



# EHS Assist Chemical Inventory Verification Guide



# What is Chemical Verification?

Verifying a chemical inventory involves comparing the inventory data in EHS Assist with what is in the lab at any given time. This can be accomplished with or without a barcode scanner as discussed on pages 5 and 6 of this guide.

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# Accessing Chemical Inventory Verification

## 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.



Inventory

## Step 3

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



Chemical Inventory

- Chemical Inventory Management
- Chemical Inventory Verification
- Import Inventory By PI
- Chemical Inventory Review Statement

# The Chemical Inventory Verification Page

The **Chemical Inventory Verification** page is divided into two main sections:

**1 Scanned** – These items been reconciled with what is currently in the lab and fall into one of four color coded categories: **Verified**, **Attention Required**, **Not Found** or **Disposed**. Explanations for these categories begins on [page 6](#).

**2 Not Scanned** – these chemicals are the remaining chemicals that need to be verified in EHS Assist with what is in the lab.

EHS Inventory / Chemical Inventory Verification Edit Labels Help

NOT SCANNED 3 VERIFIED 1 ATTENTION REQUIRED 0 NOT FOUND 1 DISPOSED 0 25%

Delete Scan Remove Filters Scan Remove Unscanned Import (0 selected) Verification Reports PI: Test, PI Options Edit Instructions

Not Scanned in the Last 90 Days

	Barcode/Inventory #	Chemical Description	Current PI	Scanned PI	Current Location	Scanned Location	Current Storage Location	Scanned
<b>Scanned</b>								
<b>No Location</b>								
<input type="checkbox"/>	230712004 + Add	Chemical Inventory # Not Found	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Last name, First Name	<input checked="" type="checkbox"/>	MRB III BIO/SCI : V3100	
<b>MRB III BIO/SCI : V3100</b>								
<input type="checkbox"/>	230309022 View / Edit	ETHER	Last name, First Name		MRB III BIO/SCI : V3100	MRB III BIO/SCI : V3100	Flammables	Flamma
<b>Not Scanned</b>								
<b>MRB III BIO/SCI : V3100</b>								
	230712001 View / Edit	MAGNESIUM	Last name, First Name		MRB III BIO/SCI : V3100		Flammable Cabinet	
	230712003 View / Edit	phosphorous pentasulfide	Last name, First Name		MRB III BIO/SCI : V3100			
<b>MRB III BIO/SCI : V3100A</b>								
	230309026 View / Edit	Acetonitrile	Last name, First Name		MRB III BIO/SCI : V3100A			

# How to Scan a Lab's Inventory with a Barcode Scanner

- 1 Click the **Scan** button.
- 2 The Scan Inventory window appears.
- 3 Check the **PI Name** for accuracy especially if you have access to more than one PI or lab.
- 4 Select the **Location\*\*** that you are scanning inventory for.
- 5 Select the **Storage Location** from the dropdown or you may also type directly in the field.
- 6 **Sub-Storage Location** – this field is optional but is helpful to record locations like shelf or flammable cabinet locations, for example.
- 7 The **Barcode/Inventory #** field will then appear to begin adding to your scanned inventory.
- 8 Each scan populates immediately in the **Scanned** section in the background of this page. Continue scanning until finished with the room and/or storage location. Click **Close** to finish.

NOT SCANNED 0 VERIFIED 0 ATTENTION REQUIRED 0 NOT FOUND 0

Delete Scan Remove Filters **Scan** Remove Unscanned Import (0 selected) Verification Report

Import Select All Barcode/Inventory # Chemical Description Current PI Select All

2 Scan Inventory

Storage Location Required  Batch Scan Mode

PI Test, PI 3

Location MRB III BIO/SCI:V3100 4

Storage Location Flammables 5

Sub-Storage Location 6

Barcode/Inventory # 7

Close 8

\*\*Contact [ehsa@vanderbilt.edu](mailto:ehsa@vanderbilt.edu) to request the addition of a location to your lab.

# How to Manually Enter a Lab's Inventory without a Barcode Scanner

- 1 Click the **Scan** button.
- 2 The Scan Inventory window appears.
- 3 Check the **PI Name** for accuracy especially if you have access to more than one PI or lab.
- 4 Select the **Location\*\*** that you are verifying inventory for.
- 5 Select the **Storage Location** from the dropdown or you may also type directly in the field.
- 6 **Sub-Storage Location** – this field is optional but is helpful to record locations like shelf or flammable cabinet locations, for example.
- 7 The **Barcode/Inventory #** field will then appear to begin adding to your verified inventory.
- 8 Type in the barcode number and press Enter for each item. Continue typing in each item until finished with the room and/or storage location. Click **Close** to finish.

The image shows a software interface for scanning inventory. At the top, there are status indicators: NOT SCANNED (0), VERIFIED (0), ATTENTION REQUIRED (0), and NOT FOUND (0). Below this is a toolbar with buttons: Delete Scan, Remove Filters, Scan (highlighted with a yellow box and callout 1), Remove Unscanned, Import (0 selected), and Verification Report. Below the toolbar is a table with columns: Import Select All, Barcode/Inventory #, Chemical Description, and Current PI Select All. Below the table is a 'Scan Inventory' window (callout 2) with the following fields: Storage Location Required (checked), Batch Scan Mode (unchecked), PI (Test, PI, callout 3), Location (MRB III BIO/SCI:V3100, callout 4), Storage Location (Flammables, callout 5), Sub-Storage Location (empty, callout 6), Barcode/Inventory # (empty, callout 7), and a Close button (callout 8).

\*\*Contact [ehsa@vanderbilt.edu](mailto:ehsa@vanderbilt.edu) to request the addition of a location to your lab.

# Scanned Inventory Categories and Next Steps

The counter at the top of the page tracks the scanning process.

- 1 **Not Scanned** – Items remaining to be scanned in EHSA. Details can be found on [page 12](#).
- 2 **Verified** – All information correct in the system and no further action is required.
- 3 **Attention Required** – The PI, room, or storage location does not match in EHS Assist. Reconciliation instructions begin on [page 9](#).
- 4 **Not Found** – The **Barcode/Inventory #** was not found in EHS Assist. Click the **+Add** button below the barcode to add it to the inventory. See [page 10](#) for more info.
- 5 **Disposed** – These chemicals are no longer part of the current inventory. Reactivation instructions begin on [page 11](#).

Inventory / Chemical Inventory Verification									
NOT SCANNED	2	VERIFIED	1	ATTENTION REQUIRED	2	NOT FOUND	2	DISPOSED	0

Import Select All	Barcode/Inventory # View / Edit	Chemical Description	Current PI Select All	Scanned PI Select All	Current Location Select All	Scanned Location Select All
	230713000 View / Edit	1-Tetradecylamine	Test, PI		MRB III BIO/SCI : V3100	
<input type="checkbox"/>	230309022 View / Edit	ETHER	Test, PI	Test, PI	MRB III BIO/SCI : V3100	MRB III BIO/SCI : V3100
<input type="checkbox"/>	230712001 View / Edit	MAGNESIUM	Test, PI	Test, PI	MRB III BIO/SCI : V3100	MRB III BIO/SCI : V3100
<input type="checkbox"/>	230712004 <b>+ Add</b>	Chemical Inventory # Not Found	<input checked="" type="checkbox"/>	<input type="checkbox"/> Test, PI	<input checked="" type="checkbox"/>	<input type="checkbox"/> MRB III BIO/SCI : V3100
<b>Item Disposed</b> Reactivate	230712099 View / Edit	METHYL BLUE	Test, PI	Test, PI	MRB III BIO/SCI : V3100	MRB III BIO/SCI : V3100

# Reconciling Scans – Attention Required

## Attention Required (Yellow Highlight)

These items may belong to a different PI in EHS Assist or the scanned location/storage location did not match with the location currently saved for the inventory item in the system.

1 In the example to the right, the **Current Storage Location** was in the **Flammable Cabinet**, but the inventory item is currently stored in **Flammables** in EHS Assist.

2 To apply the change, click the box in the **Scanned Storage Location** column to update the inventory's location to **Flammables** when the scans are imported.

Scanned Location <input type="button" value="Select All"/>	Current Storage Location <input type="button" value="Select All"/>	Scanned Storage Location <input type="button" value="Select All"/>
MRB III BIO/SCI : V3100	Flammables	Flammables
MRB III BIO/SCI : V3100	<input checked="" type="checkbox"/> Flammable Cabinet	<input type="checkbox"/> Flammables
MRB III BIO/SCI : V3100	Flammable Cabinet	Flammable Cabinet

# Reconciling Scans – Not Found

## Not Found (Blue Highlight)

The scanned barcode did not find a match in EHS Assist. The item might need to be entered into the system OR the scanner did not read the barcode properly.

- 1 To delete a bad scan, check the box (or multiple boxes if there are multiple bad scans).
- 2 Click the  Delete Scan button.
- 3 If the scan is valid and the inventory item should be added to EHSA, click the  +Add button.
- 4 A window will appear to add the missing information for the inventory item.

For more information on adding chemical inventory items, please review the [Chemical Inventory Guide](#).

The screenshot shows the EHS Assist interface with a scan result. At the top, there are buttons for 'Delete Scan' (highlighted with a circled '2'), 'Remove Filters', 'Scan', 'Remove Unscanned', 'Import (0 selected)', and 'Verification Rep'. Below these are search filters for 'Barcode/I... #', 'Chemical Description', and 'Current PI'. A section titled 'Scanned' contains a sub-section 'No Location' with a table row:

1	Barcode/I... #	3	Chemical Description	4
<input type="checkbox"/>	230713005 <input type="button" value="+ Add"/>		Chemical Inventory # Not Found	<input checked="" type="checkbox"/>

The screenshot shows the 'Select Chemical' dialog box. It has a title bar with 'Not Found In Catalog' and a close button. The main area contains search options: 'Search By Chemical Description' (selected), 'Search By Catalog or CAS #', and 'Show PI's Personal Catalog'. There are search input fields and buttons. Below the search options are tabs for 'Primary Name' and 'Chemical Description'. At the bottom, there is a table with columns for 'CAS #', 'Chemical #', 'Synonym', 'Primary Name', 'Vendor Name', and 'Cata'.

# Reconciling Scans – Disposed

## Disposed (Gray Highlight, Red Text)

These are the items currently marked as disposed in the Chemical Inventory.

- 1 To reactivate the scanned items that are currently marked as **Disposed** in EHS Assist click on the **Reactivate** button.
- 2 A confirmation window appears.
- 3 Click **Yes** to reactivate the chemical in the inventory.
- 4 Click **OK** to return to the **Chemical Inventory Verification** page.

<input type="checkbox"/>	230309022 <a href="#">View / Edit</a>	ETHER	Test, PI
<input type="checkbox"/>	230712001 <a href="#">View / Edit</a>	MAGNESIUM	Test, PI
<i>Item Disposed</i>	230712099 <a href="#">View / Edit</a>	<i>METHYL BLUE</i>	<i>Test, PI</i>

1

Reactivate

Reactivate Inventory? 2

Would you like to reactivate this record?

Inventory #: 230712099  
Description: METHYL BLUE

No **Yes** 3

Chemical Inventory Successfully Reactivated x

**OK** 4

# Reconciling Scans – Not Scanned

## Not Scanned

If there are inventory items remaining in the **Not Scanned** section after scanning has been completed in each room, that means there are inventory records in EHS Assist that no longer have a physical inventory match. These items most likely have been disposed of and their status in EHS Assist needs to be updated.

1 To remove the remaining unscanned items, click the **Remove Unscanned** button.

2 Check the items you would like to mark as Disposed.

3 Select the **Reason for Removal**.

4 Click **Remove** to finish.

*If you find the disposed chemical in the future, you can reactivate the inventory item in EHS Assist.*

The screenshot displays the EHS Assist interface for managing inventory. At the top, there are several buttons: 'Delete Scan', 'Remove Filters', 'Scan', 'Remove Unscanned' (highlighted with a red box and a '1' in a blue circle), 'Import (0 selected)', and 'Verification Rep'. Below these buttons, there are filters for 'Test, PI' and 'Not Scanned in the Last 90 Days'. The main table shows a list of items under the heading 'Not Scanned'. One item is highlighted in yellow, with a '2' in a blue circle next to its 'Select For Removal' checkbox. The item details are: Barcode/... # 230713004, Chemical Description 1-Tetradecylamine, and Current PI Test, PI. A dialog box titled 'Remove Unscanned Items' is open, showing 'Items selected for removal: 1'. It has a 'Reason For Removal' dropdown menu with 'Used' selected (highlighted with a red box and a '3' in a blue circle). Below the dropdown, it asks 'Are you sure you want to mark the selected inventory items as Removed?'. At the bottom of the dialog, there are three buttons: 'Remove' (highlighted with a red box and a '4' in a blue circle), 'Cancel', and 'Select All'.

# Completing the Verification Process

When ready to complete the verification process:

- 1 Check the chemical records in the **Import** column on the left.
- 2 Click the **Import (# selected)** button at the top of the page.

Multiple imports can be performed during the reconciliation process, or all the inventory can be imported at once. Choose the most convenient option.

NOT SCANNED 1 VERIFIED 2 ATTENTION REQUIRED 1 NO

⊗ Delete Scan Remove Filters Scan × Remove Unscanned Import (3 selected)

Test, PI Not Scanned in the Last 90 Days

Import Select All	Barcode/I... #	Chemical Description	Current Select
Scanned			
MRB III BIO/SCI : V3100			
<input checked="" type="checkbox"/>	230309022 View / Edit	ETHER	Test, PI
<input checked="" type="checkbox"/>	230712001 View / Edit	MAGNESIUM	Test, PI
<input checked="" type="checkbox"/>	230712099 View / Edit	METHYL BLUE	Test, PI

# EHS Assist – Additional Info

Find additional EHS Assist guides here:

**<https://www.vanderbilt.edu/ehs/ehsassist>**

Questions, concerns or suggestions?

Contact the EHS Assist Administrator - [ehsa@vanderbilt.edu](mailto:ehsa@vanderbilt.edu)

Contact the Chemical Safety Team with any questions about chemical inventories or chemical safety at [chemicalsafety@vanderbilt.edu](mailto:chemicalsafety@vanderbilt.edu)

