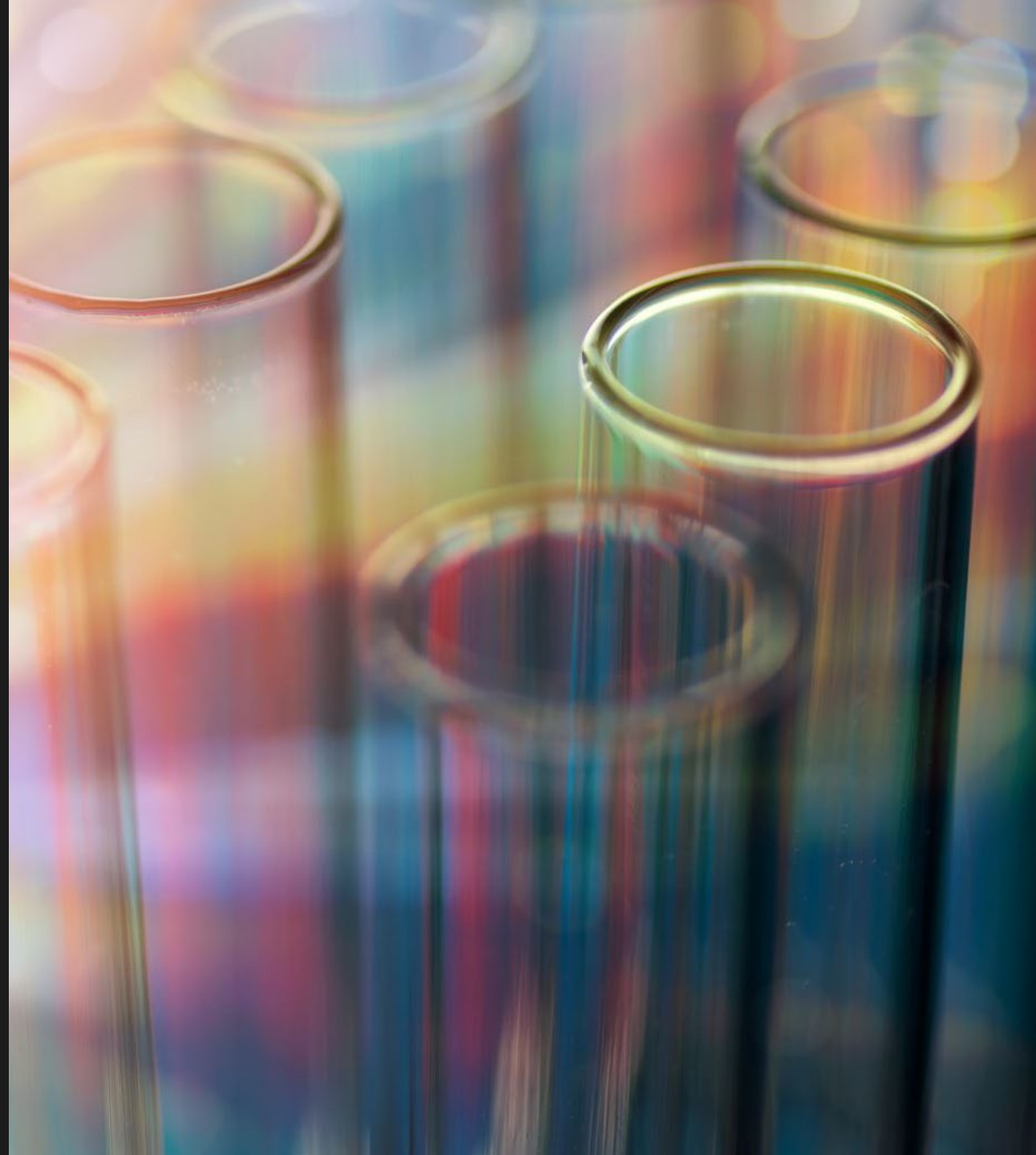




# EHS Assist Chemical Inventory Guide





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# Accessing a Lab's Chemical Inventory

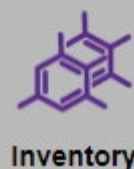
## Step 1

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.

EHSA

Inventory / Chemical Inventory

Help

+ Add

Edit

Remove

Chemical Inventory Reports

PI:

Last name, First name

Inventory:

Current Inventory

EPA List Filter

Search Synonym, CAS or Inventory

Request from Surplus

Donate to Surplus

Transfer

Requested Transfers

Search Department Inventory

☐ View All Shared Inventory

Item(s) marked in **Yellow** will Expire  
 Item(s) marked in **Red** are Expiring or Expired  
 Item(s) marked in **BLUE** are Appendix A

Drag a column header and drop it here to group by that column

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		<div> <div>SDS Hub</div> </div>	Sigma-Aldrich
<input type="checkbox"/>	I-0046808		Aluminum nitrate nonahydrate	No	7784-27-2		<div> <div>SDS Hub</div> </div>	
<input type="checkbox"/>	I-0046810		Aluminum oxide	No	1344-28-1	<div>!</div>	<div> <div>SDS Hub</div> </div>	
<input type="checkbox"/>	I-0046809		Aluminum oxide	No	1344-28-1	<div>!</div>	<div> <div>SDS Hub</div> </div>	

1

500 items per page

1 - 442 of 442 items



# 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's a header with 'EHSA Inventory / Chemical Inventory' and a 'Help' button. Below the header, there's a toolbar with buttons for '+ Add', 'Edit', 'Remove', 'Chemical Inventory Reports', and a 'PI' dropdown menu (callout 1) currently set to 'Last name, First name'. To the right of the PI dropdown is an 'Inventory' dropdown set to 'Current Inventory' and an 'EPA List Filter' dropdown. Below these are search buttons for 'Search Synonym, CAS or Inventory' and 'Search Department Inventory', along with buttons for 'Request from Surplus', 'Donate to Surplus', 'Transfer', and 'Requested Transfers'. A checkbox for 'View All Shared Inventory' is also present. On the right side, there's a legend: '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'. Below the legend, there's a text prompt: 'Drag a column header and drop it here to group by that column'. The main table has columns: 'Share All / Unshare All / Shared', 'Barcode/Inven... #', 'PI', 'Chemical Name' (callout 2), 'Multiple Ingredients?', 'CAS #' (callout 3), 'Hazard Statement(s)' (callout 4), 'SDS Hub', and 'Vendor'. The first row is highlighted in yellow and contains 'Aluminum hydroxide' with CAS # 21645-51-2. The second row is 'Aluminum nitrate nonahydrate' with CAS # 7784-27-2. The third row is 'Aluminum oxide' with CAS # 1344-28-1 and a red hazard warning icon. The fourth row is also 'Aluminum oxide' with CAS # 1344-28-1 and a red hazard warning icon. At the bottom, there's a pagination bar with '500' items per page (callout 5) and '1 - 442 of 442 items'.

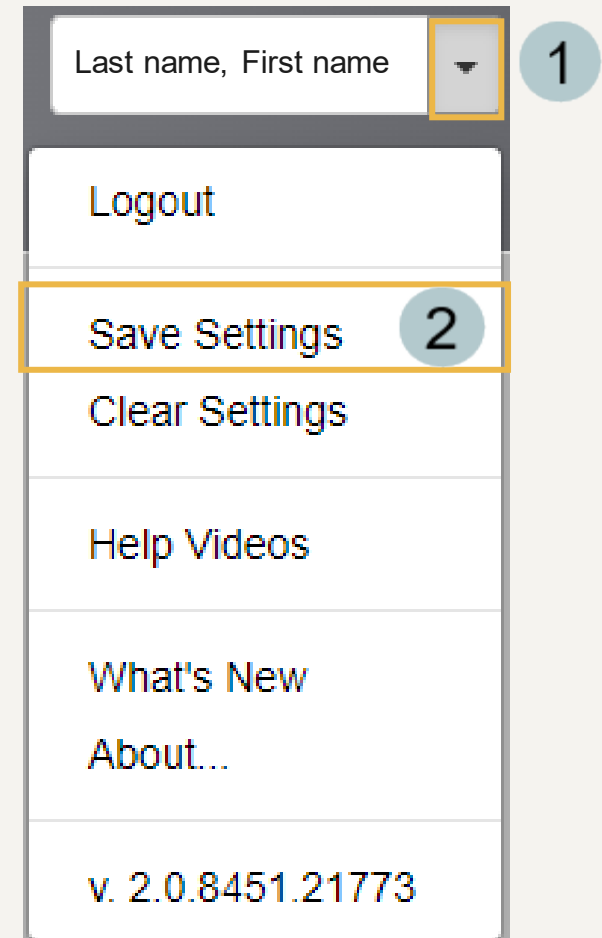
# Saving Layout Settings

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 displays the EHS Chemical Inventory web application. At the top, the breadcrumb navigation shows '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 blue circle '2') and 'Chemical Inventory by PI'. The main interface includes a search bar, filters for 'PI' (set to 'Last name, First name'), 'Inventory' (set to 'Current Inventory'), and 'EPA List Filter'. A table of chemical inventory items is visible, with columns for Barcode/Inventory #, PI, Chemical Name, Multiple Ingredients?, CAS #, Hazard Statement(s), SDS Hub, and Vendor. The first item is highlighted in yellow. A 'Report Parameters' modal window is open in the foreground, showing the 'P.I./Supervisor' field with a dropdown menu displaying 'Test, PI' (highlighted with a blue circle '3'). The modal also includes a 'View Report' button (highlighted with a blue circle '4') and a 'Cancel' button. The bottom of the modal shows '1 - 442 of 442 items'.

\*\*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 fl	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.

The screenshot displays the 'Chemical Inventory Management' interface. The 'Import Inventory By PI' option is selected in the top menu. The 'Import Information / Options' form shows the 'PI' dropdown set to 'Test, PI' and the 'Program ID' set to 'C-TEST'. The 'Load Spreadsheet' button is highlighted. The 'Auto-Generate Inventory # / Barcode #' checkbox is unchecked. A file selection window is open, showing the 'Desktop' location and the file 'Chemical Inventory Excel Report'.

**Chemical Inventory**

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

**Import Information / Options**

**\*Required Fields**

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

**Load Spreadsheet** **Add Row**

☐ **Auto-Generate Inventory # / Barcode #**

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

**File** **Home** **Share** **View**

Desktop

Windows (C:) > Users

**Chemical Inventory Excel Report**

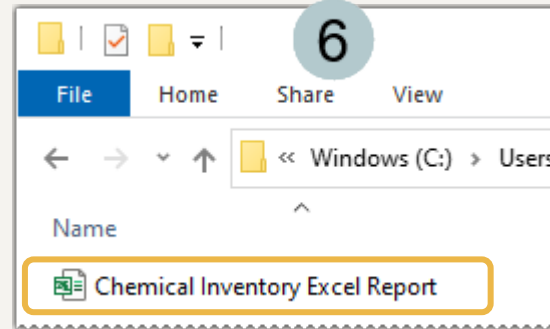
# Importing the Inventory Template (Steps 6-9)

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

7

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

8

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.

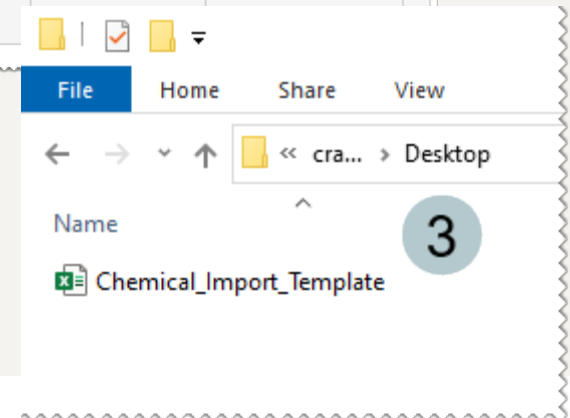
# Downloading the Inventory Template to Add Multiple Chemicals

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.

The screenshot shows the 'Chemical Inventory' management interface. A dropdown menu is open, showing three options: 'Chemical Inventory Management', 'Import Inventory by PI' (highlighted with a yellow border and a blue circle with the number 1), and 'Chemical Inventory Review Statement'. Below the menu, there are input fields for '\*P.I.' (Test, PI) and '\*Program ID' (C-TEST). There are buttons for 'Load Spreadsheet' (green), 'Add Row' (grey), and 'Download Template' (yellow, highlighted with a blue circle with the number 2). A checkbox for 'Auto-Generate Inventory # / Barcode #' is also present. At the bottom, there is a table with columns: 'Excel Row #', '\*PI Code', 'Last Name', 'First Name', and '\*Bldg Code'.





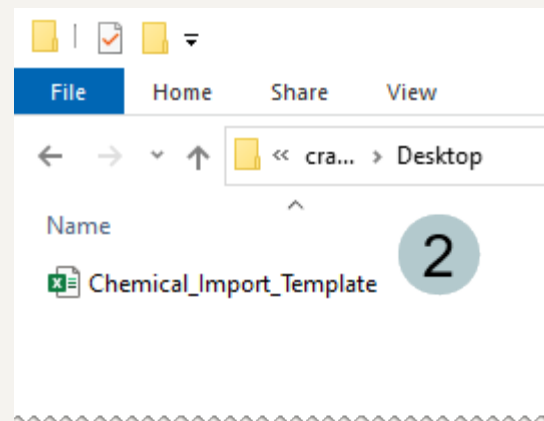
# Adding Chemical Inventory to the Import Template

- 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 (PI's vunenid)		PI Last Name	PI First Name	Bldg Code (see Instructions tab for codes)	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. The 'Import Inventory By PI' option is highlighted in the top menu. The 'Import Information / Options' form contains the following elements:

- \*Required Fields:**
  - \*P.I.:** A dropdown menu with 'Test, PI' selected.
  - \*Program ID:** A dropdown menu with 'C-TEST' selected.
- Buttons:** 'Load Spreadsheet' (green), 'Add Row' (white), and 'Download Template' (grey).
- Checkbox:** 'Auto-Generate Inventory # / Barcode #' (unchecked).
- Table:** A table with columns: 'Excel Row #', '\*PI Code', 'Last Name', 'First Name', '\*Bldg Code', and '\*L'.

A file explorer window is open in the bottom right corner, showing the 'Desktop' location with the file 'Chemical\_Import\_Template' selected.

# 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	<b>Remove</b>	TEST	Test	PI	23C	V3100	Acid; Safecote glass
6	<b>Remove</b>	TEST	Test	PI	23C	V3100	Acid
8	<b>Remove</b>	TEST	Test	PI			Acid
11	<b>Remove</b>	TEST	Test	PI	23C	V3100	Oxidizer
3	<b>Remove</b>	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**

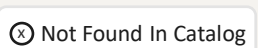
- 3 Once the chemical is found, click the **Select** button.

The screenshot displays the EHS Inventory / Chemical Inventory interface. At the top, there is a header bar with the EHS logo, the text 'Inventory / Chemical Inventory', and an 'Edit Labels' button. Below the header, a toolbar contains buttons for '+ Add', 'Edit', 'Remove', 'More', 'Chemical Inventory Reports', and a 'PI:' dropdown menu set to 'Last name, First name'. A search bar is labeled 'Search Synonym, CAS or Inventory' with a magnifying glass icon and a red 'X' icon. A 'Select All' button and a 'PubChem' link are also present. A modal window titled 'Select a Chemical' is open, showing search options: 'Search By Chemical Description', 'Search By Catalog or CAS #', and 'Show PI's Personal Catalog' (which is selected). Below the search options, a table lists chemicals. The first row is for 'ACETONE' (CAS # 67-64-1, Chemical # 8491) with hazard symbols for flammable, corrosive, and irritant. The second row is for 'FORMALDEHYDE' (CAS # 50-00-0, Chemical # 9209) with hazard symbols for irritant, corrosive, and carcinogenic. A 'Select' button is highlighted in the 'ACETONE' row. The table columns include Vendor Name, Catalog #, Chemical Description, CAS #, Multiple Ingredients?, Chemical #, Hazard Statement(s), NFPA Information, and Appendix A.

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		<a href="#">NFPA 704 Codes</a> Health: 2 Flame: 3 Reactivity: 0 <a href="#">HMIS</a> Health: 1 Flame: 2 Physical: 3 Chronic Health: D	
		FORMALDEHYDE	50-00-0	<input type="checkbox"/>	9209		<a href="#">NFPA 704 Codes</a> Health: 3 Flame: 2 Reactivity: 0 <a href="#">HMIS</a> Health: 0 Flame: 0 Physical: 0 Chronic Health:	Yes

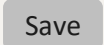
# Adding Individual Chemicals (Steps 4-7)

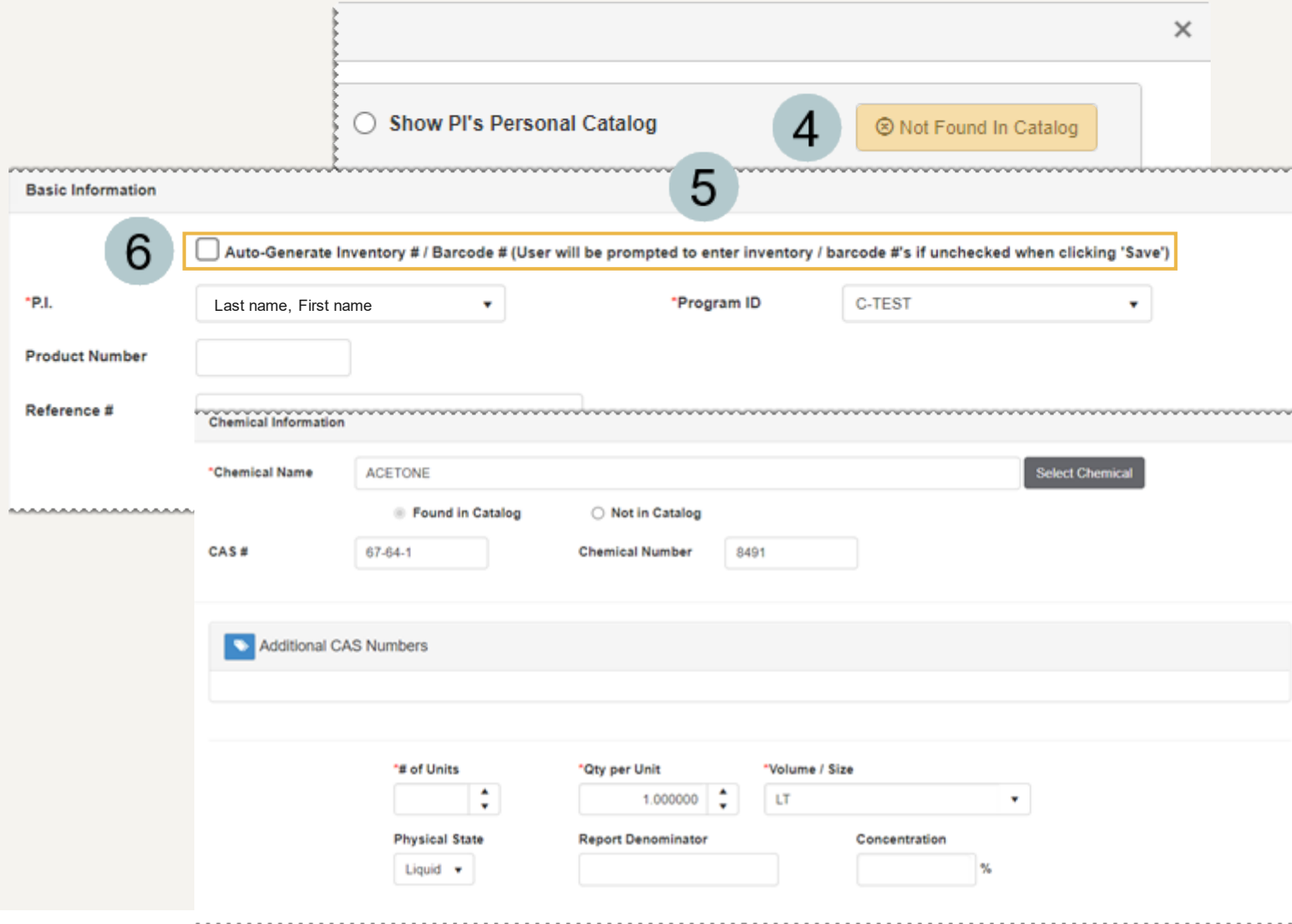
When adding a chemical to a lab's inventory, sometimes the chemical will not appear for selection when searching for it by description or CAS #. This is due to it missing from the EHSA Chemical Catalog. The steps below show how to add the missing chemical to the EHSA Chemical Catalog. Then the chemical 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 displays the 'Add Chemical Inventory' form. At the top, a modal window contains a radio button for 'Show PI's Personal Catalog' (callout 4) and a 'Not Found In Catalog' button (callout 5). The main form is divided into sections: 'Basic Information' (callout 6) with fields for 'P.I.' (Last name, First name), 'Product Number', 'Reference #', and 'Program ID' (C-TEST); 'Chemical Information' with 'Chemical Name' (ACETONE), 'CAS #' (67-64-1), 'Chemical Number' (8491), and a 'Select Chemical' button; and 'Additional CAS Numbers'. At the bottom, there are fields for '# of Units', 'Qty per Unit' (1.000000), 'Volume / Size' (LT), 'Physical State' (Liquid), 'Report Denominator', and 'Concentration' (%).




# 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/>.*

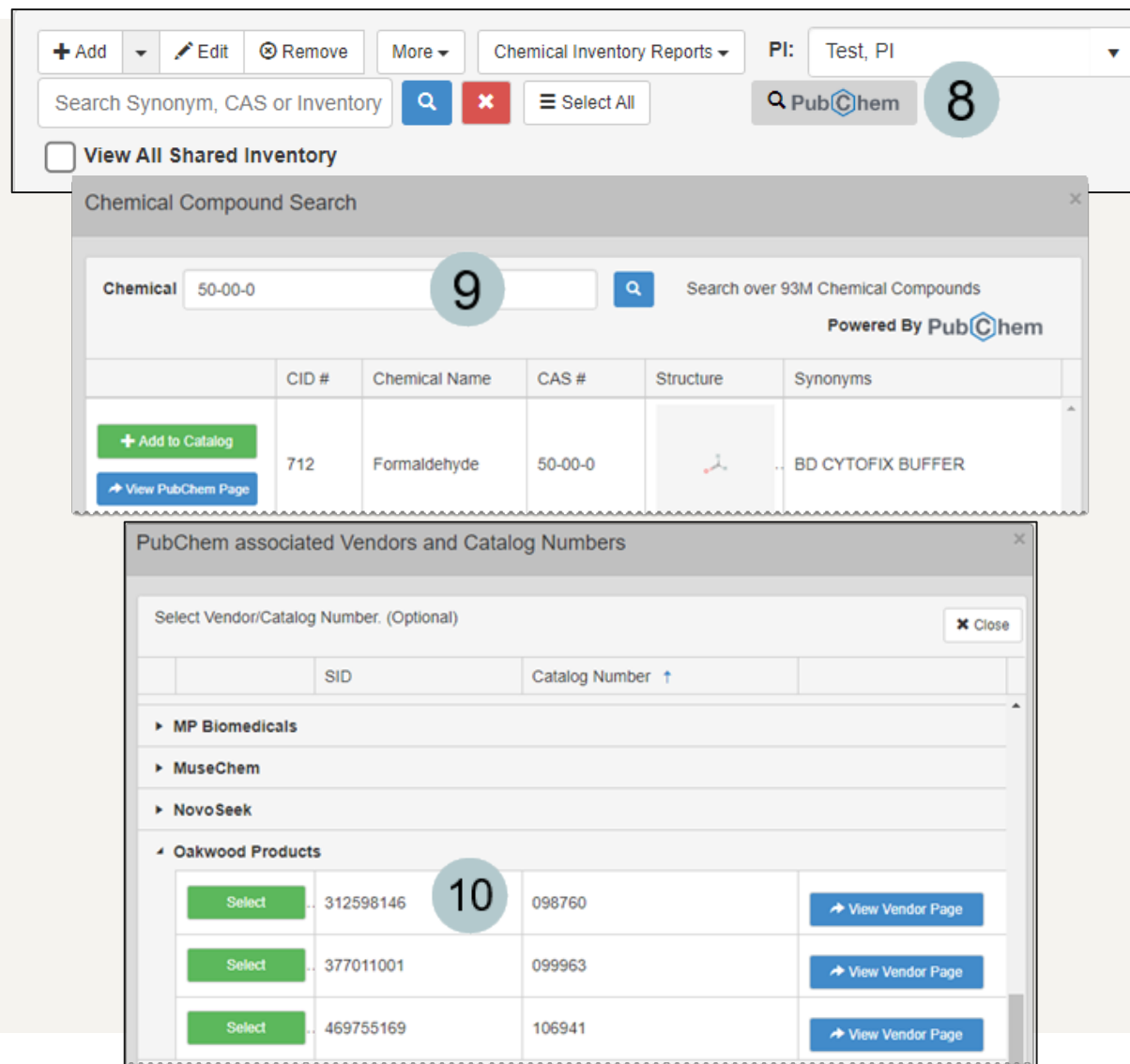
*An easier option to add a missing chemical, EHS Assist has PubChem functionality built into it for use in adding chemicals to the chemical catalog and a lab's inventory.*

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 #.

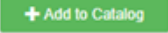

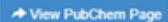
10 The **PubChem associated Vendors and Catalog Numbers** window appears. You can either find the vendor of the chemical and click  or close this window and enter it manually on the **Add Chemical Catalog** page.

*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.*


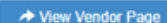

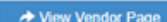
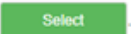



The screenshot illustrates the process of adding a chemical to the inventory. At the top, the main interface includes buttons for '+ Add', 'Edit', 'Remove', and a 'More' dropdown. A search bar is labeled 'Search Synonym, CAS or Inventory'. A 'View All Shared Inventory' checkbox is present. A 'PI:' dropdown is set to 'Test, PI'. A 'PubChem' button with a circled '8' is highlighted.

Below this, the 'Chemical Compound Search' window is shown. It has a search input field containing '50-00-0' with a circled '9' and a search button. The text 'Search over 93M Chemical Compounds' and 'Powered By PubChem' are visible. The search results table is as follows:

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

At the bottom, the 'PubChem associated Vendors and Catalog Numbers' window is displayed. It has a 'Select Vendor/Catalog Number. (Optional)' header and a 'Close' button. The table lists vendors and their associated catalog numbers:

	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 the 'Add Chemical Inventory' form, which is organized into several sections. Step 11 highlights the 'Basic Information' section, which includes a checkbox for 'Auto-Generate Inventory # / Barcode # (User will be prompted to enter inventory / barcode #'s if unchecked when clicking 'Save')', a required 'P.I.' field (Last name, First name), a 'Product Number' field, and a required 'Program ID' field (C-TEST). Step 12 highlights the 'Chemical Information' section, which includes a required 'Chemical Name' field (ACETONE), 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). Step 13 highlights the 'Dates' section, which includes required fields for 'Receipt Date' (3/17/2023), 'Chemical Will Expire', 'Expiration Date', 'Order Date', 'Open Date', and 'Date Last Confirmed'. Other sections visible include 'Reference #', 'Additional CAS Numbers', 'Vendor Information' (Vendor: BD PharMingen, Catalog #), and 'Location & Storage Information' (Location, Storage Location, Sub-Storage Location).

# 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](mailto: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' and marked with a blue circle containing the number 14, includes the following fields: '\*Location' (a highlighted dropdown menu), 'Storage Location' (a dropdown menu), 'Sub-Storage Location' (a dropdown menu), 'Storage Container' (a dropdown menu), and 'Segregation Code' (a dropdown menu with 'RED' selected). A tooltip is visible next to the 'Segregation Code' dropdown, displaying the text 'Flammable or Combustible Liquids - Store in flammable cabinet away from sources of'. The bottom section, titled 'Hazard Information' and marked with a blue circle containing the number 15, includes the following fields: 'Chemical Formula' (containing 'C3H6O'), 'Molecular Weight' (containing '58.080'), 'Smiles' (an empty text box), and 'NFPA 704 Codes'. The 'NFPA 704 Codes' section is divided into four columns: 'Health' (with a blue box containing the number 2), 'Flame' (with a red box containing the number 3), 'Reactivity' (with a yellow box containing the number 0), and 'Physical Hazards Associated With Chemical' (with an empty text box). A 'Primary Hazard' column is also present, containing a box with the number 3.

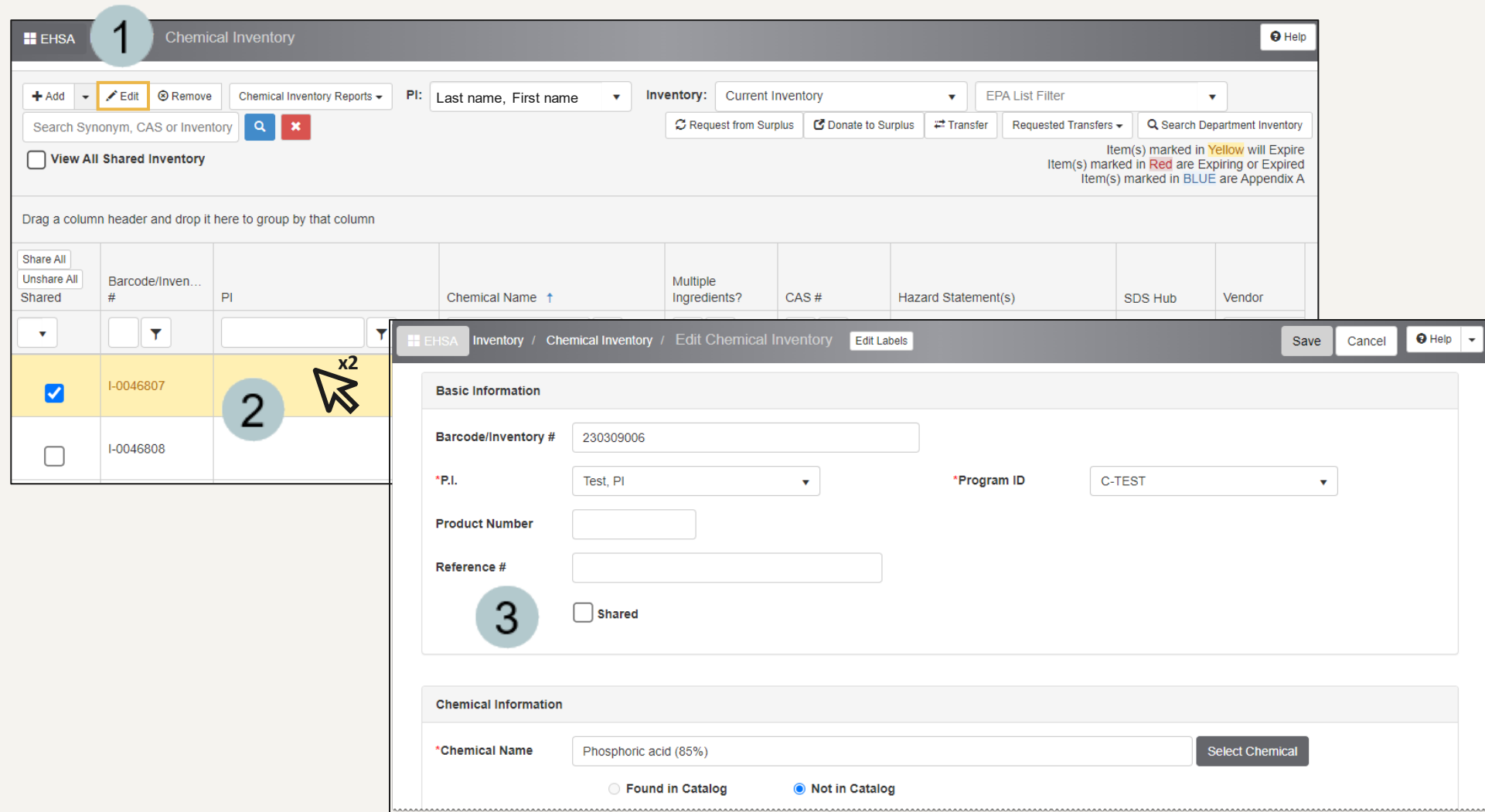
# Editing an Existing Chemical

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.



EHSA Chemical Inventory

+ Add Edit Remove Chemical Inventory Reports PI: Last name, First name Inventory: Current Inventory EPA List Filter

Search Synonym, CAS or Inventory Search Department Inventory

☐ View All Shared Inventory

Item(s) marked in Yellow will Expire  
Item(s) marked in Red are Expiring or Expired  
Item(s) marked in BLUE are Appendix A

Drag a column header and drop it here to group by that column

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							
<input type="checkbox"/>	I-0046808							

EHSA Inventory / Chemical Inventory / Edit Chemical Inventory Edit Labels Save Cancel Help

Basic Information

Barcode/Inventory # 230309006

\*P.I. Test, PI \*Program ID C-TEST

Product Number

Reference #

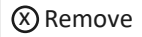

☐ Shared

Chemical Information


\*Chemical Name Phosphoric acid (85%) Select Chemical

☐ Found in Catalog ☒ Not in Catalog

# 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.

EHSA Inventory / Chemical Inventory Edit Labels

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

☐ View All Share

Barcode/Inven...	PI	Chemical Name ↑	Multiple Ingredients?	Select For Removal	CAS #
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
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 as Removed?

Remove Cancel Select All

# 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.

The screenshot shows the EHS Inventory / Chemical Inventory interface. At the top, there are navigation links for 'EHS', 'Inventory', and 'Chemical Inventory', along with 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 Synonym, CAS or Inventory' bar with a magnifying glass icon and a 'Select All' button are also present. A 'View' checkbox is visible on the left.

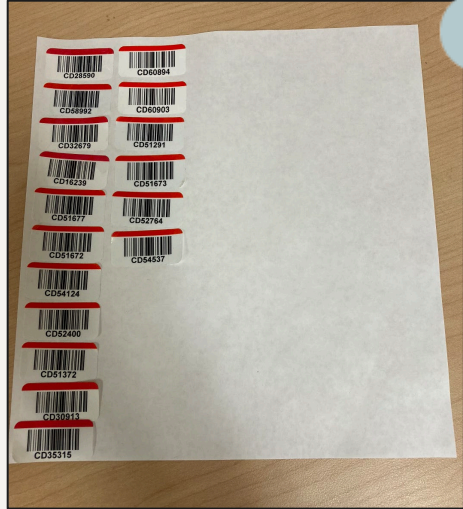
The main table displays chemical inventory with columns: Barcode/Inven..., PI, Chemical Name (highlighted with a blue circle 1), Multiple Ingredients?, Select For Removal (highlighted with a blue circle 4), and CAS. The table contains three rows of data. The first two rows have 'Last name, First name' in the PI column, and the third row has 'Sarah032123'. The 'Select For Removal' column has checkboxes for each row, with the first two checked (highlighted with a blue circle 5).

A 'Confirm Removal' modal form is overlaid on the table. It shows 'Items selected for removal: 3' and a 'Reason For Removal' dropdown menu set to 'Used'. At the bottom of the modal, there is a question 'Are you sure you want to mark the selected inventory items as Removed?' and two buttons: 'Remove' (highlighted with a blue circle 6) and 'Cancel'. A 'Select All' button is also visible in the bottom right corner of the modal (highlighted with a blue circle 5).



# 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**.



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**Chemical Inventory**

Chemical Inventory Management

**Chemical Inventory Verification**

Import Inventory By PI

Chemical Inventory Review Statement

Delete Scan Remove Filters Scan Remove Unscanned

Scan Empties

Import Select All Barcode/Inventory # Chemical Description

**Scan Inventory**

☐ Storage Location Required ☒ Batch Scan Mode

PI Test, PI

Location MRB III BIO/SCI:V3100

Sub-Storage Location

Barcode/Inventory #

Batch Scans

Close Submit Batch Scans

Remove Unscanned Process Empties (1 entered)

Chemical Description Current PI Select All

# 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 interface. The top navigation bar includes 'EHSA', 'Inventory / Chemical Inventory', and an 'Edit Labels' button. Below this, there are several controls: a '+ Add' button, an 'Edit' button (highlighted with a blue circle), a 'Remove' button, a 'More' dropdown, and a 'Chemical Inventory Reports' dropdown. There is also a 'PI:' dropdown menu set to 'Last name, First name' and an 'Inventory:' dropdown menu. The 'Inventory:' menu is open, showing options: 'Current Inventory', 'Disposed Inventory' (highlighted with a blue circle and a '1' in a blue circle), 'Expiring Inventory', 'Expired Inventory', 'Appendix A Inventory', and 'Current Inventory Not in Catalog'. Below the 'Inventory:' menu, there is a 'Transfer' button. The main content area has an 'EPA List Filter' dropdown, a search bar with 'Search Synonym, CAS or Inventory' and a blue search button, a red 'X' button, and a 'Select All' button. There is also a 'PubChem' search button. At the bottom, there is a checkbox for 'View All Shared Inventory'.

2

Activate Remove Filters More Chemical Inventory Reports PI: Last name, First name

EPA List Filter

Search Synonym, CAS or Inventory Search X Select All PubChem

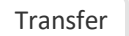
View All Shared Inventory


# How to Transfer/Move Chemical Inventory Within a Lab

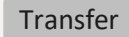
You may transfer chemical inventory to another of your approved locations by editing the inventory record. If you have multiple items to transfer, use the Transfer function.

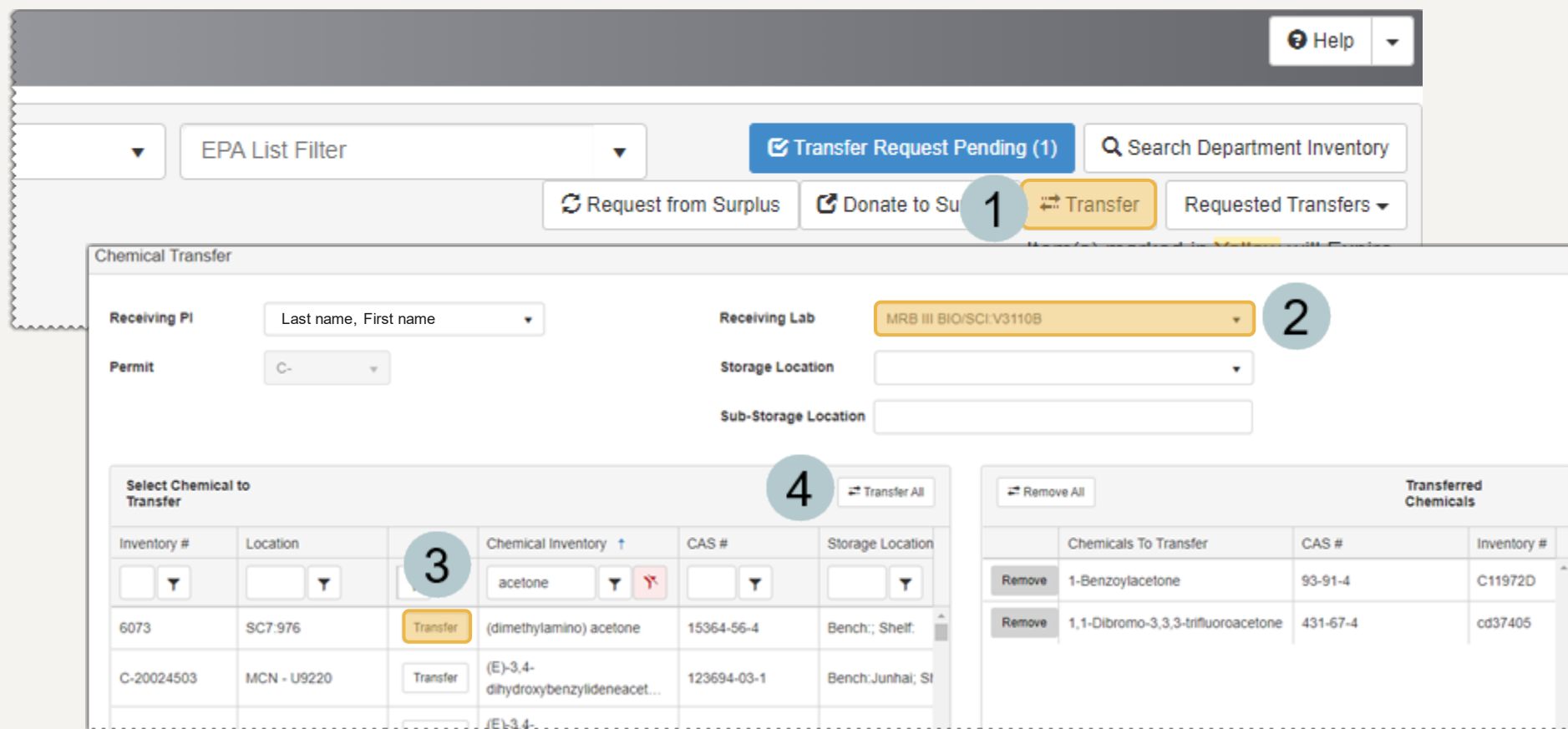
1 Click the  Transfer button.

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, there's a 'Help' button. Below it, a 'Transfer Request Pending (1)' button and a 'Search Department Inventory' field. A 'Transfer' button is highlighted with a blue circle and the number 1. Below this, the 'Receiving Lab' dropdown is highlighted with a blue circle and the number 2, showing 'MRB III BIO/SCI/V3110B'. The 'Receiving PI' dropdown shows 'Last name, First name'. The 'Permit' dropdown shows 'C-'. The 'Storage Location' and 'Sub-Storage Location' fields are empty. Below these, the 'Select Chemical to Transfer' table is highlighted with a blue circle and the number 4. This table has columns for 'Inventory #', 'Location', 'Chemical Inventory', 'CAS #', and 'Storage Location'. The first row shows '6073', 'SC7.976', 'acetone', '15364-56-4', and 'Bench; Shelf;'. The second row shows 'C-20024503', 'MCN - U9220', '(E)-3,4-dihydroxybenzylideneacet...', '123694-03-1', and 'Bench;Junhai; St'. A 'Transfer' button is highlighted with a blue circle and the number 3 next to the first row. To the right of the 'Select Chemical to Transfer' table is a 'Transferred Chemicals' table with columns for 'Chemicals To Transfer', 'CAS #', and 'Inventory #'. It shows two rows: '1-Benzoylacetone' (CAS # 93-91-4, Inventory # C11972D) and '1,1-Dibromo-3,3,3-trifluoroacetone' (CAS # 431-67-4, Inventory # cd37405). A 'Remove All' button is at the top of this table.

Inventory #	Location	Chemical Inventory	CAS #	Storage Location
6073	SC7.976	acetone	15364-56-4	Bench; Shelf;
C-20024503	MCN - U9220	(E)-3,4-dihydroxybenzylideneacet...	123694-03-1	Bench;Junhai; St

Chemicals To Transfer	CAS #	Inventory #
1-Benzoylacetone	93-91-4	C11972D
1,1-Dibromo-3,3,3-trifluoroacetone	431-67-4	cd37405

# 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 displays the EHS Chemical Inventory interface. At the top, the breadcrumb 'EHSA Inventory / Chemical Inventory' is shown with a circled '1' next to it. The page is in a 'Loading...' state. Below the breadcrumb, there are filters for 'PI: Test, PI' and 'Inventory: Current Inventory'. A search bar is present with a magnifying glass icon and a red 'X' icon. To the right of the search bar is a 'List Filter' dropdown. Below these filters, there are two buttons: 'Request from Surplus' and 'Donate to Surplus'. 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 checkbox labeled 'View All Shared Inventory' is checked and highlighted with a circled '2'. Below this, a message says 'Drag a column header and drop it here to group by that column'. The main table has columns: 'Barcode/Inven... #', 'Chemical Name ↑', 'CAS #', 'PI' (with a circled '4'), 'Physical State', 'Qty per Unit', and 'Volu'. The table contains several rows of chemical data. At the bottom, there is a pagination bar showing '1 - 500 of 40566 items' with a circled '3' next to it. The pagination bar also includes a '500' dropdown and a 'Last name, First name' label.

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.*

The screenshot shows the EHS Chemical Inventory interface. At the top, the breadcrumb navigation reads 'EHS / Inventory / Chemical Inventory'. A callout '1' points to this header. Below the header, there are controls for adding, editing, and removing items, along with filters for 'Chemical Inventory Reports', 'PI' (set to 'Test, PI'), and 'Inventory' (set to 'Current Inventory'). A search bar is also present. A callout '2' points to the 'Shared' column header, which contains a 'Share All' button, an 'Unshare All' button, and a 'Shared' checkbox. The main table lists chemicals with columns for Barcode/Inventory #, Chemical Name, CAS #, PI, Physical State, and Qty per Unit. The first three rows show chemicals that are currently shared, indicated by checked checkboxes in the 'Shared' column. A callout '3' points to the 'Unshare All' button. At the bottom, there are pagination controls showing '1' of 12 items.

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

# EHS Assist – Additional Info

Find additional EHS Assist guides here:

**<https://www.vanderbilt.edu/facilities/ehs/ehsa>**

With any questions, concerns or suggestions, contact the EHS Assist Administrator - [ehsa@vanderbilt.edu](mailto:ehsa@vanderbilt.edu)

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



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