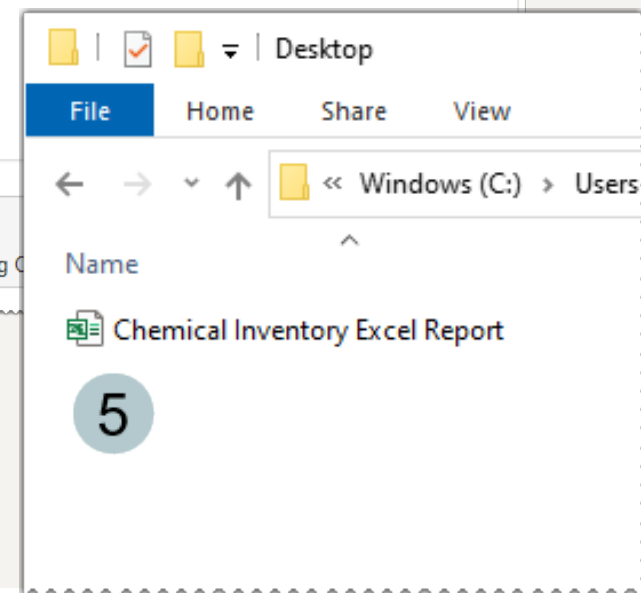
3 Click the **Load Spreadsheet** button.

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.



A screenshot of the 'Import Information / Options' form. The form has a title bar 'Import Information / Options'. Underneath, there is a section for '*Required Fields'. It includes a '*P.I.' dropdown menu with 'Test, PI' selected, a '*Program ID' dropdown menu with 'C-TEST' selected, and a 'Download Template' button. Below these fields are two buttons: 'Load Spreadsheet' (highlighted in green) and 'Add Row'. At the bottom, there is a checkbox labeled 'Auto-Generate Inventory # / Barcode #' which is unchecked. A blue circle with the number '4' is placed over the checkbox. At the bottom of the form, there is a table with columns: 'Excel Row #', '*PI Code', 'Last Name', 'First Name', and '*Bldg C'.



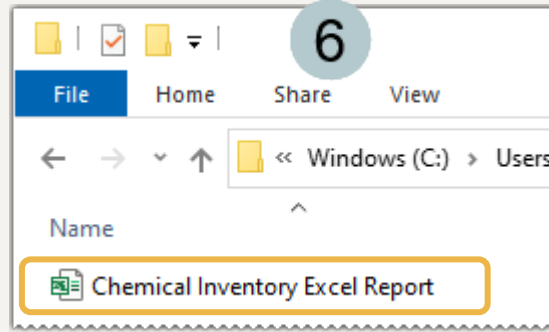
Importing the Inventory Template (Steps 6-9)

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.



The following value(s) will be cleared out of the "Amount per Container" column:
Invalid Value: Excel Row #11 - 10 x 10

Data Import Issues

4 row(s) with missing data in the spreadsheet data and highlighted in **red** Remove Row(s)

Excel Row #		*PI Code	Last Name	First Name	*Bldg Code	*Lab	Storage Location
5	Remove	TEST	Test	PI	23C	V3100	Acid; Safecote glass
6	Remove	TEST	Test	PI	23C	V3100	Acid
8	Remove	TEST	Test	PI			Acid
11	Remove	TEST	Test	PI	23C	V3100	Oxidizer
3	Remove	TEST	Test	PI	23C	V3100	Base

9 Replace PI's Existing Inventory for the Selected Program ID **Submit** **Cancel**

Importing Chemicals into an Inventory for the First Time

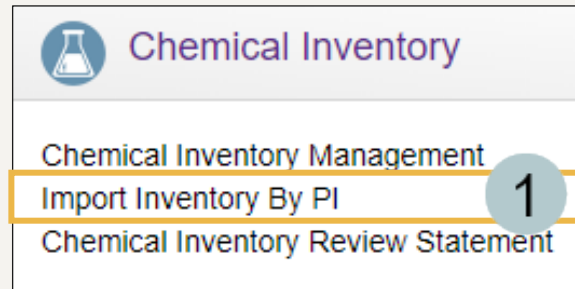
If the lab *does not* have any existing chemical inventory in EHSA, use pages 14 through 17 to begin the process of adding multiple chemicals to the inventory.

Downloading the Inventory Template to Add Multiple Chemicals

1 At the **Chemical Inventory** menu, select **Import Inventory by PI**.

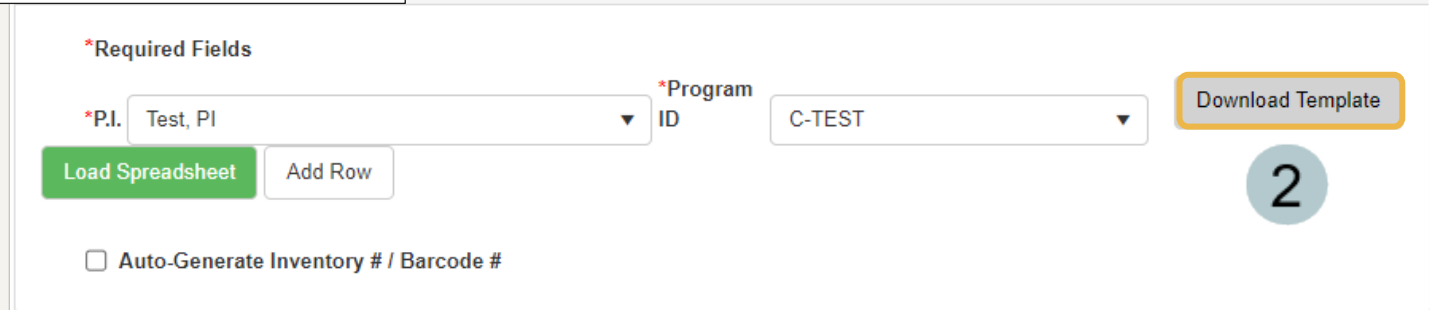
2 Click **Download Template**

3 The template file will download to your internet browser's default download location.



Chemical Inventory

- Chemical Inventory Management
- Import Inventory by PI** 1
- Chemical Inventory Review Statement



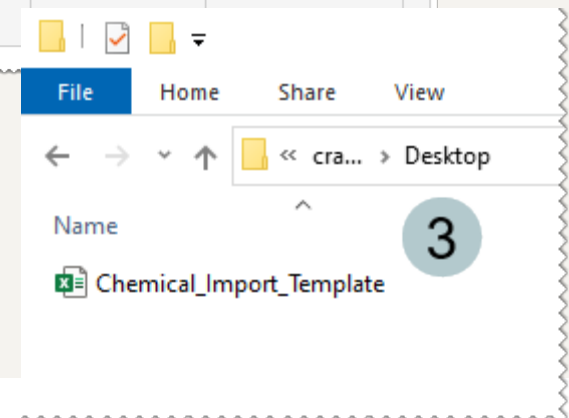
*Required Fields

*P.I. Test, PI *Program ID C-TEST **Download Template** 2

Load Spreadsheet Add Row

Auto-Generate Inventory # / Barcode #

Excel Row #	*PI Code	Last Name	First Name	*Bldg Code
-------------	----------	-----------	------------	------------



File Home Share View

< > << cra... > Desktop

Name

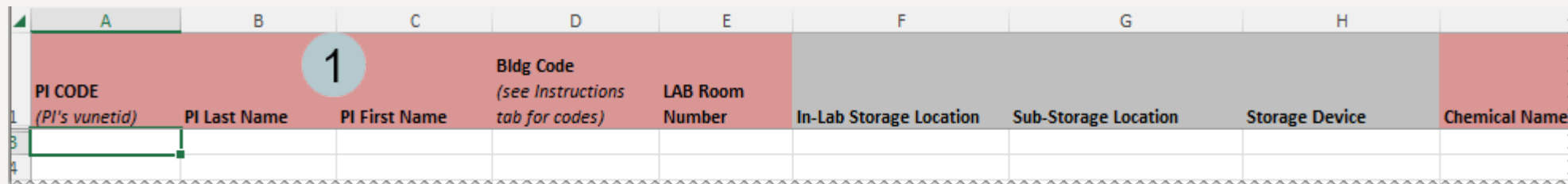
- Chemical_Import_Template 3

Adding Chemical Inventory to the Import Template

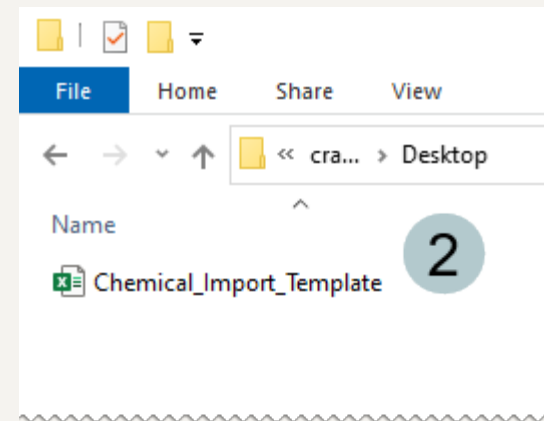
- 1 Fill out the inventory template. All fields in red are required while those in gray are not.

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.



PI CODE <i>(PI's vnetid)</i>	PI Last Name	PI First Name	Bldg Code <i>(see Instructions tab for codes)</i>	LAB Room Number	In-Lab Storage Location	Sub-Storage Location	Storage Device	Chemical Name



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.

The screenshot displays the 'Chemical Inventory' management interface. At the top, a dropdown menu is open, showing 'Chemical Inventory Management', 'Import Inventory By PI' (highlighted with a yellow bar and a circled '1'), and 'Chemical Inventory Review Statement'. Below this, the 'Import Information / Options' form is visible. It includes a section for '*Required Fields' with a '*P.I.' dropdown set to 'Test, PI' (circled '2') and a '*Program ID' dropdown set to 'C-TEST'. A green 'Load Spreadsheet' button (circled '3') and a white 'Add Row' button are present. Below the form, there is a checkbox for 'Auto-Generate Inventory # / Barcode #' which is unchecked (circled '4'). At the bottom, a table header is partially visible with columns: 'Excel Row #', '*PI Code', 'Last Name', 'First Name', '*Bldg Code', and '*L'. In the bottom right corner, a file explorer window is open, showing the 'Desktop' location with a file named 'Chemical_Import_Template' (circled '5').

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.

The following value(s) will be cleared out of the "Amount per Container" column:
Invalid Value: Excel Row #11 - 10 x 10

Data Import Issues

4 row(s) with missing data in the spreadsheet data and highlighted in **red** Remove Row(s)

Excel Row #		*PI Code	Last Name	First Name	*Bldg Code	*Lab	Storage Location
5	Remove	TEST	Test	PI	23C	V3100	Acid; Safecote glass
6	Remove	TEST	Test	PI	23C	V3100	Acid
8	Remove	TEST	Test	PI			Acid
11	Remove	TEST	Test	PI	23C	V3100	Oxidizer
3	Remove	TEST	Test	PI	23C	V3100	Base

Replace PI's Existing Inventory for the Selected Program ID **Submit** Cancel

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.

The screenshot shows the EHS Inventory / Chemical Inventory interface. At the top, there is a navigation bar with 'EHS Inventory / Chemical Inventory' and an 'Edit Labels' button. Below this is a toolbar with buttons for '+ Add', 'Edit', 'Remove', 'More', and 'Chemical Inventory Reports'. A search bar is present with the text 'Search Synonym, CAS or Inventory' and a 'PubChem' logo. A dropdown menu for 'PI:' is set to 'Last name, First name'. A 'Select All' button is also visible.

Step 1: The '+ Add' button is highlighted with a circled '1'.

Step 2: A search form titled 'Select a Chemical' is displayed. It has two search options: 'Search By Chemical Description' and 'Search By Catalog or CAS #'. The 'Show PI's Personal Catalog' option is selected. Below the search options is a table with columns: Vendor Name, Catalog #, Chemical Description, CAS #, Multiple Ingredients?, Chemical #, Hazard Statement(s), NFPA Information, and Appendix A. The table contains two entries: ACETONE (CAS # 67-64-1) and FORMALDEHYDE (CAS # 50-00-0). Step 3: The 'Select' button in the ACETONE row is highlighted with a circled '3'.

Vendor Name	Catalog #	Chemical Description	CAS #	Multiple Ingredients?	Chemical #	Hazard Statement(s)	NFPA Information	Appendix A
BD PharMingen		ACETONE	67-64-1	<input type="checkbox"/>	8491		<u>NFPA 704 Codes</u> Health: 2 Flame: 3 Reactivity: 0 <u>HMS</u> Health: 1 Flame: 2 Physical: 3 Chronic Health: D	
		FORMALDEHYDE	50-00-0	<input type="checkbox"/>	9209		<u>NFPA 704 Codes</u> Health: 3 Flame: 2 Reactivity: 0 <u>HMS</u> Health: 0 Flame: 0 Physical: 0 Chronic Health:	Yes

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 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 button to add this chemical to the inventory.

The screenshot shows a web application interface for adding a chemical. At the top, a modal window contains a radio button for "Show PI's Personal Catalog" and a yellow button labeled "⊗ Not Found In Catalog" with a circled "4" next to it. Below this is the "Basic Information" section with a circled "5" above it. It includes a dropdown for "P.I." (set to "Last name, First name"), a dropdown for "Program ID" (set to "C-TEST"), a "Product Number" field, and a "Reference #" field. A checkbox labeled "Auto-Generate Inventory # / Barcode # (User will be prompted to enter inventory / barcode #'s if unchecked when clicking 'Save')" is circled with a "6". Below this is the "Chemical Information" section with a "Chemical Name" field (set to "ACETONE") and a "Select Chemical" button. It also has radio buttons for "Found in Catalog" (selected) and "Not in Catalog". Below that are "CAS #" (set to "67-64-1") and "Chemical Number" (set to "8491") fields. At the bottom, there is an "Additional CAS Numbers" section and a form with fields for "# of Units", "Qty per Unit" (set to "1.000000"), "Volume / Size" (set to "LT"), "Physical State" (set to "Liquid"), "Report Denominator", and "Concentration" (set to "%").


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/>.

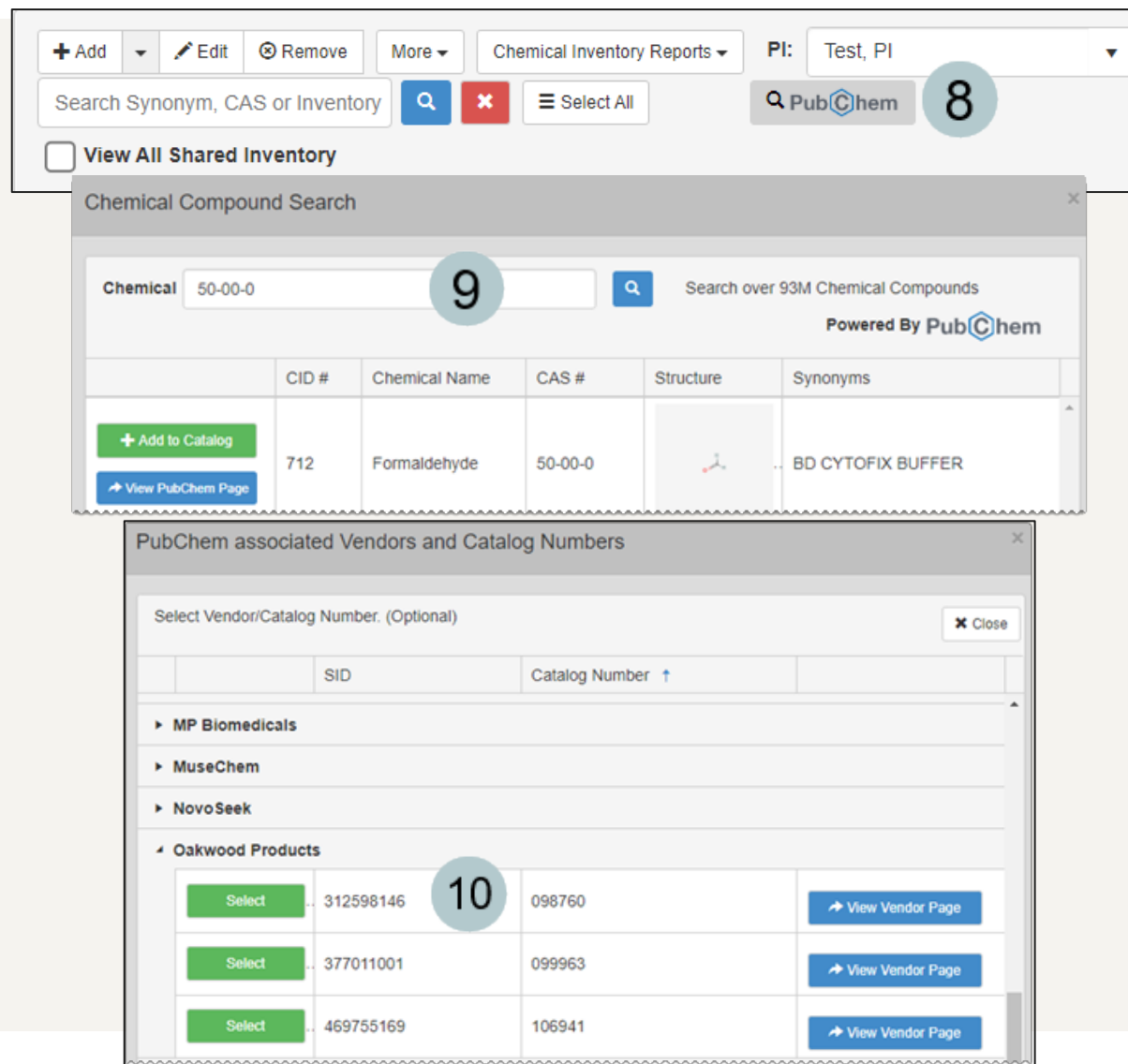
An easier option to add a missing chemical, EHS Assist has PubChem functionality built into it for use in adding chemicals to the chemical catalog and a lab's inventory.

8 If the chemical is not found during a search, click the  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  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.



Chemical Inventory Reports

PI: Test, PI

Search Synonym, CAS or Inventory

PubChem 8



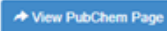
View All Shared Inventory

Chemical Compound Search

Chemical 50-00-0 9


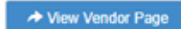

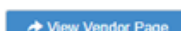


Search over 93M Chemical Compounds

Powered By PubChem

	CID #	Chemical Name	CAS #	Structure	Synonyms
	712	Formaldehyde	50-00-0		BD CYTOFIX BUFFER
					

PubChem associated Vendors and Catalog Numbers

Select Vendor/Catalog Number. (Optional) Close

	SID	Catalog Number ↑	
MP Biomedicals			
MuseChem			
NovoSeek			
Oakwood Products			
	312598146	098760	
	377011001	099963	
	469755169	106941	

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.

The screenshot displays a web form for adding a chemical to an inventory. The form is divided into several sections:

- Basic Information:** Contains a checkbox for "Auto-Generate Inventory # / Barcode # (User will be prompted to enter inventory / barcode #'s if unchecked when clicking 'Save')", a required field for "P.I." (Last name, First name), and a "Program ID" dropdown menu set to "C-TEST".
- Chemical Information:** Includes a "Chemical Name" field (ACETONE) with a "Select Chemical" button, radio buttons for "Found in Catalog" (selected) and "Not in Catalog", a "CAS #" field (67-64-1), and a "Chemical Number" field (8491).
- Vendor Information:** Features a "Vendor" dropdown menu (BD PharMingen) and a "Catalog #" field.
- Location & Storage Information:** Includes required "Location" and "Storage Location" dropdown menus, and a "Sub-Storage Location" field.
- Dates:** Contains several date-related fields: "Receipt Date" (3/17/2023), "Chemical Will Expire" (dropdown), "Expiration Date", "Order Date", "Open Date", and "Date Last Confirmed".

Numbered callouts highlight specific elements: 11 points to the "P.I." field, 12 points to the "CAS #" field, and 13 points to the "Auto-Generate Inventory # / Barcode #" checkbox.

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.

The screenshot displays two sections of a web form. The top section, titled 'Location & Storage Information' with a circled '14', contains several dropdown menus: '*Location' (highlighted in orange), 'Storage Location', 'Sub-Storage Location', and 'Storage Container'. Below these is a 'Segregation Code' dropdown set to 'RED', with a tooltip that reads 'Flammable or Combustible Liquids - Store in flammable cabinet away from sources of...'. The bottom section, titled 'Hazard Information' with a circled '15', contains text input fields for 'Chemical Formula' (C3H6O) and 'Molecular Weight' (58.080), and a 'Smiles' field. Below these is the 'NFPA 704 Codes' section, which includes 'Health' (2 in a blue box), 'Flame' (3 in a red box), and 'Reactivity' (0 in a yellow box). To the right, there are fields for 'Physical Hazards Associated With Chemical' and 'Primary Hazard' (3).

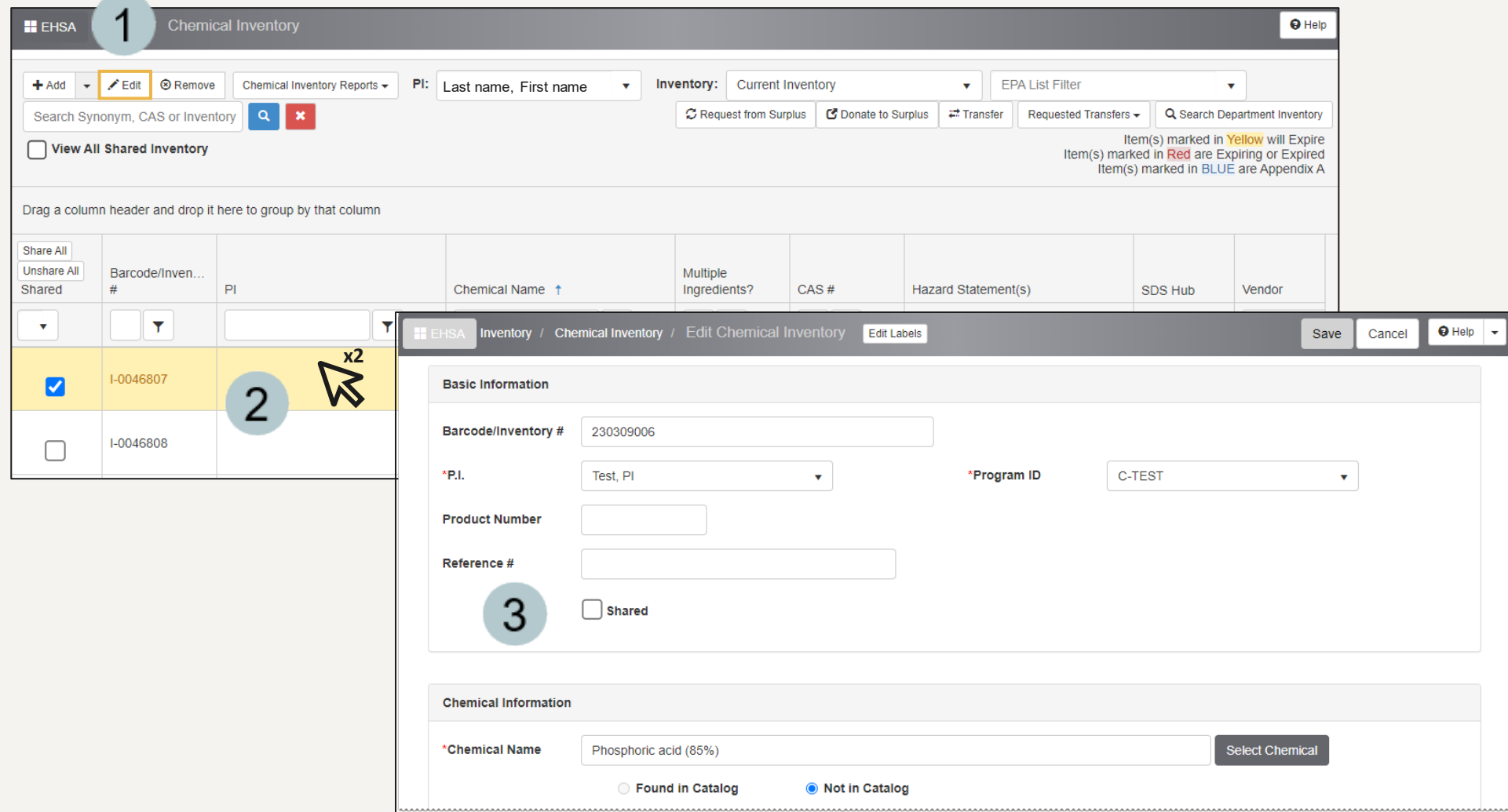
Editing an Existing Chemical

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.



The screenshot displays the EHS Chemical Inventory interface. At the top, the 'Edit' button is highlighted with a circled '1'. Below the table, the 'Edit Chemical Inventory' form is shown, with the 'Shared' checkbox highlighted by a circled '3'. The form contains the following fields:

- Basic Information:**
 - Barcode/Inventory #: 230309006
 - *P.I.: Test, PI
 - *Program ID: C-TEST
 - Product Number: [Empty]
 - Reference #: [Empty]
 - Shared
- Chemical Information:**
 - *Chemical Name: Phosphoric acid (85%)
 - Select Chemical button
 - Found in Catalog
 - Not in Catalog

The table below shows the chemical being edited highlighted in yellow, with a circled '2' and a double-click icon over it.

Share All	Barcode/Inven...	PI	Chemical Name ↑	Multiple Ingredients?	CAS #	Hazard Statement(s)	SDS Hub	Vendor
<input checked="" type="checkbox"/>	I-0046807							
<input type="checkbox"/>	I-0046808							

Removing a Single Chemical

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

EHS Inventory / Chemical Inventory Edit Labels

+ Add Edit **⊗ Remove** More Chemical Inventory Reports PI: Last name, First name

Search Synonym
 View All Share

Barcode/Inven... #	PI	Chemical Name ↑	Multiple Ingredients?	Select For Removal	CAS #
230309015	Last name, First name	Acetone	No	<input checked="" type="checkbox"/>	67-64-
230309017	Last name, First name			<input type="checkbox"/>	7440-4
230316002	Last name, First name			<input type="checkbox"/>	12125
230316003	Last name, First name			<input type="checkbox"/>	12125
230316004	Last name, First name			<input type="checkbox"/>	12125

Confirm Removal

Items selected for removal: 1

Reason For Removal

Are you sure you want to mark the selected inventory items Removed?

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 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 in the **Confirm Removal** form.
- 6 Click the button on the **Confirm Removal** form.

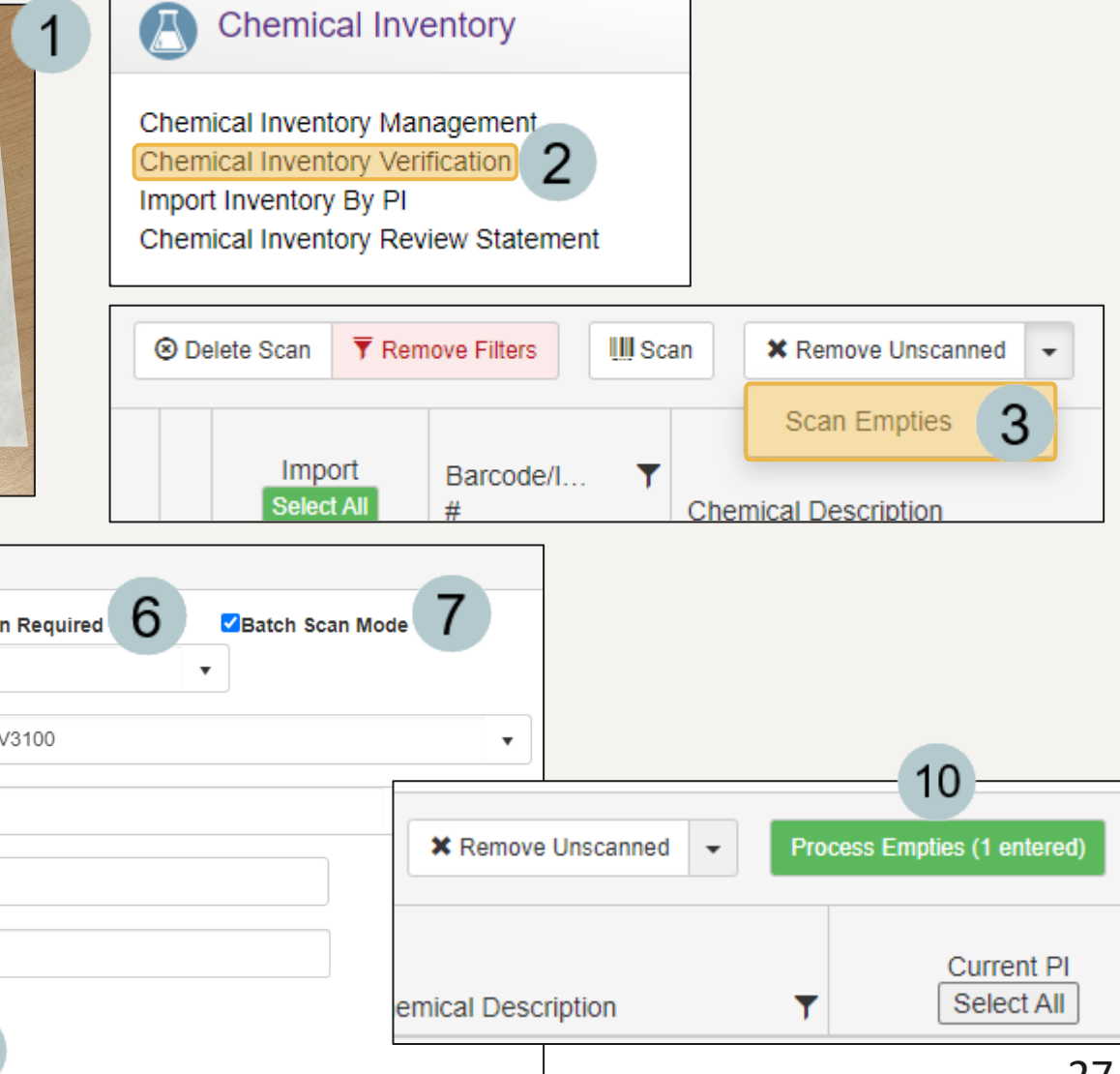
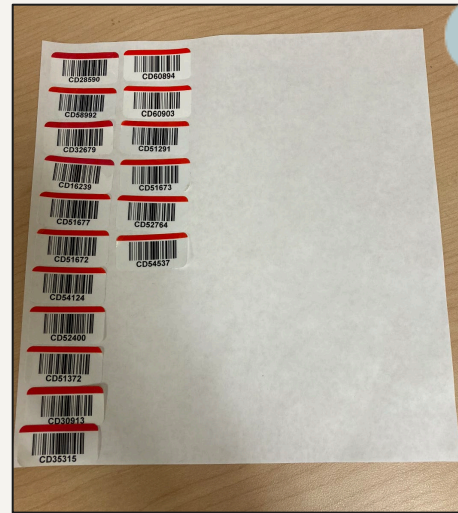
The screenshot shows the EHS Inventory system interface. At the top, there is a navigation bar with 'EHS Inventory / Chemical Inventory' and an 'Edit Labels' button. Below this is a toolbar with '+ Add', 'Edit', 'Remove' (highlighted with a blue circle 2), and 'More' buttons. There is also a search bar for 'Chemical Inventory Reports' and a 'PI' dropdown set to 'Last name, First name'. A search bar for 'Search Synonym, CAS or Inventory' is also present, along with a 'Select All' button and a 'PubChem' search option.

The main table displays a list of chemicals. The columns are 'Barcode/Inven...', 'PI', 'Chemical Name', 'Multiple Ingredients?', 'Select For Removal', and 'CAS'. The 'Chemical Name' column is filtered to show 'Acetone' (highlighted with a blue circle 1). The 'Select For Removal' column has three rows with checked boxes (highlighted with a blue circle 4). A 'Confirm Removal' dialog box is open over the table, showing 'Items selected for removal: 3' and a 'Reason For Removal' dropdown set to 'Used' (highlighted with a blue circle 3). The dialog also asks 'Are you sure you want to mark the selected inventory items as Removed?' and has 'Remove' (highlighted with a blue circle 6) and 'Cancel' buttons. A 'Select All' button is also visible in the dialog (highlighted with a blue circle 5).

Barcode/Inven... #	PI	Chemical Name	Multiple Ingredients?	Select For Removal	CAS
	Last name, First name	Acetone		<input checked="" type="checkbox"/>	
230309001	Last name, Firs			<input checked="" type="checkbox"/>	67-64
230309016	Last name, Firs			<input checked="" type="checkbox"/>	67-64
Sarah032123	Last name, Firs			<input checked="" type="checkbox"/>	67-64

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**



The screenshot shows the 'Chemical Inventory' management interface. At the top, the 'Chemical Inventory Verification' option is highlighted. Below it, a toolbar contains buttons for 'Delete Scan', 'Remove Filters', 'Scan', and a dropdown menu for 'Remove Unscanned' which is open to 'Scan Empties'. The 'Scan Inventory' window is open, showing fields for 'PI' (Test, PI), 'Location' (MRB III BIO/SCI:V3100), 'Sub-Storage Location', 'Barcode/Inventory #', and 'Batch Scans'. The 'Storage Location Required' checkbox is unchecked, and 'Batch Scan Mode' is checked. A 'Batch Scans' field contains the number '8'. At the bottom of the window, 'Submit Batch Scans' and 'Process Empties (1 entered)' buttons are visible. A 'Current PI' dropdown menu is also present.

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.

The screenshot shows the EHS Inventory Management System interface. The breadcrumb navigation at the top reads "EHSA Inventory / Chemical Inventory" with an "Edit Labels" button. The main toolbar includes buttons for "+ Add", "Edit", "Remove", and "More", along with a "Chemical Inventory Reports" dropdown. A "PI:" dropdown is set to "Last name, First name". The "Inventory:" dropdown menu is open, showing options: "Current Inventory", "Disposed Inventory" (highlighted with a blue bar and a circled '1'), "Expiring Inventory", "Expired Inventory", "Appendix A Inventory", and "Current Inventory Not in Catalog". Below the toolbar is a search bar with "EPA List Filter", "Search Synonym, CAS or Inventory", a search icon, a clear icon, and a "Select All" button. A "View All Shared Inventory" checkbox is also present. A "PubChem" search button is located to the right of the search bar.


This close-up screenshot focuses on the toolbar area. The "Activate" button, which features a circular refresh icon, is highlighted with a blue box and a circled '2'. Other visible buttons include "Remove Filters" (with a red downward arrow icon), "More", "Chemical Inventory Reports", "PI:" (set to "Last name, First name"), "EPA List Filter", "Search Synonym, CAS or Inventory", "Search", "Clear", "Select All", and "PubChem". The "View All Shared Inventory" checkbox is also visible at the bottom of this section.

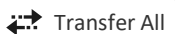
How to Transfer/Move Chemical Inventory Within a Lab

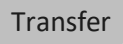
You may transfer chemical inventory to another of your approved locations by editing the inventory record. If you have multiple items to transfer, use the Transfer function.

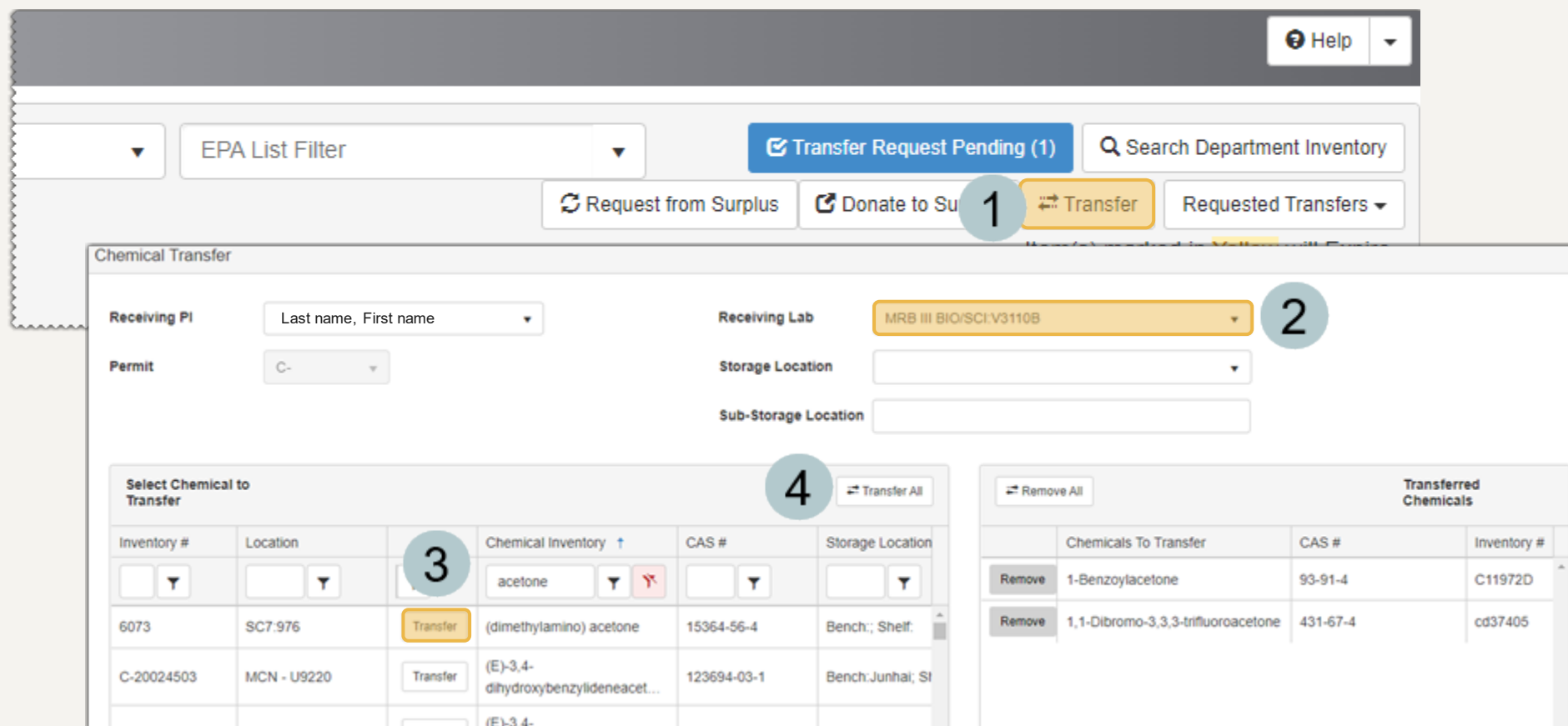
1 Click the  Transfer button.

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.



The screenshot shows the 'Chemical Transfer' interface. At the top right is a 'Help' button. Below it is a search bar for 'Department Inventory' and a 'Transfer Request Pending (1)' indicator. A row of buttons includes 'Request from Surplus', 'Donate to Surplus', 'Transfer' (highlighted with a '1'), and 'Requested Transfers'. The main form has fields for 'Receiving PI' (Last name, First name), 'Permit' (C-), 'Receiving Lab' (MRB III BIO/SCLV3110B, highlighted with a '2'), 'Storage Location', and 'Sub-Storage Location'. Below these is a table 'Select Chemical to Transfer' with columns: Inventory #, Location, Chemical Inventory (with a '3' callout), CAS #, and Storage Location. The table lists 'acetone', '(dimethylamino) acetone', and '(E)-3,4-dihydroxybenzylideneacet...'. A 'Transfer All' button (with a '4' callout) is at the bottom right of the table. To the right is a 'Transferred Chemicals' table with columns: Chemicals To Transfer, CAS #, and Inventory #. It lists '1-Benzoylacetone' and '1,1-Dibromo-3,3,3-trifluoroacetone'.

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.

The screenshot shows the EHS Chemical Inventory interface. At the top, there is a header with 'EHS Inventory / Chemical Inventory' and a 'Loading...' indicator. Below the header, there are several filters: 'PI: Test, PI', 'Inventory: Current Inventory', and 'List Filter'. A search bar is present with the text 'Search Synonym, CAS or Inventory' and a 'Select All' button. A checkbox labeled 'View All Shared Inventory' is checked and highlighted with a yellow box. To the right, there are buttons for 'Request from Surplus' and 'Donate to Surplus'. Below these, a note 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 main area contains a table with columns: Barcode/Inven... #, Chemical Name, CAS #, PI, Physical State, Qty per Unit, and Volu. The table is filtered to show items from PI 'Schley, Nathan' and 'Sulikowski, Gary'. A yellow box highlights the 'PI' column header. At the bottom, there is a pagination bar showing '1 - 500 of 40566 items' and a '500' dropdown menu.

Barcode/Inven... #	Chemical Name	CAS #	PI	Physical State	Qty per Unit	Volu
CD64281	1-Bromo-3-tert-butyl-5-fluorobenzene	1123172-38-2	Schley, Nathan	Liquid	1	Grar
C28118D	,-[3-(2-chloro-acetyl)-2,		Sulikowski, Gary	Solid	1	Grar
C07588D	?-Bromophenylacetic acid	4870-65-9	Johnston, Jeffrey	Solid	100	Grar
C07921D	?-Cyclodextrin hydrate	68168-23-0	Rizzo, Carmelo	Solid	25	Grar
C19662D	?-D-Allose	7283-09-2	Rizzo, Carmelo	Solid	5	Grar
C19665D	?-D-Allose	7283-09-2	Rizzo, Carmelo	Solid	1	Grar

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.*

1

2

3

Share All
Unshare All
Shared

Shared	Barcode/Inven...	Chemical Name ↑	CAS #	PI	Physical State	Qty per U
<input checked="" type="checkbox"/>	230713004	1-Tetradecylamine	2016-42-4	Test, PI	Liquid	1
<input checked="" type="checkbox"/>	230627001	ACETIC ACID	64-19-7	Test, PI	Liquid	1
<input type="checkbox"/>	230627002	ACETIC ACID	64-19-7	Test, PI	Liquid	1
<input checked="" type="checkbox"/>	230627003	ACETIC ACID	64-19-7	Test, PI	Liquid	1
<input type="checkbox"/>	230626001	Acetone	67-64-1	Test, PI	Liquid	1

1 - 12 of 12 items

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

