OKLAHOMA STATE UNIVERSITY

Environmental Health & Safety

CHEMICAL SAFETY ASSISTANT

WEB ACCESS USERS MANUAL

04.17.09 v.1.00

Software Is a Licensed Product of On Site systems, Inc. 23 N. Gore Ave., Suite 200 St. Louis, MO 63119

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INTRODUCTION

This manual does not attempt to explain how to use Windows components—(dialog boxes and check boxes, pointers and cursors, list boxes and drop-down list boxes). These are common to all Windows programs, and we've assumed you understand how to use them. Please refer to your Windows documentation for basic Windows training, or select Windows Tutorial from Program Manager's Help Menu.

Technical Support



On Site Systems Technical Support is available by: Phone: 744-7241; Monday thru Friday 8:00 am – 5:00 pm Fax: 744-7148 Email: <u>stephen.boles@okstate.edu</u>

Getting Started

Access to the Program

Access to the Chemical Safety Assistant Web Application is provided by OSU's Risk Management Office. A link to the program is provided on the Environmental Health & Safety Department's web page at: <u>http://ehs.okstate.edu</u>

Starting Chemical Safety Assistant

Click the Login Here button at <u>http://ehs.okstate.edu/hazcom/OnSite.htm</u> to enter the CS Assistant.

The following screen will appear.

		Message
		Message of the Day (Week or Month)
		Due to the current indexects applierine. The Tesh University Midedia Carlorine and the adversariation FLs lotts on Carlon numbered days of the work veek during the months of February and March between the hours of 7 to AMI - 6 00 FML. We have file P-32 every Finday morning for anyone that is interested. PPage contact me at 314-963-9934 for your and of P-32.
1. Dame, 83 (1. 2009) 31 21 24 AM	Safety Assistant Login	

This is your Chemical Safety Assistant login window:

- Enter in your User Name and Password, which was given to you by the EHS Hazard Communication Coordinator when you signed up for access.
- The first time you login, you will be instructed to change your password.
- Then click on LOGIN. This will log you onto the system and give you access to the Main Menu.

Please contact the EHS Office at 744-7241 if you have not been assigned a User ID and initial Password.

Main menu

The main menu allows controlled access to the Chemical Safety Assistant.

Note: The Web Browser commands do not function within the CS Assistant Program. Use [<BACK] to go back to the previous window, and [Log Off] to exit the Chemical Program.

		EH&S Assistant	Log Off
000:	AADaPrato, Peter		
٠	CHEM		
Ð	Requisitions		
ų,	Inventory		
Ô	Training		
≓ \$	Waste Pickup		
	Reports		
ŧ	Permit Worker Registration		

- You have six choices that perform the following functions:
 - 1. **Requisitions** View, add, edit or delete your chemical requisition(s).
 - 2. Inventory View, print, or update your chemical inventory
 - 3. **Training** View your staff training records
 - 4. Waste Pickup Request a chemical waste pickup from the Chemical Safety Office
 - 5. Reports View or print select reports
 - 6. **Permit Worker Registration** Add a new worker to your permit

To Exit the program – Click on [Log Off]

If you are not working in the program, you must **Log Off**. You may not leave the program running continuously. This program has a time-out system that will automatically shut down your connection when the program remains inactive for approximately 20 minutes. Allowing the Time-Out function to activate may cause problems with your computer. This feature is part of the security system. It is in your best interest to **Log Off** and close the program when it is not in use.

Chemical Requisitions

From the main menu, under CHEM, click on [Requisitions].

		EH&S Assistant	Log Off	
LA0000: A	ADaPrato, Peter			
٠	CHEM			
👘 в	Requisitions			
🥉 <u>In</u>	wentory			
Terration I	raining			
🛱 🛛	Vaste Pickup			
🗄 R	Reports			
🔆 🖻	ermit Worker Registration			

1. The Requisition Log screen will appear.

	wenu <	BACK							PI	AA0000	AADaPrato, Peter	Log Of
+ Ad	d Requisi	ition +										
		Requisition	Requisition Date	PO Uni	Chemical Unit	# of Units	Chemical Description	Vendor	Permit #			
Edi	Delete		01/05/2009		LB	1	1,4-DIOXANE	FISHER	C- 01061			

2. Click +ADD REQUISITION+

					Adding R	equisition		
Requisition #	R090107001							
PO #								
Account #								
Lab		? Lab not found.						
Comments								
Contact		? Contact's Lab	Phone		Contact's Fa	ax		
	dyyyy) Pick (?)	or Type Chemical -OR- C	Choose an Invento	ry Item ->	Vendo		nit #	
1 🗸 7 🗸 2009					?	? C-0	1061	
	Number o	f Units Quantity per Ur	nit Volume/Size		Attach			
]?	Attach Volume/Size	Vendor	Permit #	1
Chemical #		f Units Quantity per Ur	nit Volume/Size		Attach Volume/Size	Vendor	Permit #	
]?		Vendor	Permit #	
]?		e Vendor	Permit #	
			# of Units	? Unit		Vendor	Permit #	
		Chemical Description	# of Units	? Unit		e Vendor	Permit #	
		Chemical Description	# of Units	? Unit		e Vendor	Permit #	
		Chemical Description	# of Units	? Unit		Vendor	Permit #	
		Chemical Description	# of Units	? Unit		Vendor	Permit ≠	

- 3. The Requisition number is assigned by the system. (It is a combination of the date in reverse order and the requisition for the day, [R090107001].)
- 4. Enter the Purchase Order (PO#), if known.
- 5. Enter the Account number to be charged, if known.
- 6. Lab is the laboratory where the chemical is stored. <u>This is a required field</u>. You must select a lab for each chemical.
 - a. Click the [?] to see the Lab selection pick list. Only your authorized labs will be displayed.
 - b. If you do not see your lab on the lab selection list, contact EHS Technical Support. (See page 4 for Contact Information)

							ancel		
-	Permit.#	Building Code	Building Name	Lab/Room	Lab Type	Survey	1		
letter,	C-01061	AER	Ag Engeneering Research	101					
ielect	C-01061	AMB	Ag Metals Building	116	Research Lab				
Select	C-01061	ASI	Audubon Sugar Institute	142	Research Lab				
elect	C-01061	ASI	Audubon Sugar Institute	144	Research Lab				
elect	C-01061	CH	Choppin Hall	104	Sensor Lab				
elect	C-01061	CH	Choppin Hall	107	Undergrad				

Lab Selection List

								-			
- Permit #	Building Co	e Building Name	Lab/Room	n Lab Type of	Cancel Recent						
Setem C-01061	AER	Ag Engraning Restauch	tot	e encontre F	requency						
Select C-01061		Ag Metals Building	116	Research Lab							
select Carofi	ASI ASI	Audubon Sugar Institute	142	Research Lab							
Select C-01061	CH	Audubon Sugar Institute Choppin Hall	104	Research Lab Sensor Lab							
Select C-01061		Choppin Hall	107	Undergrad							
										\square	Click [Select] for the Lab Location
											The Lab number and building are inserted
				Adding Rei	quisition		36				
Requisition #											
PO#											
	AMB 116	? Ag Metals Building 11	6								
Comments											
Contact		? Contact's Lab Phone		Contact's Fax							
7 2009		of Units Quantity per Unit V Chreated Decoption		7 Atlach	Parmit # ? C-01061	?					
		Save	Cancel								

- 7. When you click on <u>SELECT</u>, the building and room number for the lab selected will autoload into the lab field and the name of the building will auto-load in the following field.
- 8. Enter any comments pertinent to the order.
- 9. Enter the contact information by clicking the [?] to the right of the contact field.

				Adding Req	uisition			
Requisition #	R090107001							
PO #	654987							
Account #	321AD582							
Lab	AMB:116	? Ag Metals Building	: 116					
Comments								
Contact		? Contact's Lab P	hone	Contact's Fax				
isition Date (mmd		or Type Chemical -OR- Cl	hoose an Inventory	Item -> Vendor	Perm ? C-01			
	Number		it Volume/Size	Item -> ? Vendor ? Attach Unit Volume/Size			1	
✓ 7 ✓ 2009	Number	of Units Quantity per Un	it Volume/Size	? Attach	? C-01	061 ?		
✓ 7 ✓ 2009	Number	of Units Quantity per Un	it Volume/Size	? Attach	? C-01	061 ?		
✓ 7 ✓ 2009	Number	of Units Quantity per Un	it Volume/Size	? Attach	? C-01	061 ?		
✓ 7 ✓ 2009	Number	of Units Quantity per Un	it Volume/Size	? Attach	? C-01	061 ?		
▼ 7 ▼ 2009	Number	of Units Quantity per Un	it Volume/Size	? Attach	? C-01	061 ?		
✓ 7 ✓ 2009	Number	of Units Quantity per Un	it Volume/Size	? Attach	? C-01	061 ?		
▼ 7 ▼ 2009	Number	of Units Quantity per Un	it Volume/Size	? Attach	? C-01	061 ?		

Select A	Contact					Cance
=	Contact Name	Function	Worker Type Description	Lab Phone	Office Fax	
	Shane Adams					sabeare@yahoo.com
	Christopher Austin			(314)963-9934		ccaustin@lsu.edu
	Linda Adams			578-9837		ladams1@lsu.edu

10. Click <u>SELECT</u> to insert the lab contact information on the requisition.

	Adding Requisition
Requisition #	
PO #	
Account #	
	B:116 Ref Ag Metals Building: 116
Contact	da Adams ? Contact's Lab Phone (314)963-9934 Contact's Fax (314)963-9281
Requisition Date (mmd 1 v 7 v 2009	/y) Pick (?)or Type Chemical -OR- Choose an Inventory Item -> Vendor Permit # ? C-01061 ?
1 • 7 • 2009	
	Number of Units Quantity per Unit Volume/Size ? Attach
Chemical #	AS# Chemical Description # of Units Unit Volume/Size Vendor Permit #
Chemical #	15 ** Chemica Description ** of Offits Offit Volume/size Vendor Perimit **
	Save Cancel
11 The	urrent date is the default requisition date. It can be overridde
TT , 111C	
11. IIIC	·

- a. Select the chemical to be purchased by clicking the [?] to the right of the Chemical Description field to activate the search system. *The search system is described in detail in the Adding Inventory section on page 16.* Or...
- b. [TYPE] the chemical detail in the space provided.
- 13. Select the vendor by clicking the [?] to the right of the Vendor field to activate the vendor search system.

ect Ve			Cancel
	Vendor Code	Vendor Name	^
lect	AAPER	AAPER	
ect	ABCR	ABCR GMBH & CO. KG	
	ACROS	ACROS	
lect	ACROS ORGA	ACROS ORGANICS USA	
lect	ALDRICH	ALDRICH CHEMICAL COMPANY	
elect	ALFA AESAR	ALFA AESAR	
elect	AMERICAN B	AMERICAN BURDICK AND JACKSON	
Select	AMRESCO	AMRESCO	
Select	AVOCADO RE	AVOCADO RESEARCH CHEMICALS	
Select	BAKER & AD	BAKER & ADAMSON	
Select	BOEHRINGER	BOEHRINGER MANNHEIM, GMBH	
Select	CALEDON	CALEDON LABORATORIES LTD.	
Select	CHEM SERVI	CHEM SERVICE INC.	
Select	CHEMPURE	CHEMPURE	
Select	CITY CHEMI	CITY CHEMICAL	
Select	CURTIN-MAT	CURTIN-MATHESON SCIENTIFIC	
elect	DEGUSSA CO	DEGUSSA CORPORATION	×
			、 <i>.</i>

- 14. Click **<u>SELECT</u>** for the vendor the chemical(s) will be purchased from.
- 15. Enter the Permit number this purchase applies to by clicking the [?] to the right of the Permit field or typing the Permit number.
- 16. Enter the [NUMBER of UNITS].
- 17. Enter the [QUANTITY PER UNIT].
- 18. Select the [VOLUME SIZE] by clicking the [?] to the right of the Volume/Size field.
- 19. Click on ATTACH. The item is added to this requisition.

Requisition # 1090107001 P0 # 664987 Account # 321AD562 Lab AMB:116 ? Ag Metals Building: 116 Contract India Adams ? Contact's Lab Phone (314)963-9934 Contact's Fax (314)963-9281 uisition Date (mmddyyyy) Pick (?)or Type Chemical -OR- Choose an Inventory Item -> ? Vendor Permit # 16. Number of Units uisition Date (mmddyyyy) Pick (?)or Type Chemical -OR- Choose an Inventory Item -> ? Vendor ? ? ? ? ?					Editing	g Requisition			
uisition Date (mmddyyyy)) v 7 v 2009 Number of Units Quantity per Unit Chemical ≠ CAS ≠ Chemical Description ≠ of Units the Chemical ≠ CAS ≠ Chemical Description ≠ of Units the the 164 67-66-3 CHLOROFORM 1 1000 ML BOEHRINGER C-01061 164 67-66-3 CHLOROFORM 1 1000 ML BOEHRINGER C-01061	PO # Account # Lab Comments	# 654987 # 321AD582 > AMB:116 :s Test requisitiuo	on comment		2 0024 Contract	- Fay (244)000 00	/	15. Per	mit #
164 67-66-3 CHLOROFORM I 1000 ML BOEHRINGER C-01061	uisition Date (mm 7 2005 Chemical	nddyyyy) Pick (? 9 Numbe al # CAS #	2)or Type Chemical -OR er of Units Quantity per Chemical Description	Choose an Inven	ttory Item -> ? V ze ? Attach Unit Volume/Size	endor Pe	mit # ?		17. Quantity per Unit
								L	

- 20. Add additional items to this requisition if needed.
- 21. When complete, click SAVE.

Main M	enu <	BACK							PI	AA000	00 AADaPrato, Peter	Log Off
+ Add	Requisi	tion +										
		Requisition #	Requisition Date	<u>P0#</u>	Unit	Chemical Unit	# of Units	Chemical Description	Vendor	Permit ≝		
Edit	Delete	R090107001	01/07/2009	654987	1000	ML	1	CHLOROFORM	BOEHRINGER	C- 01061		
Edit	Delete	R090107001	01/07/2009	654987	500	ML	1	chloroform	BOEHRINGER	C- 01061		
Edit	Delete	R090105001	01/05/2009	789	1	LB	1	1,4-DIOXANE	FISHER	C- 01061		
2. The ro Safety	-			wc	cor	nple	ete	and awaiti	ng rev	view	by the En	vironm

23. Click MAIN MENU to return to the first screen.

Chemical Inventory

Inventory

From the main menu, under CHEM click on [Inventory].

	EH&S Assistant	Log Off
PI: AA0000: AADaPrato, Peter		
🔶 СНЕМ		
Requisitions		
		J
Training		
Waste Pickup		
Reports		
Permit Worker Registration	n	

1. The Inventory Log screen will appear.

 ○ Ité ○ Al ○ SI ○ SI ○ SI 	ins Re I Items how me how Ch how Ch how Ap	e Chemi e Chemi nemicals nemicals	Ordered icals wh by Loc by 1st I	on 03 ere ation Letter	ntory OJ		d Inventory Total # of chemicals in Reports-	inventory: S	73									
				-	lighted i													
23	45	678	9 10	Page	1 of 20.	Displa	50 rows per page.				_							
				invention E	Catalog E	200	Chemical Description	Receipt Date	Lossion	Receipt Str.	Unit	Charrisel Shill	10	Repuisition E	Vendor	Commanda	Discosed?	Removal.
Hahliahl	Salad	Battava	MS22 Seatst	29135	P-89		1,10 Phenanthrol Ferrous Sulfale	02/26/2009	CH:102	1	1	oz			Fisher	Xferred from AA0000 AAADaPrato, Peter Lab: CH:401		
Hanlah	2alad	Secon	MSDS Search	22290	P-69		1,10 Phenanthroline Ferrous Sulfate	02/26/2009	CH:102	1	1	oz			Fisher	Xferred from AA0000 AAADaPrato, Peter Lab: CH:401		
Hanlah	2eled	Secon	MSDS Search	29123	131377		1,10-PHENANTHROLINE	02/26/2009	CH:102	1	100	QM.			Aldrich	Xferred from AA0000 AAADaPrato, Peter Lab: CH:401		
Hanlian	Select	Secon	MSDS Search	33284	0111- 500		1,4-DIOXANE	02/25/2009	CH:102	1	500	ML.			FISHER	Xferred from AA0000 AAADaPrato, Peter Lab: CH:401		Used
Highlight	Select	Remove	MSDS Search	90578	D1878		2.6-DICHLORONDOPHENOL SCOUM	02/26/2009	CH:102	1	5	G			sig	Xferred from AA0000 AAADaPrato, Peter Lab: CH:401		
Hahlah	Select	Remove	MSDS Search	90575	D1878		2.6-DICHLORONDOPHENOL SCOUM	02/26/2009	CH:102	1	5	G			sig	Xferred from AA0000 AAADaPrato, Peter Lab: CH:401		
Hahlaht	Select	Barrow	MSDS Search	90574	D1878		2.6-DICHLORONDOPHENOL SCOUM	02/26/2009	CH:102	4	5	G			\$IG	Xferred from AA0000 AAADaPrato, Peter Lab: CH:401		
Hahliati	2494	Baccos	MSDS Search	90571	D1878		2,6-DICHLORONDOPHENOL SCOUM	02/26/2009	CH:102	1	5	G			51G	Xferred from AA0000 AAADaPrato, Peter Lab: CH:401		
Highlight	2eles	Bence	MSD5 Search	91041		620- 45-1	2,6-Dichloroindophenol, sodium salt	02/26/2009	CH:102	1	5	G				Xferred from AA0000 AAADaPrato, Peter Lab: CH:401		
Highlight	Select	Bencie	MSDS Search	91840		620- 45-1	2,6-Dichloroindophenol, sodium sait	02/26/2009	CH:102	1	5	G				Xferred from AA0000 AAADaPrato, Peter Lab: CH:401		
			MISDS			620.										Xferred from A40000		

- -3. From the Inventory window you have three main <u>view</u> options, which you can select via the radio buttons ⊙ at the top of the window: Current Inventory, Disposed Inventory, and Archived Inventory. (The Current Inventory view is the default setting.) Each view option has the following choices in the shaded area:
 - a. Items Received/Ordered on (Date)
 - b. Show All Items

- c. Chemicals by Description look-up
- d. Chemicals by Location
- e. Chemicals by First Letter
- 4. You can also perform the following actions from the Chemical Inventory screen:
 - a. Add Chemicals add a chemical to your inventory
 - b. <u>Select</u> edit the information for any chemical in your inventory
 - c. <u>Remove</u> Remove a chemical from your inventory to disposed status
 - d. MSDS Search Google Web Search for the MSDS Sheet

							ed Inventory											
⊙ AI	l Items			on 03	~ 17	~ 200	Show Total # of chemicals in	inventory: 9	73									
0 Sł	iow Ch iow Ch	emicals emicals	by Loca by 1st L	ation .etter														
	iow Ap Chem	pendix /	A Chem	icals			Reports		~									
Appen	dix A li	isted Che	micals	are high	lighted is	n Tan.												
23	45	678	9 10	Page	1 of 20.	Displa	y 50 💌 rows per page.											
				inventory E	Catalog E	2 <u>45</u>	Chemical Description	Cate	Loostics	Receipt Str.	<u>Unit</u>	Chemical Mol	-	Exclusion E	Vender	Comments	Discout?	Removal Re
elieti	Select	Samora	MSQS Seatst	29135	P-89		1,10 Phenanthrol Ferrous Sulfate	02/26/2009	CH:102	4	-1	oz			Fisher	Xferred from AA0000 AAADaPrato, Peter Lab: CH:401		
eliaet	2alad	Secon	MSQS Sealth	22290	P-89		1,10 Phenanthroline Ferrous Sulfate	02/26/2009	CH:102	1	1	oz			Fisher	Xferred from AA0000 AAADaPrato, Peter Lab: CH:401		
ettert	<u>Seleci</u>	Secon	MSQS Search	29123	131377		1,10-PHENANTHROLINE	02/26/2009	CH:102	1	100	QM.			Aldrich	Xferred from AA0000 AAADaPrato, Peter Lab: CH:401		
nien	2etes	Seriore	MSDS Search	33284	D111- 500		1,4-DIOXANE	02/25/2009	CH:102	1	500	ML			FISHER	Xferred from AA0000 AAADaPrato, Peter Lab: CH:401		Used
nien	Select	Remove	MSDS Search	90576	D1878		2,8-DICHLORONDOPHENOL SCOUM	02/26/2009	CR:102	1	5	G			\$IG	Xferred from AA0000 AAADaPrato, Peter Lab: CH:401		
Night	Select	Remove	MSDS Search	90575	D1878		2.6-DICHLORONDOPHENOL SCOUM	02/26/2009	CH:102		5	G			sig	Xferred from AA0000 AAADaPrato, Peter Lab: CH:401		
en liets	Select	factors	MSDS Search	90574	D1878		2,6-DICHLORONDOPHENOL SODUM	02/26/2009	CH:102	1	5	G			sia	Xferred from AA0000 AAADaPrato, Peter Lab: CH:401		
etters	241412	Secon	MSDS Search	90571	D1878		2,6-DICHLORONDOPHENOL SCOUM	02/26/2009	CH:102	1	5	G			sig	Xferred from AA0000 AAADaPrato, Peter Lab: CH:401		
elleri	2alasi	Battices	MSD5 Search	91041		620- 45-1	2,6-Dichloroindophenol, sodium sait	02/25/2009	CH:102	1	5	G				Xferred from AA0000 AAADaPrato, Peter Lab: CH:401		
ahliaht	Select	Benove	MSDS Search	91540		620- 45-1	2,6-Dichloroindophenol, sodium sait	02/25/2009	CH:102	1	5	G				Xferred from AA0000 AAADaPrato, Peter Lab: CH:401		
			MISTIN			620.										Xferred from A40000		

Instructions on how to perform these actions begin on page 14.

How to execute the commands (in the shaded area):

- Click on "Items Received/Ordered on" and enter a date, then Click on the green Show button to see all chemicals ordered or received on a specific date. OR
- Click on "All Items" to see <u>all</u> of the chemicals in your chemical inventory. OR
- Click on **"Show me Chemicals where."** This command is followed by two search parameter selection fields and a blank field. This command is a sort/group mechanism.
 - a. In the first field select Chemical Description, CAS#, Catalog # or Chemical #.
 - i. Chemical Description type in the name of the chemical
 - ii. CAS# type in the Chemical Abstract Service Number and include hyphens,
 - iii. Catalog# if you know the catalog number you may type this in the blank field
 - b. It is recommended that you start with Chemical Description (Chemical Name).
 - c. In the next field, you may choose Starts with, Contains, or Equals. These terms are self-explanatory.
 - d. In the Blank field, you will **type your search parameter**, which can be one or more of the following:
 - i. Chemical Description is the chemical name
 - ii. CAS# is the Chemical Abstract Service Number
 - iii. Catalog# is the Vendor Catalog number
 - iv. Inventory# is an internal number generated within this program.
 - e. When you have finished typing in one of the above search items, click on **Show**. All of the chemicals in your inventory that fit your search parameters will appear at the bottom of the window.
- Click on **"Show Chemicals by Location,"** this command is followed by one search parameter selection field and a blank field. Click on the [?] to display the building & labs attached to you. After the lab is selected click [SHOW].
- O Click on "Show Chemicals by 1st Letter," this command will display the alphabet and numbers 0 − 9, [ABCDEFGHIJKLMNOPQRSTUVWXYZ 0123456789]. Clicking on a letter or number will display any current chemicals in your inventory starting with the letter or number.

Inventory Reports & Chemical Fact Sheets

From the Inventory Window you may view or print inventory reports, view or print a Chemical Fact Sheet for each chemical in your inventory, add a chemical to your inventory, edit each individual chemical in your inventory, or search for an MSDS.

View/Print Inventory Reports:

- 1. Click on the arrow to the right of [**Reports**] to view your report options.
- Scroll and highlight to run each report. A file download window will appear. Click on [Open] to view the report. The report selected will be displayed on your screen. When the report is displayed, you may execute "Print" under the "File" Command. You can also save the report to your computer by executing "Save as" under the "File" Command.



Oklahoma State University

Chemical Safety Assistant User Manual

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_			240							
	3/17/200	9		Chemical Inventory	of Stores	by F	P.I. Tec	h Universit	y i	
				Deter				0.18 0.25	A 532	
		AAA					-	Receipt	Rec. Chem	
	Chemical #	CAS_NUM	29135	Chemical Description 1.10 Phenanthrol Ferrous Suifate	BUILDING Chapler Hall	102	Storage Location	2/26/2009	Oty. Unit Unit He FI Re Special 1 10Z	
			222290	1.10 Phenanthroline Ferrous Suifale	Chapler Hall	102		2/26/2009	1 102	
			29123	1,10-PHENANTHROLINE	Chapler Hall	102		2/26/2009	1 100 GM	
			33284	1,4-DIOXANE	Chapler Hall	102	Flammable	2/26/2009	1 500 ML	
			54979	1-BUTANOL	Chapler Hall	102	HOOD	2/26/2009	1 500 ML	Γ.
			90575 90574	2,5-DICHLOROINDOPHENOL SODIUM 2,5-DICHLOROINDOPHENOL SODIUM	Chapler Hall Chapler Hall	102		2/26/2009 2/26/2009	1 5G 1 5G	Γ
			90571	2.6-DICHLOROINDOPHENOL SODIUM	Chapler Hall	102		2/26/2009	1 59	
			90571	2.6-DICHLOROINDOPHENOL SODIUM	Chapler Hall	102		2/26/2009	1 5G	
			90576	2,6-DICHLOROINDOPHENOL SODIUM	Chapler Hall	102		2/26/2009	1 5G	
		620-45-1	91837	2,6-Dichloroindophenol, sodium salt	Chapler Hall	102		2/26/2009	1 5G	
		620-45-1 620-45-1	91836 90573	2,5-Dichloroindophenol, sodium sait 2,5-Dichloroindophenol, sodium sait	Chapler Hall Chapler Hall	102		2/26/2009	1 5G 1 5G	
		620-45-1	91841	2,6-Dichloroindophenol, sodium salt	Chapler Hall	102		2/26/2009	1 56	
		620-45-1	90572	2,6-Dichloroindophenol, sodium salt	Chapler Hall	102		2/26/2009	1 50	
		620-45-1	91840	2,6-Dichloroindophenol, sodium sait	Chapler Hall	102		2/26/2009	1 5G	
		620-45-1	91839	2,6-Dichloroindophenol, sodium salt	Chapler Hall	102		2/26/2009	1 5G	
		620-45-1	91838 22435	2,6-Dichloroindophenol, sodium sait 2,6-DICHLOROPHENOL-INDOPHENOL SODIUM	Chapler Hall Chapler Hall	102		2/26/2009 2/26/2009	1 5G 1 1GM	
			22315	2-4 Pentanedione	Chapler Hall	102		2/26/2009	1 11/109	
			53640	2-Ethyl-4,5-dimethyl-1,3-thlazole	Chapler Hall	102	CENTER	2/26/2009	1 5 GM	
			54986	2-MERCAPTOETHANOL	Chapler Hall	102	LEFT	2/26/2009	1 100 ML	
	225		22596 14969	2-PROPANOL	Chapler Hall	102		2/26/2009	1 500 ML 1 500 ML 2 3 1	
	225	67-63-0	53644	2-Propanol 3-(dibutytamino)-propytamine	Chapler Hall Chapler Hall	102	CENTER	2/26/2009	1 500 ML 2 3 1 1 25 GM	
			22369	4,4 (Ntrophenylazo) resorcinol	Chapler Hall	102	CENTER	2/26/2009	1 100 GM	
			54990	4-(Dicyanomethylene)-2-methyl-6-(4-dimet	Chapler Hall	102	Flammables	2/26/2009	1 1 GM	
			22686	4-Methoxybenaidehyde	Chapler Hall	102		2/26/2009	1 100 G	
			22731 29124	5-Amino-2,3-dihydro-1,4-phthalazineoline	Chapler Hall	102		2/26/2009	1 100 G 1 100 GM	
			29124 13538	8- Quinolinol Hydroxyginoline A.A'-DIPYRIDYL	Chapler Hall Chapler Hall	102		2/26/2009	1 100 GM 1 5 GM	
			13537	AA'-DIPYRIDYL	Chapler Hall	102		2/26/2009	1 5 GM	Ē
	1820	64-19-7	22521	ACETIC ACID	Chapler Hall	102		2/26/2009	1 2.5LT 3 2 1	
	1820	64-19-7	22703	ACETIC ACID	Chapler Hall	102		2/26/2009	1 2.5LT 3 2 1	
	1820	64-19-7	22622	Apetic Acid	Chapler Hall	102		2/26/2009	1 1LB 3 2 1 1 25IT 3 2 1	
	1820	64-19-7 64-19-7	22702 22670	ACETIC ACID ACETIC ACID	Chapler Hall Chapler Hall	102		2/26/2009 2/26/2009	1 2.5LT 3 2 1 1 2.5LT 3 2 1	Γ.
	1820	64-19-7	22525	ACETIC ACID	Chapler Hall	102		2/26/2009	1 25LT 3 2 1	
	1820	64-19-7	22524	ACETIC ACID	Chapler Hall	102		2/26/2009	1 2.5LT 3 2 1	
	1820	64-19-7	22523	ACETIC ACID	Chapler Hall	102		2/26/2009	1 2.5LT 3 2 1	
	1820	64-19-7	22522	ACETIC ACID	Chapler Hall	102		2/26/2009	1 2.5LT 3 2 1	
	1820	64-19-7	22623	Apetic Acid	Chapler Hall	102		2/26/2009	1 1LB 3 2 1	
	Page 1									

At present, you have three formats available for your inventory:

- <u>Chemical Inventory by PI</u> inventory items are ordered by Inventory #.
- <u>Chemical Inventory by PI and Storage Location</u> inventory items are listed by the storage location in your lab.
- <u>Chemical Inventory by PI and Building Lab Room</u> inventory items are grouped by building and room number.

View/Print Chemical Fact Sheets:

- 1. Click on "All Items" to display all of the chemicals in your inventory.
- Click on "Highlight" to mark the Chemical, go to the [Reports] field, Click on the arrow to the right of the field and scroll down to the report "Chemical Catalog Fact Sheet Highlighted Chemical" to run the report. A "File download" window will appear.
- 3. Click on [**Open**] when the Chemical Fact Sheet appears; you may execute "Print" under the "File" Command.

And a local day in the local day	statistics and a second second second second second	act_Sheet-Web[2].				
File E	idit View Documen	Toola Window Help				×
9	🕘 - 😼 🛛		🕤 🕙 🙆 🗧	Find		
đ		3/17/2009 Page 1 Chemical # : 1820	Chemical Name : ACE	Chemical Catalog Fact Sheet	Tech University	
		CAS #: 64-19-7 Catalog #: Density : 8.75033 DOT # : TPQ :	Chemical Formula : CH3CDOH BP(C) : 118 DOT Hazard : 8 RG : 5000	Molecular Weight : 60.05 FP(F) : 109 DOT Packing Group : II DEA schedule :	Date Entered : Last Updated : 05/15/2007 Fire Class : II ERG Guide # : 132	
		Expiration Required : Expires : MSDC on site : Chemical on site :	Storage Requirements : WHITE	NEA Schedule : NEPA 704 Codee Flame : 2 Heath : 3 React : 1 Physical :		
		Synonyms Acetric Acid Acetric Acid GLACIAL Acetric Acid GLACIAL Acetric Acid GLACIAL Acetric Acid Pethanoic Ac C24402 Ethanoic Acid Ethanoic Acid GLACIAL METHANECARBOXYLIC ACIC VINEGAR Acid	30; ETHYLIC AGD; METHANECARBOXYLI	C ACID; VINEGAR ACID		
		Waste Hazards Corrotive Organic Add Chemical Hazards Initiating Severe Initiating to the Eye Initiating to the Mucous Membra	ne			
% Ø		Initiating to the Skin EPA #'s D002 Vendors				
	i i i i i i i i i i i i i i i i i i i					×

4. The Chemical Fact Sheet is a summary of information from various technical and regulatory resources for the chemical highlighted. The information is collected and entered into the Chemical Catalog by Chemical Safety Office staff members.

It is <u>not</u> a substitute for a Material Safety Data Sheet (MSDS). Material Safety Data Sheets are still available through normal channels.

View/Print Chemical Inventory Audit:

- 1. Click on "All Items" to display all of the chemicals in your inventory.
- Click on "All Chemicals" to mark the Chemicals; go to the [Reports] field, Click on the arrow to the right of the field and scroll down to the report "Chemical Inventory Audit" to run the report. A "File download" window will appear.
- 3 Click on [**Open**] when the Chemical Inventory Audit Sheet appears; you may execute "Print" under the "File" Command.

40 🔊 🖲 [100%] - 🛛 🖂 🚼 [7ml -									
	nvironmental Chemica Chemica Chemica Ahar	al Safet al Invento	ent: Bio Cact: Sheet		2009	Pa	ge Num	ber: 1	
Emergency Phone:	Departm	ent Mana	gero						
CH:102 Chemical Name 1.10 Phenarthrol Ferrous Sulfate	NFPA Rating H F R Special 4 0 0	Avg. St Qty/Da	orage <u>y</u> <u>Units</u> OZ	Rec. Date 02/26/09				eled/Store Property?	d Deleted /
1.10 Phenanthroline Ferrous Sulfate	400	11	02	02/26/09	0	0	-	00	-
1.10-PHENANTHROLINE	0 0 0	1 100		02/26/09	0	-	-	00	
1.4-DIOXANE	400	1 500		02/26/09	0		-	00	
HBUTANOL	400	1 500	ML	02/26/09	0		-	00	
2,6-DICHLOROINDOPHENOL SODRUM	000	1.5	0	02/26/09	-	-	•	00	-
2,6-DICHLOROINDOPHENOL SODIUM	000	15	G	02/26/09				00	
2.6-DICHLOROINDOPHENOL SODIUM	000	15	G	02/26/09					
2,6-DICHLOROINDOPHENOL SODIUM	000	15	G	02/26/09				00	
2.6-DICHLOROINDOPHENOL SODIUM	000	15	G	02/26/09				00	
2,6-Dichloroindophenol, sodium sait 620-45-1	100	15	G	02/26/09				00	
2,6-Dichloroindophenol, sodium salt 620-45-1	100	1 5	G	02/26/09				00	

Adding and Editing Chemicals in Your Inventory

Adding a New Chemical to Your Inventory

1. To enter a new Chemical in your Inventory, Click on **+ADD CHEMICAL+**. This allows for adding a chemical directly into your inventory for your lab.

	Main Menu < BACK	٨	AA0000 AAADaPrato, Peter		Log Off		
]	© Current Inventory © Disposed ○ Items Received/Ordered on ⊙ All Items ○ Show me Chemicals by Location ○ Show Chemicals by falcate	03 - 17 - 200		inventory: 973			
+Add Chemical+	O Show Appendix A Chemical + Add Chemical +		Reports	~			
	Appendix A listed Chemicals are	highlighted in Tan.					
	1 2 3 4 5 6 7 8 9 10 >	age 1 of 20. Display	y 50 💌 rows per page.				
	100	Catalog CAS	Chamical Description	Repeiled Location Re Date S	oelas Unis Chemical PO Resultation Soc. Unis 2 2	Vender Commente	Discout? Removal
	Habiahi Selesi Berraye MSOS 29	35 P-89	1,10 Phenanthrol Ferrous Sulfale	02/26/2009 CH:102	1 1 0Z	Fisher Xferred from AA0000 AAADaPrato, Peter Lab: CH:401	
	Histiati Selet Senor MS05 22	P-69	1,10 Phenanthroline Ferrous Sulfate	02/26/2009 CH:102	1 1 0Z	Fisher Xferred from AA0000 AAADaPrato, Peter Lab: CH:401	
	Hantiani Selest Bernove MSOS 29	23 131377	1,10-PHENANTHROLINE	02/26/2009 CH:102	1 100 GM	Altrich Xferred from AA0000 AAADaPrato, Peter Lab: CH:401	
	Highlight Select Remove MSDS 33	500 D111-	1,4-DIOXANE	02/26/2009 CH:102	1 500 ML	FISHER Xferred from AA0000 AAADaPyato, Peter Lab: CH:401	. Used
	Highlight Select Berrow MSDS 90	76 D1878	2.6-DICHLORONDOPHENOL SCOUM	02/26/2009 CH:102	1 5 G	SIG Xferred from AA0000 AAADaPyato, Peter Lab: CH:401	
	Highlight Select Remove MSDS 90	75 D1878	2.6-DICHLORONDOPHENOL SCOUM	02/26/2009 CH:102	1 5 G	SIG Xferred from AA0000 AAADaPrato, Peter Lab: CH:401	
	Highlight Select Remove MSDS 90	74 D1878	2,6-DICHLORONDOPHENOL SODUM	02/26/2009 CH:102	1 5 G	SIG Xferred from AA0000 AAADaPrato, Peter Lab: CH:401	
	Highlight Select Bernove MSDS 90	71 D1878	2,6-DICHLORONDOPHENOL SCOUM	02/26/2009 CH:102	1 5 G	SIG Xferred from AA0000 AAADaPrato, Peter Lab: CH:401	
	Highlight Releast Remove MSDS 91	41 620- 45-1	2,6-Dichloroindophenol, sodium sait	02/26/2009 CH:102	1 5 G	Xferred from AA0000 AAADaPrato, Peter Lab: CH:401	
	Highlight Select Remove MSDS 91	40-1	2,6-Dichloroindophenol, sodium sait	02/26/2009 CH:102	1 5 G	Xferred from AA0000 AAADaPrato, Peter Lab: CH:401	
	A MADE	626-				Xferred from AA0000	
						🕞 🖨 Indeened	100%

2. The Adding Chemical screen will appear. -

I AAA0000 AAADaPrato, Peter		Adding Chemical	
Search Catalog NOIn Catalog Inventory # 0120213		NFPA 704 Codes	
equired Fields			
Lab ? last			
Chemical Description	?		
# of Units Quantity per Unit Volume/Size 1 0 - No Selection			
upplemental Chemical Information	Vendor Information		
Physical State	Vendor		
O Gas LQaid Solid O CAS #	Catalog#		
Chemical Formula	PO #		
Molecular Weight	Order Date		
Storage Location ? last	Receipt Date 03 v 17 v 2009	-	
MAX On Hand	Open Date v v	-	
ASDS Location Find MSDS online Iast	Expiration Date		
ontact Information/Comments			
Contact ? last Contact	's Phone		
Comments	<u>^</u>		
	<u>~</u>		
Save & Add Ano	her Chemical Save/Return Cancel		

]

- 3. In the Adding Chemical screen, all items shaded in pink are required fields. You must enter data in these fields in order to save an entry. Fields that are not highlighted in pink are optional. Using your Tab key will take you through each field.
- 4. Inventory# is automatically assigned by the CS Assistant program. This should not be changed.

Required Fields

1. Lab is the laboratory where the chemical is stored. This is a required field. You must select a lab for each chemical. Click the [?] to access the Lab selection pick list. Only your authorized labs will be displayed. If you do not see your lab on the lab selection list, contact EHS Technical Support. (See page 4 for Support Information)



a. When you click on [SELECT], the building and room number for the lab selected will auto-load into the Adding Chemical lab field and the name of the building will auto-load in the following field.

- b. Note that last follows the [?] after the Lab field. If there are multiple chemicals to be added to the same lab, you may click last after you have entered and saved your first chemical, and the lab used for the previous entry will auto-load into the field.
- 2. Tab to the next field, which is "Chemical Description." The "Chemical Description" is the name of the chemical.
 - a. This program contains a Chemical Catalog database with 11,000+ chemicals. The Chemical Catalog database is maintained by EHS Staff.
 - b. It also produces a "Personal Chemical Catalog" that is a list of all the chemicals you have ever had in your Chemical Inventory. Each time you add a chemical to your inventory, it is also added to your personal catalog.
 - c. The Chemical Catalog in this database has the common chemical name and most synonyms by which a chemical may be known. When you search by chemical name in the database, you are searching a list that contains almost all possible names for the chemicals.
- 3. Click on the [?] to the right of the Chemical Description field to activate the search system. A search window will appear (see below).

					Cancel
 Show me Chemicals whe Show me Chemicals whe Show me Chemicals that Show me Chemicals that 	ere Chemical Descript t are in my "Personal C	tion 🖌 Starts v Catalog" (previous d	ly received		~
CAS # Chemical Description			Expiration Period (months)	Molecular Weight	Chemical Formula
1.4-DIOXANE	D111-500	FISHER.	-		
1.4-DIOXANE		FISHER	-		
1-BUTANOL	BT-105	SIG	-		
2-Ethyl-4.5-dimethyl-1.3-	thiazole 556718	Aldrich	-		
2-MERCAPTOETHANO	L 482	Amresco	-		
3-(dibutylamino)-propyla	mine D45606	Aldrich	-		
4-(Dicyanomethylene)-2- 6-(4-dimet	methyl- 410497	Aldrich	-		
ACETIC ACID, GLACIA	L V19404	MALLINCKRO	-		
75-07-0 ACETIC ALDEHYDE	32587			44.05000	C2H4O

- 4. Four search options are available:
 - a. Show me Chemicals where Vendor is
 - b. Show me Chemicals where [Chemical Description, CAS #, Catalog #, or Chemical #] [Starts with, Contains, or Equals]
 - c. Show me Chemicals that are in my "Personal Catalog" (previously received)
 - d. Show me Chemicals that are Appendix A Listed

You may use any one or a combination of the four. As long as the "Show me Chemicals that are in my Personal Catalog" is marked, you will be searching your Personal Chemical Catalog.

- 5. If you have included the Vendor for each chemical in your inventory, you may search your "Personal Catalog" by specific vendor. Click on the box for "Show me Chemicals where Vendor is," then Click on the arrow to the right of the blank field to pull up a picklist of vendors. To select the vendor, Click on the Vendor name. A list of chemicals for the vendor chosen will appear at the bottom of the screen. Click on the chemical name or CAS # to select the chemical. If you do not wish to search by vendor in your Personal Catalog, do not mark the "Show me Chemicals where Vendor is" selection.
- 6. To search the entire Chemical Catalog Database, you must unmark the Show me Chemicals that are in my "Personal Catalog" (previously received). You must also unmark the "Show me Chemicals where Vendor is. Vendors are not included in the Database Catalog because several vendors may supply each chemical product. Mark the checkbox before "Show me Chemicals where;" now you will have several options.
 - a. In the first field option, you may choose Chemical Description, CAS #, Catalog #, or Chemical #. It is recommended that you use the Chemical Description, which is the chemical name, or use the CAS #, which is the Chemical Abstract Service Number. (see below)

Chemical Ca	atalog					
						Cancel
Show	me Chemicals where	Vendor is No Selection				~
Show	me Chemicals where	Chemical Description V	Starts w	ith 💌		Show
		Chemical Description		y received)		
E1 911911		CASI	Description			
		Catalog # Chemical #		Expiration		
CAS#	Chemical Description		Vendor	Period (months)	Molecular Weight	Chemical Formula
64-19-7	ACETIC ACID	A38-500	FISHER			
64-19-7	ACETIC ACID	A38-212	FISHER			
	ACID ALCOHOL (HCL 2 ETHANOL 98%)	<u>16</u>				
65-61-2	ACRIDINE ORANGE	A2886	SIGMA			
33864-99-2	ALCIAN BLUE SGX	1A288		-		
	ALCIAN BLUE SOX	AX440				
	ALCIAN BLUE SGX	A5268	SIGMA			
	ALLYL ALCOHOL					
3012-65-5	AMMONIUM CITRATE	A8170	SIGMA			
	ANILINE BLUE	A10090		-		
	5 ANILINE BLUE	A10095				
	ANILINE BLUE	A967	FISHER			
548-62-9	ANILINE VIOLET	C581	FISHER			
<u>1336-21-6</u>	AQUA AMMONIA (HO HOLD AMMONIA)	USE A669	FISHER			
25641-18-9	AZOCARMINE G	A10145				
531-53-3	AZURE A	A970	FISHER			
<u>4196-99-0</u>	BIEBRICH SCARLET: A	CID RED NA0454	FISHER	-		
8005-37-2	BISMARK BROWN	NA0458				
1000.49.4	DODAV	0110	ETELIED			

b. In the next field you may choose Starts with, Contains, or Equals. After you have made your selections in both fields, tab to the next field, which is blank. Type in the name of the chemical you are looking for and Click on Show. The window will display all of the chemicals in the Catalog that Starts With, Contains, or Equals the name you typed in the blank field. (see below)

Chemical Ca	atalog					
						Cancel
Show	me Chemicals where Vend	or is No Selection				~
Show	me Chemicals where Chemicals	mical Description 💌	Starts wi	ith 🛩		Show
Show	me Chemicals that are in m	v "Personal Catalog"	Starts wi	th, ed)		
	Ci	ck the Chemical's CAS# or	Contains			
			Equais	Expiration		
CAS#	Chemical Description	Catalog #		Period (months)	Molecular Weight	Chemical Formula
64-19-7	ACETIC ACID	A38-500	FISHER			
64-19-7	ACETIC ACID	A38-212	FISHER			
	ACID ALCOHOL (HCL 2% ETHANOL 98%)			-		
65-61-2	ACRIDINE ORANGE	A2\$\$6	SIGMA			
33864.99	2 ALCIAN BLUE SOX	1A288				
33864-99-	2 ALCIAN BLUE SGX	AX440		-		
	2 ALCIAN BLUE SOX	A5268	SIGMA			
	ALLYL ALCOHOL					
	AMMONIUM CITRATE	A8170	SIGMA			
	5 ANILINE BLUE	A10090				
	5 ANILINE BLUE	A10095		-		
	5 ANILINE BLUE	A967	FISHER			
548-62-9	ANILINE VIOLET	C581	FISHER			
1336-21-6	AQUA AMMONIA (HOUSE HOLD AMMONIA)	A669	FISHER	-		
25641-18-	9 AZOCARMINE G	A10145				
531-53-3	AZURE A	A970	FISHER			
<u>4196-99-0</u>	BIEBRICH SCARLET: ACID RI 66	D NA0454	FISHER	-		
8005-37-2	BISMARK BROWN	NA0458				
1330-43-4	BORAX	\$748	FISHER			

c. Double click on the [Chemical Name] or the CAS# to select the chemical you want. The catalog number and CAS number are automatically loaded into the "Chemical Description field in the Adding Chemical window. (see below)

emical Catalog ☐ Show me Chemicals where Vendi Ø Show me Chemicals where Cher Ø Show me Chemicals that are in m	nical Description 🔀	Starts with	(bev	Cased Bhow	Type Chemical Description and click [SHOW]
CAS# Chemical Description 8141.20 # LIGHT OFFIC SF VILLOWISH 8141.20 # LIGHT OFFIC SF VILLOWISH	Catalog # Ve	Explication Inder Period Imenthal	Molecular Weight	Chemical Formula	
•					Click CAS # or Chemical Description to load the information

- d. If you have searched your "Personal Catalog" and you have searched the "Database Catalog" and you still cannot find the chemical you are looking for, your chemical may not be in the program's chemical catalog. If this is the case, you may either contact the EHS Office to have your chemical added to the Database Catalog, or you may go back and use the "Not In Catalog" command. <u>Do Not</u> use this command until you have searched the database catalog and you are absolutely sure that your chemical is not in the database.
- e. Marking the "Not in Catalog" command will allow you to type a chemical name into the "Chemical Description" field. However, the program will treat this addition to your inventory as a "Void" entry until the chemical is added to the Database Catalog. When you must use this command, notify EHS Technical Support (See page 4 for contact information). Be prepared to provide the following information so that the chemical can be added to the database:

- Chemical Name & CAS#
- Sopy of the Material Safety Data Sheet, if you have it. If not then,
- Vendor/Supplier for the chemical & vendor catalog number

In most cases, a chemical can be added to the database within minutes.

	Not In Catalog
(M) OH 102 ? MBI (Dispersive 102 (M) OH 102 ?	Not In Catalog
e d'Unin Gueste per UN Valence Tou 0 - The Sectors - Vender Information applications - Vender Information Physical State Construited - CAS # Construit	
Nyroca State Vivida Oox Cad S a Cadator Cadator	
Con Culd Stat Catalog Catalog	
Terrecal Formula	
Adexadar Weight PO #	
aregulation f last	
Voca (unitality Control Contro	
last Epretor Date K	
ract Information/Commants	
Contact ? Inst Contacts Phone	
Jornets E	
Save 6 Add Acother Chemical SevelReturn Cancel	

- 7. The **"# of Units"** field is where you will enter the number of containers you have. The default number is 1. To enter any number higher than 1, all of the containers have to be of the same size and same units of measure. For example, if you have 2 containers of Methanol and they are both 1 liter in size, you may enter 2 in the "# of Units" field. If one container is 1 liter and the other is 500 ml, then you will have to enter the two containers separately. Type in the [#of Units] and Tab to the next field.
- 8. The **"Quantity per Unit"** field is where you will enter the container size (1 for the 1 liter or 500 for the 500 ml. Type in the [Quantity per Unit] and Tab to the next field.
- 9. In the **"Volume/Size"** field, enter the unit of measure for the container: G=Grams, mg=Milligrams, etc. click on the arrow to the right of the field to access the units pick list.

Supplemental Chemical Information

- In the next field you will select the Physical State of your chemical. Click the radio button

 to the left of the Physical State that matches your chemical (Gas, Liquid, or Solid). Tab to the next field.
- 2. The CAS # will be automatically entered by the program if the chemical is listed in the system catalog.
- 3. Enter the [Chemical Formula]. (*it will be automatically entered by the program if the chemical is listed in the system catalog*)
- 4. Enter the molecular weight. (*it will be automatically entered by the program if the chemical is listed in the system catalog*)
- 5. [Storage Location] is the location of the chemical <u>in your lab</u>. To choose from a pick-list click on the [?] following the field. Click on Select to choose the storage location. If you do not wish to use any of the pick-list items, click on Cancel at the top of the window

and type in your location description in the blank field (it will add the location to the pick list). You also have the option of listing the same location that you used for the last chemical that you entered by clicking on **last** at the end of the blank field.

- 6. Enter a [Maximum On Hand]; this is the maximum amount that you anticipate keeping on hand.
- 7. MSDS Location is the location where the MSDS Sheets for chemicals within the lab are filed. You also have the option of listing the same location that you used for the last chemical that you entered by clicking on **last** at the end of the blank field.
- 8. Find MSDS online is a Google search for locating and printing a new MSDS for this chemical.
- 9. Click [FIND MSDS ONLINE].



a. The system initially looks for the MSDS by the vendor selected for the chemical entry. *If no vendor is listed, the system searches JT Baker*. <u>Double-click</u> the search results that relate to the chemical you are entering.

	-				2
	-	2	24 Nov Everynny Triegtone 818-819-3191 Critis/TMC: 1-819-93-8200		
	MSDS	Material Safety Data Sheet /	Rational Response in Canada CANUTEC: 412-899-8988		
	L		Dutaide U.S. and Canada Charmon: 703427-2887		
	222 Fled	Behoel Lane In CHEMICALS	NOTE CHEMPTED, CARANTED and National Response Carter anargency functions to be used only in the event of chempted anargencyse, eventing is spit, seek, the, sequence or account involving deminate.		
	Alvo	n emergency guestions should be directed to Guessian Device	(1 600 662 28.27) for antidatory.		
		ACETIC ACID GI	LACIAL		
I. Product Identification					
Synonyms: Acetic acid, methane carboxylic acid, e CAS No.: 64-19-7 Molecular Weight: 60.05	thanoic acid				
Chemical Formula: CH3COOH Product Codes:					
J.T. Baker: 5355, 5579, 5844, 6903, 9500, 9501, Mallinckrodt: 10127, 1302, 2501, 2504, 3121, 550			22, 9523, 9524, 9526		
. Composition/Information on Ing	redients				
	CAS No Perce	nt Nazardous			
Acetic Acid	64-19-7 99.1	5 - 100% Yes			
r				🝺 🕒 Internet	100%

b. Print the MSDS Sheet for the lab's records.

Vendor Information

1. Enter the vendor name by Clicking on the word **VENDOR** for a list of vendors.

PI BOLESS Boles, Stephen	Adding Chemical
⊙ Search Catalog ⊘ Not In Catalog Inventory # 0001509	NFPA 704 Codes
Required Fields	
Lab ? last	
Chemical Description	?
# of Units Quantity per Unit Volume/Size 1 0 - No Selection - •	
Supplemental Chemical Information	Vendor Information
Physical State	Vendor
O Gas O Liquid O Solid CAS #	Catalog #
Chemical Formula	
Molecular Weight	PO#
Storage Location ? Tast	Order Date
MAX On Hand	Receipt Date 04 💙 02 💙 2009
MSDS Location Find MSDS online	Open Date
last	Expiration Date
Contact Information/Comments	
Contact ? Tast Contact's	Phone
Comments	· · · · · · · · · · · · · · · · · · ·
	22
Save & Add Anoth	er Chemical Save/Return Cancel

2. From the list, <u>double-click</u> the vendor's name (if the vendor is not listed, contact EHS at 4-7241 and request it be added to the list).

Clear				Cance
Vendor Code	<u>VendorName</u>	Phone	Ext	Shipping Charge
AAPER	AAPER			0
ABCR	ABCR GMBH & CO KG			0
ACROS	ACROS			0
ACROS ORGA	ACROSORGANICSUSA			0
ALDRICH	ALDRICH CHEMICAL COMPANY			0
ALFA AFSAR	ALFA AESAR			0
AMERICANE	AMERICAN BURDICK AND JACKSON			0
AMRESCO	AMRESCO			0
AVOCADO RE	AVOCADO RESEARCH CHEMICALS			0
	BAKER & ADAMSON			0
	BOEHRINGER MANNHEIM, GMBH			0
CALEDON	CALEDONLABORATORIESLTD			0
CHEMSERVI	CHEM SERVICE INC.			0
CHEMPURE	CHEMPURE			0
CITY CHEMI	CITY CHEMICAL			0
	CURTIN-MATHESON SCIENTIFIC			0
DEGUSSACO	DEGUSSA CORPORATION			0
DOW CHEMIC	DOW CHEMICALS			0
DOW	DOW CORNING			0
EASTMANOR	EASTMAN ORGANIC CHEMICALS			0
	ECONOMICS LABORATORY, INC.			0
EMISCIENCE				0
EMD	EMD CHEMICALS INC			0
	ENGELHARD CORPORATION SPECIALTY			100
ENGELHARD	MET			0
EXCITONCH	EXCITON CHEMICAL COMPANY, INC.			0
	FERROCORPORATION			0
FISHER	FISHER SCIENTIFIC CHEMICAL DIVISION			0
FLUKACHEM	FLUKACHEMICAL			0
	G FREDERICH SMITH CHEMICALS CO			0
GELEST	GELEST INC			0
	GIBCOPRODUCTS			0
	HARSHAW/FILTROL PARTNERSHIP			0

- 3. Enter the Vendor Chemical Catalog number
- 4. Enter the PO Number
- 5. Enter [Order Date], [Receipt Date], [Open Date] and [Expiration Date]. Today's date will be entered unless overridden.
- 6. Enter [Contact Name] and [Phone Number].
- 7. Enter any comments.
- 8. Click SAVE & ADD ANOTHER CHEMICAL or SAVE/RETURN.

Oklahoma State University

Removing Chemicals from Your Inventory

From the Main Menu, under CHEM, click on Inventory Select O Current Inventory and All Items

1. To remove a chemical from your inventory, click [<u>REMOVE</u>] for that chemical to be removed from your inventory.

Ma	in N	lenu	< BA	CK			AA	A0000 AAADaPrato, Peter						Log O	ff	
۲	Cum	ent Inv	entory E	posed	Inventor	/ArchQad	Invento	R								
			ceived/O			v 17		Total # of chemicals in inve	ntory: 974							
		l Items	e Chemic	ala wheels	-	amical Da	e e rie ti e		0 b c c c c c c c c c c							
			emicals			ennicaribe	scription	suits witt	Show							
			nemicals opendix A													
		Chem		a Chemi	cais			Reports		×						
						ighted in	Tan.	1								
	3	4,5	6,7,8	9,10	≥; per pa	ge.	[50 💌								
	-	-	-	-	Inventory.	Catalog #	CASH	Chemical Description	Receipt. Date	Location	Receipt.	Unit	Chemical Unit	<u>P0.#</u>	Requisition	Vendor
High	eated	Select	Remove	MSDS Search	0120213	654897	64-19- 7	ACETIC ACID	3/17/2009	CH:102	1	1	LT	569874		BAKER &
High	iati	Select	Remove	MSDS Search	22417	2544		MANGANOUS NITRATE,50% SOLUTION	2/26/2009	CH:102	1	454	GM			Baker
High	iati	Select	Remove	MSDS Search	13648	AX1220	631- 61-8	AMMONIUMACETATE	2/26/2009	CH 102	1	454	GM			MCB
High	iati	Select	Remove	MSDS Search	29163	3922	7757- 83-7	Sodium sulfite	2/26/2009	CH:102	1	2.5	KG			Baker
High	iate	Select	Remove	MSDS Search	22300	3122	7789- 23-3	Potassium fluoride	2/26/2009	CH:102	1	113	GM			Baker
High	iate	Select	Remove	MSDS Search	91843		12232- 99-4	Sodium bismuthate	2/26/2009	CH 102	1	100	G			

2. Clicking [<u>REMOVE</u>] displays the removal confirmation screen. At this point you will need to declare your reason for the removal. Click the down arrow to display your choices for the removal.

Main Menu	< BACK	AAADDOD AAADDePrato Pater	l ag 0#
Main Menu	< BACK	Confirmation Reason for Removal -No Subcoton - Are you sure you want to mark inventory # 22417 as Removed? Yes No	Log Off

Confirmation
Reason for Removal
No Selection 💌
No Selection
Data Entry Error
Used
Transferred
Yes No

3. Highlight your reason for the removal and confirm that you want this removed by clicking **YES**.

Confirmation
Reason for Removal
Data Entry Error 🛛 🗸
Are you sure you want to mark Inventory # 22417 as Removed? Yes No

4. You will be returned to your all items inventory screen showing the item removed. The item will now be listed under [③ DISPOSED INVENTORY].

Main N	lenu	< BA	СК			AAA	0000 AAADaPrato, Peter						Log Of	ff	
• Curre	ent Inve	entory D	posed	Inventory	ArchCed	Inventor	ry								
 All Sh Sh Sh Sh 	I Items how me how Ch how Ch how Ap	ceived/O e Chemic emicals emicals	als whe by Loca by 1st L	re Che tion etter	✓ 17 emical Des		Show Total # of chemicals in inve	ntory: 974							
	Chemi						Reports		~						
				are highli ≥sperpaç	ghted in ' je		50 v								
-	-		-	inventory.	Catalog #	CAS #	Chemical Description	Receipt Date	Location	Receipt.	Unit	Chemical Unit	<u>P0.#</u>	Regulation	Vendor
liahliaht	Select	Remove	MSDS Search	0120213	654897	64-19- 7	ACETIC ACID	3/17/2009	CH:102	1	1	ιτ	569874		BAKER & AD
liahliaht	Select	Remove	MSDS Search	22418	2544		MANGANOUS NITRATE, 50% SOLUTION	2/26/2009	CH:102	1	1	PT			Baker
liahliaht	Select	Remove	MSDS Search	13648	AX1220	631- 61-8	AMMONUMACETATE	2/26/2009	CH:102	1	454	GM			MCB
Hahliaht	Select	Remove	MSDS Search	29164	\$3(715		Sodium phosphate	2/26/2009	CH102	1	454	GM			MCB
lightight	Select	Remove	MSDS Search	22300	3122	7789- 23-3	Potassium fluoride	2/26/2009	CH:102	1	113	GM			Baker
liahliaht	Select	Remove	MSDS Search	91844		12232- 99-4	Sodium bismuthate	2/26/2009	CH:102	1	100	G			
liahliaht	Select	Remove	MSDS Search	22596	A416		2-PROPANOL	2/26/2009	CH:102	1	500	ML			Fisher

5. To view your listing of disposed inventory, click the [• DISPOSED INVENTORY] button.

Main Menu < BACK		AAA0000 AAADaPrato, Peter						Log	g Off		
O Current Inventory Deposed Inve	ntory Arch ed Inve						_				
 Items Received/Ordered on All Items Show me Chemicals where Show Chemicals by Location Show Chemicals by 1st Letter Show Appendix A Chemicals 	03 v 17 v 20 Chemical Descrip		Show					Disp	osed	Inve	ntory
+ Add Chemical +		Reports		*							
Appendix A listed Chemicals are h Display 50 y page.	highlighted in Tan.										
inst	ntory Catalog CAS	Chemical Description	Receipt. Date	Location	Receipt <u>GN</u>	Lini	Chemical.	PQ. 8	tequisition.	Vendor	9
Hohlight Select Activate Search 224	17 2544	MANGANOUS NITRATE 50% SOLUTION	2/26/2009	CH102	1	454	GM			Baker	Xferred from A AAADaPrato,
tionlight Select Activate Select 136	58 A3795 6484- 52-2	Ammonium Nitrate	2/26/2009	CH:102	1	500	FZ			SIG	Xferred from A AAADaPrato, I
Display 50 ¥ page.	Acti	vate									
									Internet		125%

- 6. You will now find the removed chemical listed.
- 7. If you find that the removal was a mistake, click [ACTIVATE] for the item that you want moved back to current inventory status.

Confirmation	
Are you sure yo Inventory # 224 as NOT Remove	17
Yes	No

8. Confirm your intention to move the item to current inventory status by clicking YES.

Main Me	enu	< BA	ск			A	AA0000 AA	ADaPrato	Peter							L	og Off		
Curren	nt Invent	tory E	posed	Inventory	Arch	d Inve	ntory												
 All I Sho Sho 	tems w me C w Chen	hemica hicals t	dered o als when by Locat	re Ch	v 17 emical D			arts with		hemicals in in	ventory. 974	_							
	w Appe hemica	ndix A	Chemic	cals	ighted in	n Tan.		F	Reports			*							
Display	50 v p	age.	_	inventory.	Cataloo.	CAS		Chemi	cal Description		Receipt	Location	Receipt	Unit	Chemical.	<u>P0</u>	Requisition	Vendor	Co
Highlight S	Select A	ctivate	MSDS Search	13658	A 3795	6484- 52-2	Ammonium Nitra	ate			Date 2/26/2009	CH102	<u>91/</u>	500	Lind FZ	£		SIG	Xerred from AJ AAADaPrato, P
Display	50 🔻 p	age.																	
<																-	Internat		¥ 125%

9. The item is removed from the disposed inventory listing. Click [O CURRENT INVENTORY].

Curr	ent Inve	entory E	posed	Inventory	ArchOad	Invento	ry .								
 Al SI SI SI SI 	l Items low me low Ch low Ch	Chemic emicals emicals	als whe by Loca by 1stL	re Che tion etter	 17 emical Dec 		Show Total # of chemicals in inv	entory: 974 Show							
SI Add		pendix A	Chemi	cals			Reports		~						
				> per pag	ghted in ge. <u>Catalog.#</u>	[50 💌	Receipt. Date	Location	Receipt	Unit	Chemical.	POR	Requisition.	Vendor
iahiah	Select	Remove	MSDS Search	0120213	654897	64-19- 7	ACETIC ACID	3/17/2009	CH102	1	1	LT	569874		BAKER & AI
liahliaht	Select	Remove	MSDS Search	22417	2544		MANGANOUS NITRATE, 50% SOLUTION	2/26/2009	CH:102	1	454	GM			Baker
liahliaht	Select	Remove	MSDS Search	13648	AX1220	631- 61-8	AMMONIUMACETATE	2/26/2009	CH:102	1	454	GM			MCB
lighlight	Select	Remove	MSDS Search	29163	3922	7757- 83-7	Sodium sulfite	2/26/2009	CH102	1	2.5	КG			Baker
ighlight	Select	Remove	MSDS Search	22300	3122	7789- 23-3	Potassium fluoride	2/26/2009	CH:102	1	113	GM			Baker
ahliaht	Select	Remove	MSDS_ Search	91843		12232- 99-4	Sodiumbismuthate	2/26/2009	CH102	1	100	G			
			MSDS Search									QT			

- 10. The item is now listed as current inventory.
- 11. Click [MAIN MENU].

Training

The main menu allows controlled access to the Training portion of the Chem Web Application. The Training module allows the P.I. access to his/her training history and the training history of any worker that works directly for him/her.



From the main menu, under CHEM, click on [Training].

Employee Selection

Main Menu 🛛 < BACK			PI AAA0000 AAADaPrato, Peter
Last Name	Eirst Name	Department	
w AAADaPrato	Peter	Biological Sciences	
ew AABoyd	Vincent	Biological Sciences	
ew AAHutson	William	Biological Sciences	
ew AAMilton	Susan	Biological Sciences	
AARobinson	Patrick	Biological Sciences	

The screen displayed is a listing of the user and all workers attached to this user.

1. Click on the [VIEW] for the person that you would like to view his/her training records.

E2009 ORT New Employee Orination One-Time General Pass 1112008 Lab 101 Lab Sefrey 12 months General Pass 112208 B101 Basic Biological Safety One-Time BIO Pass Training Requirements for AAADaPrato, Peter, Training due dates within 1 month are shown in RED. Internet Safata Course f Course f Course Name Erequency Requirement Comments fulfield B101 Basic Biological Safety One-Time fulfield DRT New Employee Orination One-Time fulfield ORT New Employee Orination One-Time fulfield DRT Lab Safety Reference Time fulfield Diological Safety Reference 24		lenu < B	ACK					
Installer Course II Course II Course III Course IIII Course IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII			Tra	ining C	ompleted by AAADai	Prato, Peter		
460009 QRT New Employee Orination One-Time General Pass 211/2008 Lab 101 Lab Sefery 12 months General Pass 11/2008 B101 Basic Biological Safety One-Time BIO Pass Training Requirements for AAADaPrato, Peter. Training due dates within 1 month are shown in RED. Eregency Requirement Comments Mitled B101 Basic Biological Safety One-Time 11/2001 Basic Biological Safety One-Time 11/2001 General Pasic Biological Safety One-Time 11/2001 One Time Comme Pasic Biological Safety 11/2001 General Pasic Biological Safety One-Time	raining !	Date Co	ourse #	Course	Name	Frequency	Category	Score
Bit1 Basic Biological Safety One-Time BiO Pass	6/2009	OF	RT	New Err	ployee Orintation	One-Time	General	Pass
Training Requirements for AAADaPrato, Peter. Training due dates within 1 month are shown in RED. us Date South Course & Course Manne Frequency Requirement Comments Milled B101 Basic Bological Suby One-Time Milled ORT Inver Employee Oriention One-Time D110200 Toggered by Self Lab101 Lab Salvy 12 11/20201 Toggered by Prenequise B105 Bological Subty Reference 24	2/11/200/	l La	ab101	Lab Saf	aty	12 months	General	Pass
RED. RED. set. Batus Course Afrance Frequency Requirement Comments fulfiled B101 Basic Bological Safety One-Time Millied ORT New Employee Crination One-Time 2/102005 Troggened by Seef Lab101 Lab Safety 12 1/122010 Troggened by Preequisite B105 Biological Safety Reference 24	1/12/2000	B	101	Basic B	iological Safety	One-Time	BIO	Pass
RED. RED. set. Batus Course Afrance Frequency Requirement Comments fulfiled B101 Basic Bological Safety One-Time Millied ORT New Employee Crination One-Time 2/102005 Troggened by Seef Lab101 Lab Safety 12 1/122010 Troggened by Preequisite B105 Biological Safety Reference 24								
fulfiled B101 Basic Biological Safety One-Time Mitled ORT New Employee Orinitation One-Time 01/2009 Triggened by Set Lah 3011 Lab Safety 12 11/22010 Triggened by Prerequisite B105 Biological Safety Reference 24	Trainin	g Requirem	ents for AA	ADaP	ato, Peter. Training d RED.	ue dates within 1	I month are sh	own in
Milled ORT New Employee Orintation One-Time 011/02005 Triggered by Seet Lab101 LabSMy 12 1/12/02015 Triggered by Prenquisite BTSS Biological Staffyr Reference 24	ue Date	Status		Course	Course Name	Frequency	Requirement C	omments
2/11/2009 Triggered by Self Lab101 Lab Sufley 12 1/12/2010 Triggered by Prerequisite B105 Biological Safety Referator 24		fulfilled		B101	Basic Biological Safety	One-Time		
/12/2010 Triggered by Prerequisite B106 Biological Safety Refeesher 24				ORT		on One-Time		
	/11/2005	Triggered by S	Self	Lab101	Lab Safety	12		
1/12/2013 Trioparad by Praracylistia B110 Biocefaty Cabinat Ganard Line 50	/12/2010	Triggered by F	Prerequisite	B105	Biological Safety Refres	her 24		
In 22013 Higgered by Prerequisite DT10 Dissalety Cability Centeral Ose 60	1/12/2011	Triopared by it	Prerequisite	B110	Biosafety Cabinet Gene	ral Use 60		
	12/2013	inggered by i						
	1712/2011	inggered by i						

- 2. Training information consists of all training classes completed and training required for the worker employee type. The employee's status of required training is documented with Due Dates, Status, Course, Course Name and Frequency of the training.
- 3. Click [< BACK] to exit this user's records to select another worker. Click [MAIN MENU] to exit the training module.

Waste Pickup (this section is not yet active)

The main menu allows controlled access to the Waste Pickup portion of the Chem Web Application. The Waste Pickup module allows the P.I. access to edit or delete existing waste pickup requests or enter a new waste pickup request.

From the main menu, under CHEM click on [Waste Pickup].

		EH&S Assistant	Log Off	
AA0000: A	ADaPrato, Peter			
۲	CHEM			
🔁 R	equisitions			
🍒 <u>In</u>	wentory			
	raining			
🛱 🛛	Vaste Pickup			
🗄 B	teports			
ᄎ P	ermit Worker Registration			

The screen displayed below allows for adding a new Waste Pickup Request, Viewing an existing Waste Pickup Request, Editing an existing Waste Pickup Request or Deleting an existing Waste Pickup Request



Oklahoma State University

Pt:	AAA0000 AAADaPr	rato, Peter		^
	P090317001			
	03 🛩 17 🛩 2009			
Lab / Location	2	ab not found.		
Contact		? Contact's Phone		
Campus	?			
Waste Generator	?			
Comments				
	Save	Cancel		
				×
ne			🕝 🕒 Internet	100% *

- 2. The P.I. code and name are inserted.
- 3. The program assigns a Waste Pickup Request Number, a combination of the date in reverse order and a numbered request for the day [090317001].
- 4. Today's date is inserted but it can be overridden.
- 5. Click the Lab/Location [?] for a list of User labs.

Parmit # Duilding Code Building Mame Lab/Room Lab/Trace Survey Survey Servey C 69551 CH Chagier Hall 102 Servey Lab Selvest 800000 CH Chagier Hall 107 Undergrad Selvest 800000 CH Chagier Hall 107 Undergrad Selvest 800000 CH Chagier Hall 107 Undergrad Selvest 800000 CH Chagier Hall 105 Sensor Lab Selvest 800000 CH Chagier Hall 210 Sensor Lab Selvest 00000 CH Chagier Hall 401 Sensor Lab Selvest 00101 CH Chagier Hall 403 Sensor Lab Selvest 00101 CH Chagier Hall 405 Sensor Lab	Bits 0: 60101 CH Chapter Hall 102 Sensor Lab effext 8: 00000 CH Chapter Hall 107 Undergrad effext 8: 00000 CH Chapter Hall 107 Undergrad effext 8: 00000 CH Chapter Hall 135 Sensor Lab effext 6: 0000 CH Chapter Hall 135 Sensor Lab effext C-01051 CH Chapter Hall 401 Sensor Lab effext C-01051 CH Chapter Hall 403 Sensor Lab	Base C 401651 CH Despine Hall 100 Sensor Lab blast B 40000 CH Chapter Hall 104 Sensor Lab blast B 40000 CH Chapter Hall 107 Undergrad blast B 40000 CH Chapter Hall 115 Sensor Lab blast B 40000 CH Chapter Hall 135 Sensor Lab blast B 40000 CH Chapter Hall 20 Sensor Lab blast B 40101 CH Chapter Hall 401 Sensor Lab	Bits D 64081 CH Chapter Hall 100 Sensor Lab Betters B 64000 CH Chapter Hall 107 Undergrad Betters B 64000 CH Chapter Hall 107 Undergrad Betters B 64000 CH Chapter Hall 135 Sensor Lab Betters B 64000 CH Chapter Hall 135 Sensor Lab Betters B 64000 CH Chapter Hall 20 Sensor Lab Betters C 61061 CH Chapter Hall 401 Sensor Lab	Bits: B-0000 CH Chapter Hall 104 Sensor Lab Bits: B-0000 CH Chapter Hall 104 Vendor Lab Bits: B-0000 CH Chapter Hall 107 Undergrad Bits: B-0000 CH Chapter Hall 135 Sensor Lab Bits: C-01061 CH Chapter Hall 230 Sensor Lab Bits: C-01061 CH Chapter Hall 401 Sensor Lab Bits: C-01061 CH Chapter Hall 403 Sensor Lab						Cancel
extext B-00000 CH Chapter Halt 104 Sensor Lab extext B-00000 CH Chapter Halt 107 Undergrad extext B-00000 CH Chapter Halt 135 Sensor Lab extext B-00000 CH Chapter Halt 135 Sensor Lab extext C-01061 CH Chapter Halt 20 Sensor Lab extext C-01061 CH Chapter Halt 401 Sensor Lab	extexts B-0000 CH Chapter Hall 104 Sensor Lab extexts B-0000 CH Chapter Hall 107 Undergrad extexts B-0000 CH Chapter Hall 135 Sensor Lab extexts B-0000 CH Chapter Hall 209 Sensor Lab extexts C-01061 CH Chapter Hall 401 Sensor Lab extexts C-01061 CH Chapter Hall 401 Sensor Lab	Lists B-00000 CH Chapter Hall 104 Sensor Lab Lists B-00000 CH Chapter Hall 107 Undergrad Lists B-00000 CH Chapter Hall 107 Undergrad Lists B-00000 CH Chapter Hall 135 Sensor Lab Lists D-00000 CH Chapter Hall 20 Sensor Lab Lists C-01061 CH Chapter Hall 401 Sensor Lab	extexts B-00000 CH Chapter Hall 104 Sensor Lab extexts B-00000 CH Chapter Hall 107 Undergrad extexts B-00000 CH Chapter Hall 135 Sensor Lab extexts B-00000 CH Chapter Hall 135 Sensor Lab extexts D-00000 CH Chapter Hall 20 Sensor Lab extexts C-01061 CH Chapter Hall 401 Sensor Lab extexts C-01061 CH Chapter Hall 403 Sensor Lab	Abstract B-00000 CH Chapter Halt 104 Sensor Lab Abstract B-00000 CH Chapter Halt 107 Undergrad Abstract B-00000 CH Chapter Halt 105 Sensor Lab Abstract B-00000 CH Chapter Halt 125 Sensor Lab Abstract C-0106 CH Chapter Halt 20 Sensor Lab Abstract C-0106 CH Chapter Halt 401 Sensor Lab Abstract C-0106 CH Chapter Halt 403 Sensor Lab		-	-			
Betters B-00000 CH Chapter Hall 107 Undergrad Betters B-00000 CH Chapter Hall 135 Sensor Lab Betters B-00000 CH Chapter Hall 230 Sensor Lab Betters C-1010 CH Chapter Hall 401 Sensor Lab Betters C-1010 CH Chapter Hall 403 Sensor Lab	eless B-0000 CH Chapter Hall 107 Undergrad eless B-0000 CH Chapter Hall 135 Sensor Lab eless B-0000 CH Chapter Hall 230 Sensor Lab eless C-10161 CH Chapter Hall 401 Sensor Lab eless C-10161 CH Chapter Hall 403 Sensor Lab	Itest B-0000 CH Chapter Hall 107 Undergrad Idest B-00000 CH Chapter Hall 135 Sensor Lab Idest B-00001 CH Chapter Hall 230 Sensor Lab Idest CH Chapter Hall 401 Sensor Lab Idest C+10000 CH Chapter Hall 403 Sensor Lab	Linkst B-0000 CH Chapter Hall 107 Undergrad Linkst B-0000 CH Chapter Hall 135 Sensor Lab Linkst B-0000 CH Chapter Hall 230 Sensor Lab Linkst C-1015 CH Chapter Hall 401 Sensor Lab Linkst C-1015 CH Chapter Hall 403 Sensor Lab	Elect B-0000 CH Chapter Hall 107 Undergrad elect 0-0000 CH Chapter Hall 135 Sensor Lab elect 0-0010 CH Chapter Hall 230 Sensor Lab elect 0-0010 CH Chapter Hall 401 Sensor Lab elect 0-0101 CH Chapter Hall 403 Sensor Lab						
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Salest 900000 CH Chapter Hall 230 Sensor Lab Salest C-0105 CH Chapter Hall 401 Sensor Lab Salest C-0105 CH Chapter Hall 403 Sensor Lab	elsest 0-0000 CH Chapter Hall 200 Sensor Lab elsest C-01061 CH Chapter Hall 401 Sensor Lab elsest C-01061 CH Chapter Hall 403 Sensor Lab	Istanti R-00000 CH Chapter Hall 210 Sensor Lab Istanti C-01061 CH Chapter Hall 401 Sensor Lab Istanti C-01061 CH Chapter Hall 403 Sensor Lab	Babsci B 00000 CH Chapter Hall 230 Sensor Lab Babsci C-01061 CH Chapter Hall 401 Sensor Lab Babsci C-01061 CH Chapter Hall 403 Sensor Lab CH Chapter Hall 403 Sensor Lab	Instruct Chapter Hall 2.0 Sensor Lab attext C-01061 CH Chapter Hall 401 Sensor Lab dest C-01061 CH Chapter Hall 401 Sensor Lab						
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test C-01061 CH ChapterHall 403 SensorLab	tect C-01061 CH Chapter Hall 403 Sensor Lab	test C-01061 CH Chapter Hall 403 Sensor Lab	test C-01061 CH Chapter Hall 403 Sensor Lab	test C-01061 CH Chapter Hall 403 Sensor Lab						
Let C-01061 CH Chapter Hall 405 Sensor Lab	est C-01061 CH Chapler Hall 405 Sensor Lab	List C-01061 CH Chapter Hall 405 Sensor Lab	est C-01061 CH Chapter Hall 405 Sensor Lab	List C-01061 CH Chapter Hall 405 Sensor Lab						
					C-01061	CH	Chapler Hall	405	Sensor Lab	

6. Select the lab where the waste is to be picked up. Click [SELECT]. The lab number and building are inserted.
7. Click the contact [?] to insert the name of the lab contact.

Select A	Contact					Cancel
-	Contact Name	Function	Worker Type Description	Lab Phone	Office Fax	Email Address
	Patrick AARobinson			().		onsite@hpassist.com
	Peter AAADaPrato			(314)963-9934		onsite@hpassist.com
	Susan AAMilton			(314)963-9934		onsite@hpassist.com
Select	Vincent AABoyd			225-578-8920		onsite@hpassist.com
Select	William AAHutson			225-578-8920		onsite@hpassist.com
one						

- 8. Click and select the Campus and Waste Generators [?].
- 9. Type any comments that would need to be made, then Click on Save.

PI: AAA0000	AAADaPrato, Pe	ler				
Request # P090317001						
Request Date 03 💌 17	2009					
Lab / Location CH:102	? Chapler I	fall: 102				
Contact Vincent AABo	yd	? Contact's Phone 225	5-578-8920			
Campus TMU		Aain Campus				
aste Generator 102A		versity Medical School				
Comments Test Waste	Request	Cancel	n			

10. Clicking SAVE opens the [Add Request Detail] screen.

Empty Replacement Containers	Replacement Containers De	Incrintion (I required)			1
# of Containers	Container Type		(19)		
Quantity		- None	*		
	O Biological O Chemical O Radiological	1			
	○ Liquid ○ Solid ○ Gas				
	P090317001				
	Exchange Chemical?				
Adding Waste Pickup Re	equest Detail				
Biological Waste Type	- No Selection - 💌				
	Submit	ancel			
					_
					~
Done				📦 📦 İnternet	R 100% -

- 11. Enter the number and description of empty replacement containers that are needed.
- 12. Enter the number and container type of waste containers to be picked up.
- 13. Enter the quantity and unit of measure of the waste to be picked up.
- 14. Click the waste type radio button, Biological, Chemical of Radiological. Chemical will be selected displaying the need to enter additional information.

Physical Form O Quantity 1 Request # P0	Exchange Chemical?	cription (if required)		~
Adding Waster Texap Requ				
Pick (?)or Type Chemical -OR-	Choose an Inventory Item -> Inventor	ory # Link % of Co ? 100	Content 00.00 Attach	
Chemical # CAS #	Chemical Description	% of Content	Inv. # Link	
			0.00	
	Submit Car	ncel		

- 15. Select the Physical Form button.
- 16. The quantity and request number are inserted.
- 17. If this chemical waste is suitable for the chemical exchange program check the Exchange box.

Adding Waste Pickup Request Detail

- 18. There are three means of entering waste pickup detail;
 - a. Select the [CHEMICAL WASTE] to be picked up by clicking the [?] to the right of the Chemical Description field to activate the search system. The search system is described in detail in the adding inventory section.
 - b. [TYPE] the chemical detail in the space provided.
 - c. Select the [CHEMICAL WASTE] to be picked up by clicking the [?] to the right of the Inventory # Link field to display the users inventory.
- 19. Enter the [PERCENT of CONTENT] of the chemical to the total waste. Add additional chemical(s) if less than 100%.
- 20. When completed selecting chemicals click [SUBMIT].

								^
	# of Containers	1	Container Type		~			
Empty Repla	acement Container	rs 1	Replacement Containers Descri	iption (if required)]	
	Waste Type	Biolog	ical 💿 Chemical 🔘 Radiological					
	Physical Form	-	Solid ○ Gas					
	Quantit		ML : Milliliters					
	Detail							
	Request #	P090106	001					
		,	ange Chemical?					
Editing W	/aste Pickup R							=
-		•						
Pick (?)c	or Type Chemical -	OR- Choos	e an Inventory Item -> Inventor					
			· · · · · · · · · · · · · · · · · · ·	? 0.0)0 Attach			
	1	1	-					
	Chemical #	CAS #	Chemical Description	% of Content	Inv. # Link			
 <u>detach</u> detach		CAS #	Chemical Description 1,4-DIOXANE ACETIC ALDEHYDE	% of Content 10 90				
detach			1,4-DIOXANE	10				
detach			1,4-DIOXANE	10				
detach			1,4-DIOXANE	10		þ		
detach			1,4-DIOXANE	10	Inv. # Link)		
detach detach		75-07-0	1,4-DIOXANE	10 90	Inv. # Link	D		
detach detach	384	75-07-0	1,4-DIOXANE ACETIC ALDEHYDE	10 90	Inv. # Link	0		
detach detach	384	75-07-0	1,4-DIOXANE ACETIC ALDEHYDE	10 90	Inv. # Link	5		
detach detach	384	75-07-0	1,4-DIOXANE ACETIC ALDEHYDE	10 90	Inv. # Link			
detach detach	384	75-07-0	1,4-DIOXANE ACETIC ALDEHYDE	10 90	Inv. # Link	2		
detach detach	384	75-07-0	1,4-DIOXANE ACETIC ALDEHYDE	10 90	Inv. # Link	2		
detach detach	384	75-07-0	1,4-DIOXANE ACETIC ALDEHYDE	10 90	Inv. # Link	1		

- 21. Click [ADD ANOTHER CONTAINER] and repeat the process or click [EXIT].
- 22. The waste pickup request has now been sent to the CS Assistant database awaiting action by the Environmental Health & Safety Department.

Editing or Viewing a Waste Pickup Request

The steps involved in editing or viewing an existing request are identical as adding a request.

Once the requested waste pickup has been made and the Hazardous Waste Team transfers the waste to the waste area and marks it as [PICKED UP], the waste request will be removed from the list of open pickup requests.

Reports

The main menu allows controlled access to the Report portion of the Chem Web Application. The Report module allows the P.I. access to view and print reports.

		EH&S Assistant	Log Off	
A0000:	AADaPrato, Peter			
۸	CHEM			
à	Requisitions			
X	Inventory			
1000	Training			
-0	Waste Pickup			
画	Reports -			
Ŧ	Permit Worker Registration			
~				
	EH8	S Assistant	Log Off	4
0000: AA	EH8		Log Off	
0000: AA	DaPrato, Peter	Chemical Reports		
0000: AA	DaPrato, Peter Listing of T Chemical C	Chemical Reports raining Due Dates Catalog Master Listing of DEA Controlled Substr Catalog Listing with Expiration Requirement		
0000: AA	DaPrato, Peter Listing of T Chemical C	Chemical Reports raining Due Dates Catalog Master Listing of DEA Controlled Substr		
0000: AA	DaPrato, Peter Listing of T Chemical C	Chemical Reports raining Due Dates Catalog Master Listing of DEA Controlled Substr Catalog Listing with Expiration Requirement		
0000: AA	DaPrato, Peter Listing of T Chemical C	Chemical Reports raining Due Dates Catalog Master Listing of DEA Controlled Substr Catalog Listing with Expiration Requirement		
0000: AA	DaPrato, Peter Listing of T Chemical C	Chemical Reports raining Due Dates Catalog Master Listing of DEA Controlled Substr Catalog Listing with Expiration Requirement		
0000: AA	DaPrato, Peter Listing of T Chemical C	Chemical Reports raining Due Dates Catalog Master Listing of DEA Controlled Substr Catalog Listing with Expiration Requirement		
0000: AA	DaPrato, Peter Listing of T Chemical C	Chemical Reports raining Due Dates Catalog Master Listing of DEA Controlled Substr Catalog Listing with Expiration Requirement		
0000: AA	DaPrato, Peter Listing of T Chemical C	Chemical Reports raining Due Dates Catalog Master Listing of DEA Controlled Substr Catalog Listing with Expiration Requirement		
0000: AA	DaPrato, Peter Listing of T Chemical C	Chemical Reports raining Due Dates Catalog Master Listing of DEA Controlled Substr Catalog Listing with Expiration Requirement		
A40000: AA	DaPrato, Peter Listing of T Chemical C	Chemical Reports raining Due Dates Catalog Master Listing of DEA Controlled Substr Catalog Listing with Expiration Requirement		

• From the main menu, under CHEM click on [Reports].

The screen displayed allows for running various reports relative to this user.

Listing of Training Due Dates

1. Click [LISTING OF TRAINING DUE DATES].

01/07/2009	Listing Traini	ng Due	LSU Baton Rouge	
AADaPrato, Peter	AA0000			
Employee Name	Course #	Course Description	Due Date	Worker Type
Adams, Shane	C101	Basic Chemical Safety	01/06/2009	
	C102	Chemical Safety Refresher		
Adams, Linda	C101	Basic Chemical Safety	01/06/2009	
	C102	Chemical Safety Refresher		
Austin, Christopher	C101	Basic Chemical Safety	01/06/2009	
	C102	Chemical Safety Refresher		
	G100	University Human Resouce Ne	01/06/2009	

File

2. Click [CHEMICAL CATALOG MASTER LISTING of DEA CONTROLLED SUBSTANCES].

01/07/2	009	Chemical Catalog Master Listing	of DEA Cor	ntrolled S	Substrances LSU Baton Rouge	
Chemical	# CAS#	CHEMICAL DESCRIPTION	Chemical	# CAS#	CHEMICAL DESCRIPTION	DEA Schedule
Sched			Sched			
716	13956-29-1	CANNABIDOL CRYSTALLINE IDEA SCHEDULE I	9122		KETALAR (DEA SCHEDULE II)	
	10000 20 1	ITEM]	7995	1867-66-9	KETAMINE (DEA SCHEDULE II)	
11165	50-98-6	EPHEDRINE HYDROCHLORIDE(DEA SCHEDULE 1 ITEM)	6346	50-13-5	MEPERIDINE HYDROCHLORIDE [DEA SCHEDULE II ITEM]	
4183	134-72-5	EPHEDRINE SULFATE [DEA SCEDULE ITEM]	6348	115-38-8	MEPHOBARBITAL (DEA SCHEDULE II)	
9124	299-42-3	EPHEDRINE [DEA SCHEDULE ITEM]	11125	51-57-0	METHAMPHETAMINE (DEA SCHEDULE II)	
8301	129-51-1	ERGONOVINE MALEATE [DEA SCHEDULE I ITEM]	11411	298-59-9	METHYLPHENIDATE (DEA SCHEDULE II)	
1722	75-04-7	ETHYLAMINE [DEA SCHEDULE I ITEM]	6783	118357-24-7		
216	10034-85-2	HYDRIODIC ACID [DEA SCHEDULE I ITEM]	0100	110001-24-7	SCHEDULE II ITEM]	
1066	134-20-3	METHYL ANTHRANILATE [DEA SCHEDULE ITEM]	6374	64-31-3	MORPHINE SULFATE [DEA SCHEDULE II ITEM]	
6024	13673-99-9	METHYLENEDIOXYAMPHETAINE, (+)-3,4- [DEA	8973	76-74-4	PENTOBARBITAL [DEA SCHEDULE II ITEM]	
		SCHEDULE I ITEM]	6468	60124-79-0	PHENCYCLIDINE-D5-HYDROCHLORIDE 98 ATOM	
4599 717	123-62-6 1972-08-3	PROPIONIC ANHYDRIDE [DEA SCHEDULE I ITEM] TETRAHYDROCANNABINOL, DELTA9- [DEA	6558		SECOBARBITAL 1MG/ML IN METHANOL [DEA SCHEDULE II ITEM]	
		SCHEDULE I ITEM]	3577	309-43-3	SECOBARBITAL SODIUM [DEA SCHEDULE II ITEM]	
			1195	504-17-6	THIOBARBITURIC ACID(DEA SCHEDULE II)	
Sched	ule II		8182	2095-57-0	THIOBUTABARBITAL (DEA SCHEDULE II)	
2716	8015-18-7	AMINOPYRINE BARBITAL (DEA SCHEDULE II)				
395	57-43-2	AMOBARBITAL [DEA SCHEDULE ITEM]	Sched	ule III		
434	77-02-1	APROBARBITAL DEA SCHEDULE II ITEM	7951	521-18-6	ANDROSTAN-17B-OL-3-ONE, 5-A- [DEA SCHEDULE III]	
573	519-09-5	BENZOYLECGONINE HYDRATE [DEA SCHEDULE II ITEM]	6126	52-43-7	DIALLYLBARBITURIC ACID, 5-5,- [DEA SCHEDULE III]	
5552		BENZOYLECGONINE-D3 [DEA SCHEDULE II ITEM]	9282		DIHYDROTESTOSTERONE. 5-	
5585	125-40-6	BUTABARBITAL (DEA SCHEDULE II)	7649	78-43-7	FLUOXYMESTERONE [DEA SCHEDULE III ITEM]	
2901	529-38-4	COCAETHYLENE [DEA SCHEDULE II ITEM]	6267	56-29-1	HEXOBARBITAL IDEA SCHEDULE III ITEMI	
5617	53-21-4	COCAINE HYDROCHLORIDE [DEA SCHEDULE II ITEM]	4845		HYDROPROGESTERONE CAPROATE ESTERODIOL	
5919	70420-71-2	CODEINE-D3 HYDROCHLORIDE [DEA SCHEDULE II ITEM]	9551	5-32-8	HYDROXYPROGESTERONE 3-0-CARBOXYMETHYLOXIME, 17 ALPHA-	
2190	119039-59-7	D-AMPHETAMINE-D3 SULFATE (DEA SCHEDULE II)	63	630-56-8	HYDROXYPROGESTERONE CAPROATE	
6116	53-43-0	DEHYDROISOANDROSTERONE	7705	58-18-4	METHYLTESTOSTERONE, 17(A)- [DEA SCHEDULE III	
3111	78590-17-7	DEHYDROISOANDROSTERONE 3-SULFATE SODIUM	1100		ITEM]	
6781	60124-81-4	DEOXYEPHEDRINE-D5-HYDROCHLORIDE (+-)- [DEA SCHEDULE II]	11102	360-70-3	NORTESTOSTERONE 17-DECANOATE, 19DEA SCHEDULE III	
2955	53-16-7	ESTERONE	6514	57-83-0	PROGESTERONE	

Chemical #	CAS #	CHEMICAL DESCRIPTION	Expiration Months	FLAME	HEALTH	REACT	Hazard Categories
384	75-07-0	ACETALDEHYDE	12	4	3	2	
4284	105-57-7	ACETALEDEHYDE DIETHYL ACETAL	6	3	2	2	OX
602	13473-90-0	ALUMINUM NITRATE	12	0	2	3	OX
4491	13477-00-4	BARIUM CHLORATE	12	0	1	з	OX
2667	108-60-1	BIS (2-CHLOROISOPROPYL) ETHER	3	1	2	1	
36	106-99-0	BUTADIENE	3	4	2	2	OX
5907	111-76-2	BUTOXY ETHANOL, 2-	12	2	4	2	
164	67-66-3	CHLOROFORM	36	0	3	1	
695		CHLOROFORM: ISOAMYL ALCOHOL	36	0	3	0	
1349	126-99-8	CHLOROPHRENE (CHLOROBUTADINE)	3	3	2	3	OX
11434		COE-PAK ACCELERATOR	24	0	2	1	
11435		COE-PAK BASE	24	1	1	1	
2752	110-71-4	DIMETHOXYETHANE	12	4	1	1	OX
183	60-29-7	ETHER	12	4	2	3	OX
1647	109-59-1	ETHYLENE GLYCOL ISOPROPYL ETHER	3	1	1	0	OX
1656	302-01-2	HYDRAZINE (ANHYDROUS)	12	3	4	3	
5206	7722-84-1	HYDROGEN PEROXIDE	12	1	2	2	OX
230	108-20-3	ISOPROPYL ETHER	3	4	2	1	OX,W
11348		ISOPROPYL-BETA-THIOGALACTOPYRANOSIDE-1,4-DIOXANE	6	2	3	2	OX
284	7757-79-1	POTASSIUM NITRATE	12	0	2	з	OX
287	7727-21-1	POTASSIUM PERSULFATE	12	0	2	3	OX
10298	7782-92-5	SODIUM AMIDE	3	2	3	3	OX,W
9654	7791-07-3	SODIUM PERCHLORATE MONOHYDRATE	12	1	2	2	OX
4608	116-14-3	TETRAFLUOROETHYLENE INHIBITED	12	4	2	3	OX
9288	109-16-0	TRIETHYLENE GLYCOL DIMETHACRYLATE	12	0	з	1	
74	75-35-4	VINYLIDINE CHLORIDE	3	4	2	2	

3. Click [CHEMICAL CATALOG LISTING with EXPIRATION REQUIREMENTS].

Worker Registration

Adding New Workers

From the main menu, under CHEM click on [Permit Worker Registration].

		EH&S Assistant	Log Off	X
PI: AA0000	AADaPrato, Peter			
-	CHEM			
1	Requisitions			
4	Inventory			
-0	Training			
\$	Waste Pickup			
8	Reports			
÷	Permit Worker Registration	4		

1. The **Adding New Worker** screen will appear. The screen is divided, displaying <u>Newly</u> <u>Registered Workers</u> and <u>Workers Currently Attached</u> to the user.

/orkers currently attached to AA0000: ADaPrato, Peter's Permits ("CHEM" permits). t Name First Name Researcher ms Shane Linda AA0000	lain Mei	nu <back< th=""><th></th></back<>	
AADaPrato, Peter.		•	
Workers currently attached to A00000: AADaPrato, Peter's Permits ("CHEM" permits). Last Name First Name Researcher Adams Shane AA0000	Newly Reg	jistered Worke AADaPrato, P	ers for AA0000: Peter.
AADaPrato, Peter's Permits ("CHEM" permits). Last Name Researcher Adams Shane AA0000 Adams Linda AA0000	Last Name	First Name Pe	ermit # Entry Date
Adams Shane AA0000 Adams Linda AA0000		to, Peter's Per	rmits ("CHEM"
Adams Linda AA0000	Last Name	First Name	Researcher
	Adams	Shane	AA0000
Austin Christopher AA0000	Adams	Linda	AA0000
	Austin	Christopher	AA0000

2. Click [ADD NEW WORKER].

? = lookup table		~
First Name	Last Name	
ID Number	ID Type ?	
Email Address		
Confirm Email		
Campus Box		
Work Phone	Fax	=
Start Date	Nt - Nt - No S -	
Department Code	? Department Name	
Permit #	? Job/Function ?	
Please enter all S	ipervisors you work for.	
Add +Add+	Supervisor Name	
	4. Click on <u>ADD</u> to select supervisors	
Please enter all pr	evious training that this worker has completed.	
Add +Add+ C	urse #Course DescriptionDateInstitution/Company (if other)Alternate/Equivalent Training Descri	
<		
	Submit Cancel 5. Click on ADD to enter traccompleted by the worker.	aining courses already

- 3. Enter all information in the fields provided:
 - a. Name
 - b. ID Number
 - c. ID Type—click [?] for a table of university ID Types
 - d. Email address
 - e. Reconfirm email address
 - f. Work phone and fax number
 - g. Work start date
 - h. Department code—click [?] for a table of university Department codes, the department name will be inserted
 - i. Permit number worker will be assigned to—click [?] for a table of User Permit numbers
 - j. Job Function—click [?] for a table of university Job Functions

4. To enter all supervisors this worker works for, Click [ADD]—a list of all supervisors will be displayed. Click [SELECT] to add the supervisor to the registration.

Pick a Supervisor		Cancel
	Supervisor Name	
Select	AADaPrato, Peter	
Select	Doleman, Kevin	
Select	Piker, William	

5. Enter all training this worker has completed. Click [ADD]—a list of all university training courses will be displayed. Click [SELECT] to add the course to the registration.

Course // Course Description C101 Basic Chemical Safety C102 Chemical Safety Refresher G100 University Human Resouce New Employee Welcome	a Tra	aining Course.		Cancel	
C102 Chemical Safety Refresher	-				
	ect	C101	Basic Chemical Safety		
G10 University Human Resouce New Employee Welcome	ect	C102	Chemical Safety Refresher		
	ect	G100	University Human Resouce New Employee Welcome		

? = lookup table	i.		1
First Name	Robert	Last Name AADaPrato	
ID Number	123456789	ID Type S ?	
Email Address	robert@techu.edu		
Confirm Email	robert@techu.edu		
Campus Box	2300		
Work Phone	314-963-9934	Fax 314-963-9281	
Start Date	1 🔽 8 🔽 2009	9 🗸	
Department Code	SAF-001	? Department Name Occupational and Environmental Safety	
Permit #	C-01062	? Job/Function LW ? Lab Worker	
Please enter all S	upervisors you work fo	for.	
Add +Add+		Supervisor Name	_
delete		Doleman, Kevin ?	
delete		Piker, William ?	
derete		r inch, vvilladiri	
Please enter all p	revious training that th	this worker has completed.	
	-		
	ourse # Course De		
		/ Human Resouce New Employee Welcome	
delete C	2101 ? Basic Cher	emical Safety	
<			
	Cb	bmit Cancel	
	300		
		\mathbf{X}	
		\mathbf{X}	-

6. When complete, Click [SUBMIT].

	u < BACK		PI AA0000 AADaPrato	, Peter Log Off
/ork	er			
Reg	istered Worke	ers for AA0000:		
	AADaPrato, F			
		ermit # Entry Date	4	
	o Robert C	01002 1002003	•	
/orkers c	urrently attach	ed to AA0000:		
ADaPrat	to, Peter's Pe	rmits ("CHEM"		
	permits).			
Name	First Name	Researcher		
ns	Shane	AA0000		
ms	Linda	AA0000 AA0000		
tin	Christopher	AAUUUU		

7. The new worker will be listed in the upper portion of the screen as a **Newly Registered Worker**, awaiting action by the EHS Department. 8. When EHS reviews new worker registrations and imports the new worker(s), their names will move to the lower portion of the screen—Workers Currently Attached to PI.

Main Me	nu < BACK			PI	AA0000 AADaPrato, Peter	L
Add New Worl	ker					
	AADaPrato, F	ers for AA0000: Peter. ermit # Entry Date				
Workers o AADaPra	currently attach ato, Peter's Pe permits).	ned to AA0000: rmits ("CHEM"	K			
Last Name	First Name	Researcher				
AADaPrato	Robert	AA0000				
Adams	Shane	AA0000				
Adams	Linda	AA0000				
Austin	Christopher	AA0000				

9. Click [MAIN MENU] and [LOG OFF].