

**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



Blank page

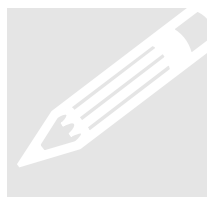
# Table of Contents

INTRODUCTION.....	2
Getting Started .....	3
Main menu .....	4
Chemical Requisitions .....	5
Chemical Inventory.....	11
Inventory Reports & Chemical Fact Sheets .....	14
Adding and Editing Chemicals in Your Inventory .....	18
Removing Chemicals from Your Inventory .....	26
Training .....	30
Waste Pickup (this section is not yet active).....	32
Reports .....	37
Worker Registration.....	41

## 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: [stephen.boles@okstate.edu](mailto:stephen.boles@okstate.edu)

# Getting Started

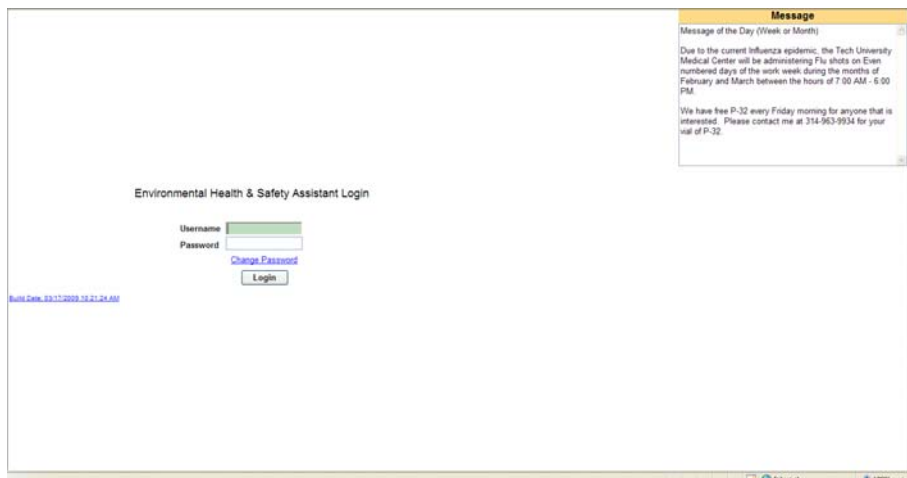
## Access to the Program

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: <http://ehs.okstate.edu>

## **Starting Chemical Safety Assistant**

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

The following screen will appear.



This is your Chemical Safety Assistant login window:

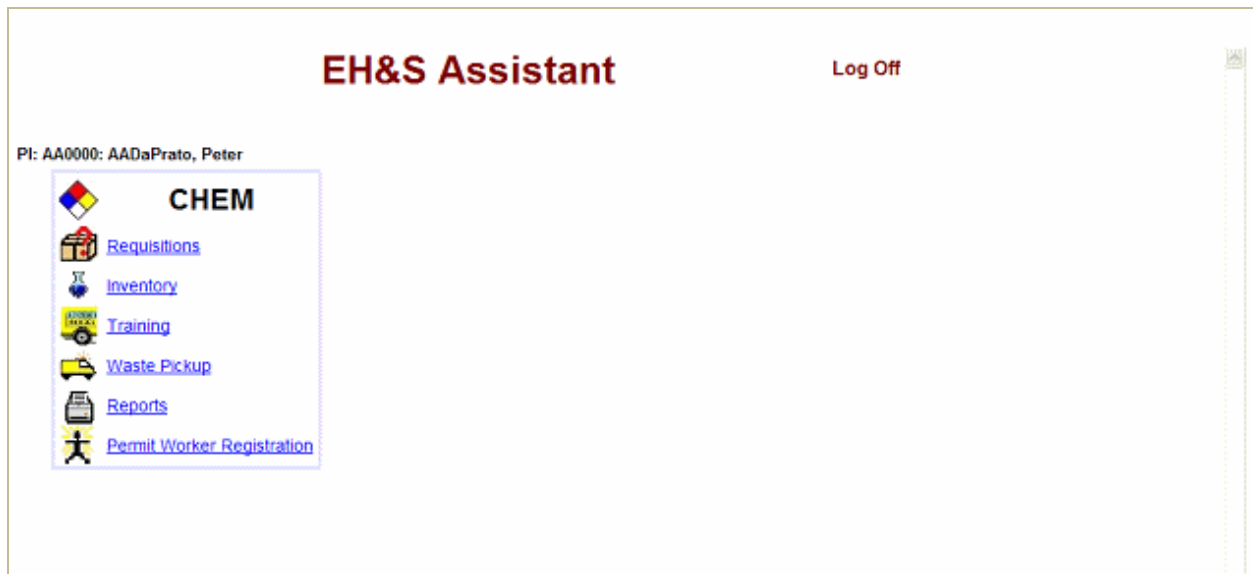
- Enter in your User Name and Password, which was given to you by the EHS Hazard Communication Coordinator when you signed up for access.
- The first time you login, you will be instructed to change your password.
- Then click on **LOGIN**. This will log you onto the system and give you access to the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



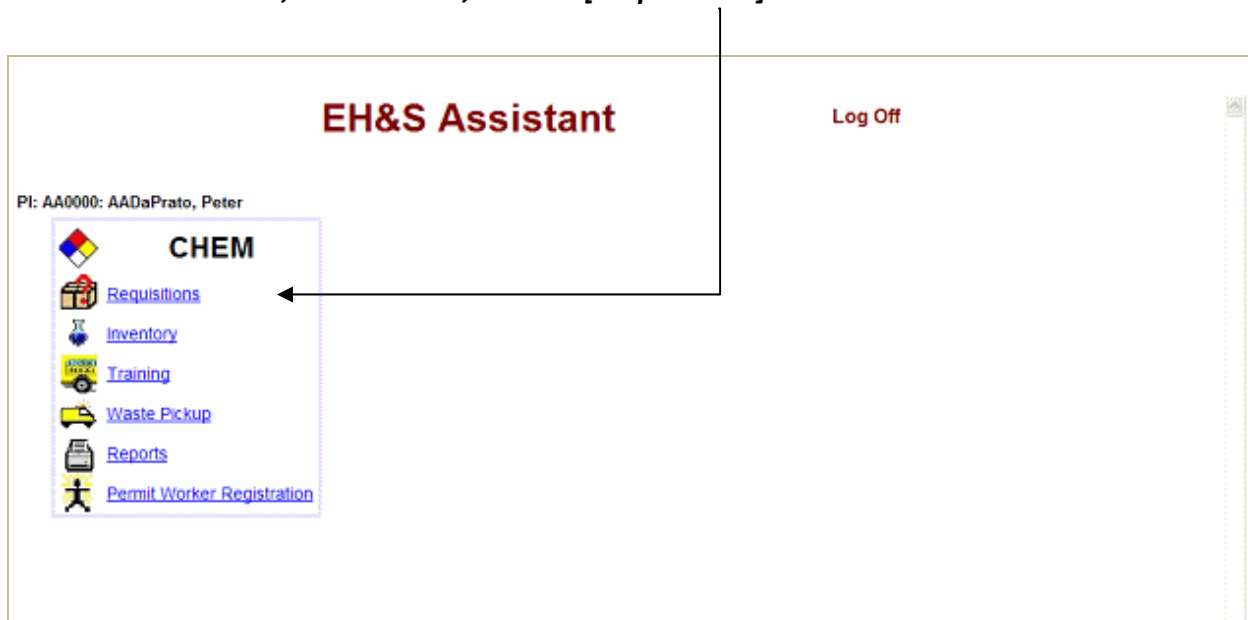
- You have six choices that perform the following functions:
  1. **Requisitions** – View, add, edit or delete your chemical requisition(s).
  2. **Inventory** – View, print, or update your chemical inventory
  3. **Training** – View your staff training records
  4. **Waste Pickup** – Request a chemical 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].



- The Requisition Log screen will appear.





**Adding Requisition**

Requisition #

PO #

Account #

Lab  ?

Comments

Contact  ? Contact's Lab Phone  Contact's Fax

---

Requisition Date (mmddyyyy)  Pick (?)...or Type Chemical -OR- Choose an Inventory Item ->  ? Vendor  ? Permit #  ?

Number of Units  Quantity per Unit  Volume/Size  ? [Attach](#)

Chemical #	CAS #	Chemical Description	# of Units	Unit	Volume/Size	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. This is a required field. 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)

Permit #	Building Code	Building Name	Lab/Room	Lab Type	Service Emergency
Select C-01061	AMSI	Ag Engineering Research	101		
Select C-01061	AMBI	Ag Metals Building	116	Research Lab	
Select C-01061	ASI	Audubon Sugar Institute	142	Research Lab	
Select C-01061	ASI	Audubon Sugar Institute	144	Research Lab	
Select C-01061	CH	Choppen Hall	104	Sensor Lab	
Select C-01061	CH	Choppen Hall	107	Undergrad	

*Lab Selection List*

Permit #	Building Code	Building Name	Lab/Room	Lab Type	Service Frequency
Select C-01061	AMB	Ag Engineering Research	116		
Select C-01061	AMB	Ag Metals Building	116	Research Lab	
Select C-01061	ASI	Audubon Sugar Institute	142	Research Lab	
Select C-01061	ASI	Audubon Sugar Institute	144	Research Lab	
Select C-01061	CH	Choppen Hall	104	Sensor Lab	
Select C-01061	CH	Choppen Hall	107	Undergrad	

Adding Requisition

Requisition # R090107001

PO # 654987

Account # 321AD582

Lab AMB:116 ? Ag Metals Building: 116

Comments

Contact ? Contact's Lab Phone Contact's Fax

Requisition Date (mmdyyy) 1 7 2009 Pick (?) or Type Chemical -OR- Choose an Inventory Item -> Vendor ? Permit # C-01061 ?

Number of Units Quantity per Unit Volume/Size ? Attach

Chemical #	CAS #	Chemical Description	# of Units	Unit	Volume/Size	Vendor	Permit #

Save Cancel

Click [Select] for the Lab Location  
The Lab number and building are inserted

7. When you click on **SELECT**, the building and room number for the lab selected will auto-load 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 Requisition

Requisition # R090107001

PO # 654987

Account # 321AD582

Lab AMB:116 ? Ag Metals Building: 116

Comments

Contact ? Contact's Lab Phone Contact's Fax

Requisition Date (mmdyyy) 1 7 2009 Pick (?) or Type Chemical -OR- Choose an Inventory Item -> Vendor ? Permit # C-01061 ?

Number of Units Quantity per Unit Volume/Size ? Attach

Chemical #	CAS #	Chemical Description	# of Units	Unit	Volume/Size	Vendor	Permit #

Save Cancel

Select A Contact Cancel

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

10. Click **SELECT** to insert the lab contact information on the requisition.

Adding Requisition

Requisition # R090107001  
 PO # 654987  
 Account # 321AD582  
 Lab AMB:116 ? Ag Metals Building: 116  
 Comments Test requisitiuon comment  
 Contact Linda Adams ? Contact's Lab Phone (314)963-9934 Contact's Fax (314)963-9281

---

Requisition Date (mmddyyyy) 1 7 2009 Pick (?)...or Type Chemical -OR- Choose an Inventory Item -> ? Vendor ? Permit # C-01061 ?

Number of Units    Quantity per Unit    Volume/Size    ?    Attach

Chemical #	CAS #	Chemical Description	# of Units	Unit	Volume/Size	Vendor	Permit #

Save    Cancel

11. The current date is the default requisition date. It can be overridden.

12. There are two means of entering requisition chemical detail;

- 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.

	Vendor Code	Vendor Name
Select	AAPER	AAPER
Select	ABCR	ABCR GMBH & CO. KG
Select	ACROS	ACROS
Select	ACROS ORGA	ACROS ORGANICS USA
Select	ALDRICH	ALDRICH CHEMICAL COMPANY
Select	ALFA AESAR	ALFA AESAR
Select	AMERICAN B	AMERICAN BURDICK AND JACKSON
Select	AMRESKO	AMRESKO
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
Select	DEGUSSA CO	DEGUSSA CORPORATION

14. Click **SELECT** 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.

Editing Requisition

Requisition # R090107001  
 PO # 654987  
 Account # 321AD582  
 Lab AMB:116 [?] Ag Metals Building: 116  
 Comments Test requisitiuon comment  
 Contact Linda Adams [?] Contact's Lab Phone (314)963-9934 Contact's Fax (314)963-9281

Requisition Date (mmddyyyy) 1 7 2009  
 Pick (?)...or Type Chemical -OR- Choose an Inventory Item -> [?] [?] [?]  
 Vendor [?] Permit # [?]

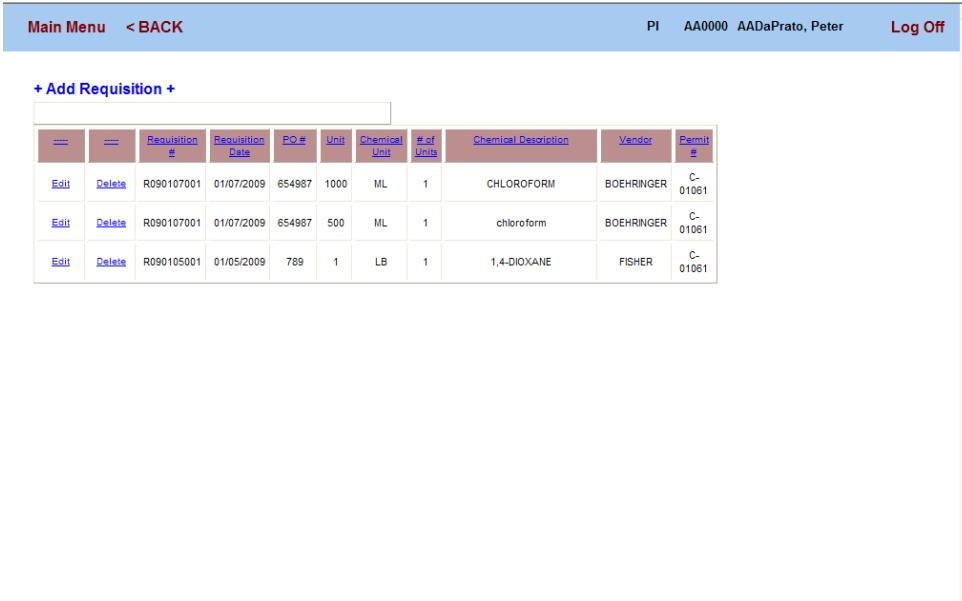
Number of Units [?] Quantity per Unit [?] Volume/Size [?] [Attach](#)

	Chemical #	CAS #	Chemical Description	# of Units	Unit	Volume/Size	Vendor	Permit #
<a href="#">detach</a>			chloroform	1	500	ML	BOEHRINGER	C-01061
<a href="#">detach</a>	164	67-66-3	CHLOROFORM	1	1000	ML	BOEHRINGER	C-01061

Save Cancel

20. Add additional items to this requisition if needed.

21. When complete, click **SAVE**.



The screenshot shows a web application interface for managing requisitions. At the top, there is a navigation bar with "Main Menu < BACK" on the left, "PI AA0000 AADaPrato, Peter" in the center, and "Log Off" on the right. Below the navigation bar, there is a section titled "+ Add Requisition +" with a search input field. The main content area displays a table with the following columns: **---**, **---**, **Requisition #**, **Requisition Date**, **PO #**, **Unit**, **Chemical Unit**, **# of Units**, **Chemical Description**, **Vendor**, and **Permit #**. The table contains three rows of data:

---	---	Requisition #	Requisition Date	PO #	Unit	Chemical Unit	# of Units	Chemical Description	Vendor	Permit #
<a href="#">Edit</a>	<a href="#">Delete</a>	R090107001	01/07/2009	654987	1000	ML	1	CHLOROFORM	BOEHRINGER	C-01061
<a href="#">Edit</a>	<a href="#">Delete</a>	R090107001	01/07/2009	654987	500	ML	1	chloroform	BOEHRINGER	C-01061
<a href="#">Edit</a>	<a href="#">Delete</a>	R090105001	01/05/2009	789	1	LB	1	1,4-DIOXANE	FISHER	C-01061

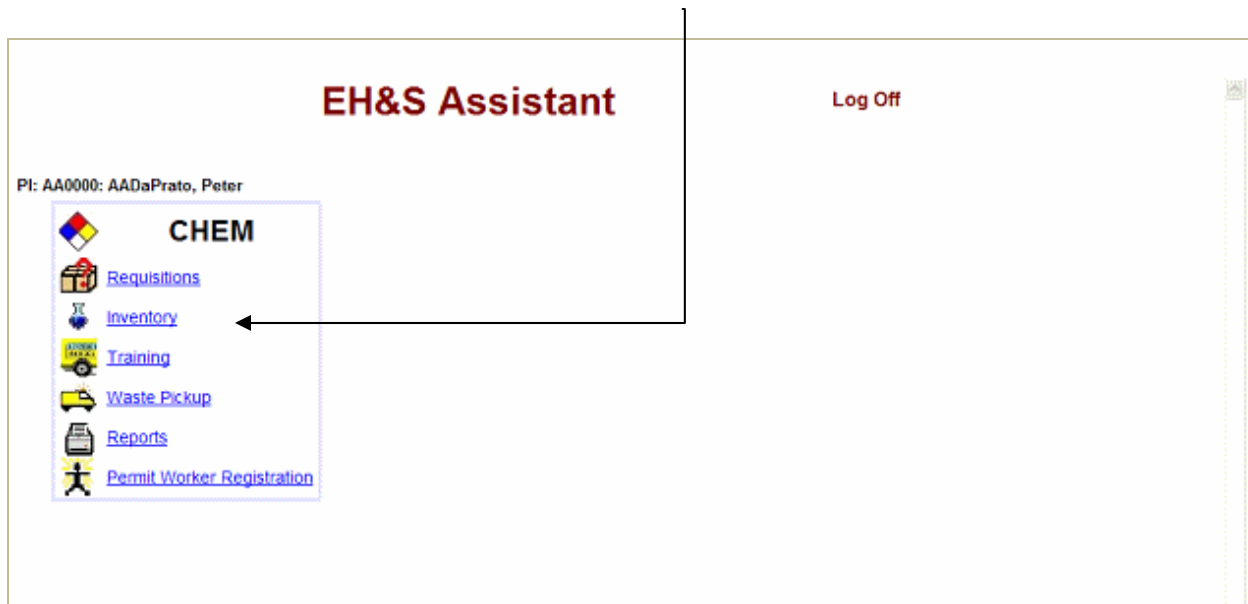
22. The requisition is now complete and awaiting review by the Environmental Health & Safety Department.

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

# Chemical Inventory

## Inventory

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



- The Inventory Log screen will appear.

Stock #	Location	Chemical Name	Stock #	Location	Quantity	Unit	Disposition	Disposition #	Disposition Date	Disposition Location	Disposition User	Disposition Date
29135	R-89	1,10 Phenanthroline Ferrous Sulfate	02062009	CH-102	1	OZ				Fisher	Xferred from AA0000 AADaPrato, Peter Lab: CH-401	
22290	P-89	1,10 Phenanthroline Ferrous Sulfate	02062009	CH-102	1	OZ				Fisher	Xferred from AA0000 AADaPrato, Peter Lab: CH-401	
29123	131377	1,10-PHENANTHROLINE	02062009	CH-102	1	100 GM				AKRICH	Xferred from AA0000 AADaPrato, Peter Lab: CH-401	
33284	D111-500	1,4-DIOXANE	02062009	CH-102	1	500 ML				FIGHER	Xferred from AA0000 AADaPrato, Peter Lab: CH-401	Used
90576	D1878	2,6-DICHLORODOPHENOL SODIUM	02062009	CH-102	1	5 G				SG	Xferred from AA0000 AADaPrato, Peter Lab: CH-401	
90575	D1878	2,6-DICHLORODOPHENOL SODIUM	02062009	CH-102	1	5 G				SG	Xferred from AA0000 AADaPrato, Peter Lab: CH-401	
90574	D1878	2,6-DICHLORODOPHENOL SODIUM	02062009	CH-102	1	5 G				SG	Xferred from AA0000 AADaPrato, Peter Lab: CH-401	
90571	D1878	2,6-DICHLORODOPHENOL SODIUM	02062009	CH-102	1	5 G				SG	Xferred from AA0000 AADaPrato, Peter Lab: CH-401	
91941	620-45-1	2,6-Dichlorodophenol, sodium salt	02062009	CH-102	1	5 G					Xferred from AA0000 AADaPrato, Peter Lab: CH-401	
91940	620-45-1	2,6-Dichlorodophenol, sodium salt	02062009	CH-102	1	5 G					Xferred from AA0000 AADaPrato, Peter Lab: CH-401	
620-45-1											Xferred from AA0000 AADaPrato, Peter Lab: CH-401	

- From the Inventory window you have three main view 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:
  - Items Received/Ordered on (Date)
  - 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. Select – edit the information for any chemical in your inventory
  - c. Remove – Remove a chemical from your inventory to disposed status
  - d. MSDS Search – Google Web Search for the MSDS Sheet

The screenshot displays the Chemical Inventory application interface. At the top, there is a navigation bar with 'Main Menu', '< BACK', 'AAA0000 AAADaPrato, Peter', and 'Log Off'. Below this, there are radio buttons for 'Current Inventory', 'Disposed Inventory', and 'Archived Inventory'. A 'Show' button is highlighted in green. The interface also shows 'Total # of chemicals in inventory: 973' and various filter options like 'Items Received/Ordered on', 'All Items', 'Show me Chemicals where', 'Show Chemicals by Location', 'Show Chemicals by 1st Letter', and 'Show Appendix A Chemicals'. A '+ Add Chemical +' button is also visible. Below the filters, there is a table with the following columns: Name, Stock #, Lot #, Description, Stock Date, Location, Stock Qty, Unit, Selection Unit, Stock #, Location #, Vendor, Location, and Remarks. The table contains several rows of chemical data, including Phenanthroline Ferrous Sulfate, 1,10-Phenanthroline Ferrous Sulfate, 1,10-PHENANTHROLINE, 1,4-DIOXANE, and 2,6-DICHLORODOPHENOL SODIUM. The interface also shows a 'Page 1 of 20 Display 50 rows per page' indicator and a 'Print' button.

*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 all 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].
- ⦿ Click on **“Show Chemicals by 1st Letter,”** this command will display the alphabet and numbers 0 – 9, [ABCDEFGHIJKLMN OPQRSTUVWXYZ 0123456789]. Clicking on a letter or number will display any current chemicals in your inventory starting with the letter or number.

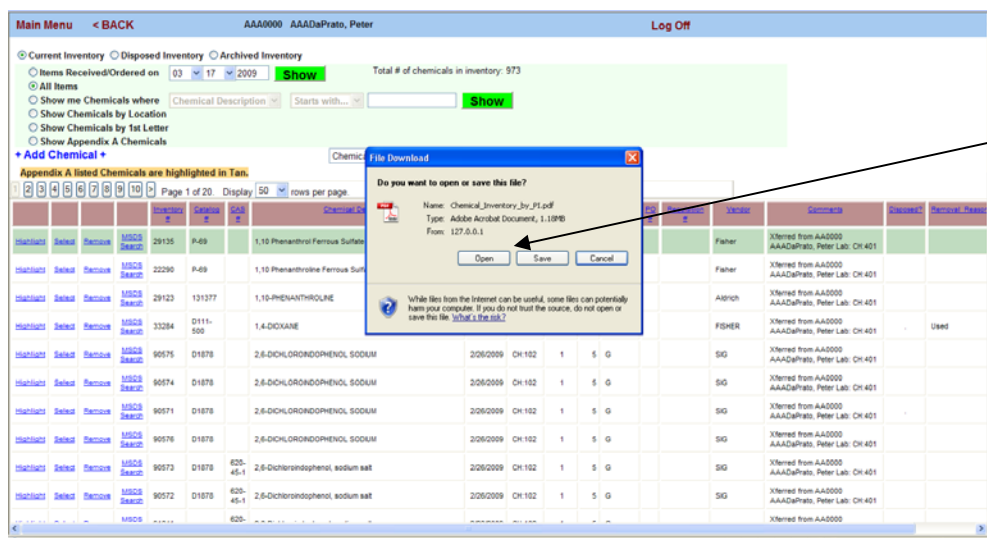
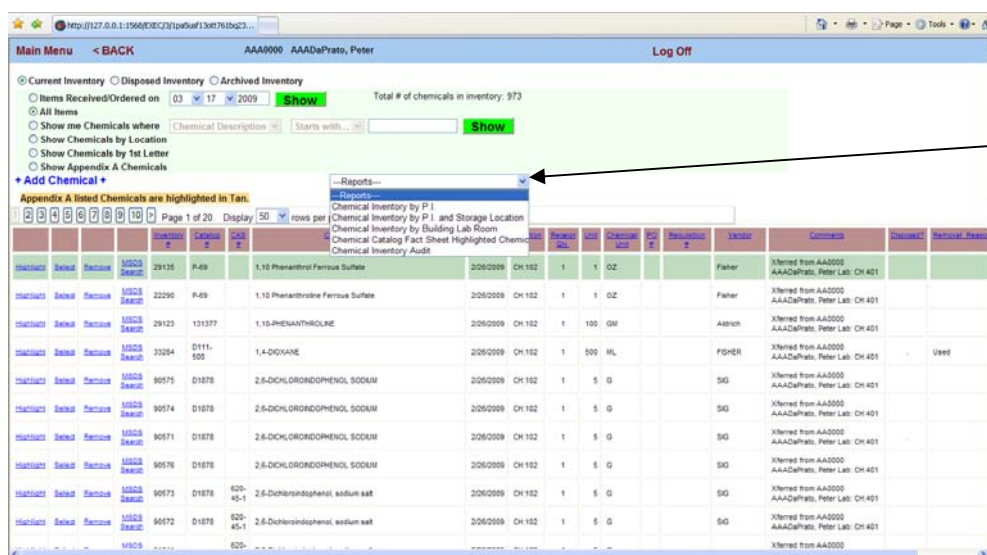


# Inventory Reports & Chemical Fact Sheets

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.
2. 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.



3/17/2009 Chemical Inventory of Stores by P.I. Tech University

AAA0000 AAADaPrato, Peter

Chemical #	CAS#	INVEN #	Chemical Description	BUILDING	LAB	Storage Location	Date	Receipt Qty	Rec. Unit	Chem	HS	Fl	Re	Special
		29135	1,10 Phenantroli Ferrus Sulfate	Chapier Hall	102		2/26/2009	1	1 OZ					
		22290	1,10 Phenanthroli Ferrus Sulfate	Chapier Hall	102		2/26/2009	1	1 OZ					
		29123	1,10-PHENANTHROLINE	Chapier Hall	102		2/26/2009	1	100 GM					
		33064	1,4-DIOXANE	Chapier Hall	102	Flammable	2/26/2009	1	500 ML					
		54979	1-BUTANOL	Chapier Hall	102	HOOD	2/26/2009	1	500 ML					
		95775	2,6-DICHLOROINDOPHENOL SODIUM	Chapier Hall	102		2/26/2009	1	5 G					
		95774	2,6-DICHLOROINDOPHENOL SODIUM	Chapier Hall	102		2/26/2009	1	5 G					
		95771	2,6-DICHLOROINDOPHENOL SODIUM	Chapier Hall	102		2/26/2009	1	5 G					
		95771	2,6-DICHLOROINDOPHENOL SODIUM	Chapier Hall	102		2/26/2009	1	5 G					
		95776	2,6-DICHLOROINDOPHENOL SODIUM	Chapier Hall	102		2/26/2009	1	5 G					
	620-45-1	91837	2,6-Dichlorodiphenol, sodium salt	Chapier Hall	102		2/26/2009	1	5 G					
	620-45-1	91836	2,6-Dichlorodiphenol, sodium salt	Chapier Hall	102		2/26/2009	1	5 G					
	620-45-1	90773	2,6-Dichlorodiphenol, sodium salt	Chapier Hall	102		2/26/2009	1	5 G					
	620-45-1	91841	2,6-Dichlorodiphenol, sodium salt	Chapier Hall	102		2/26/2009	1	5 G					
	620-45-1	90772	2,6-Dichlorodiphenol, sodium salt	Chapier Hall	102		2/26/2009	1	5 G					
	620-45-1	91840	2,6-Dichlorodiphenol, sodium salt	Chapier Hall	102		2/26/2009	1	5 G					
	620-45-1	91839	2,6-Dichlorodiphenol, sodium salt	Chapier Hall	102		2/26/2009	1	5 G					
	620-45-1	91838	2,6-Dichlorodiphenol, sodium salt	Chapier Hall	102		2/26/2009	1	5 G					
		22125	2,6-DICHLOROINDOPHENOL-INDOPHENOL SODIUM	Chapier Hall	102		2/26/2009	1	1 GM					
		22118	2-4 Pentanedione	Chapier Hall	102		2/26/2009	1	1 LITER					
		53640	2-Ethyl-4,5-dimethyl-3-thiazole	Chapier Hall	102	CENTER	2/26/2009	1	5 GM					
		54996	2-MERCAPTOTETRAHOL	Chapier Hall	102	LEFT	2/26/2009	1	100 ML					
	0	22596	2-PROPANOL	Chapier Hall	102		2/26/2009	1	500 ML					
	225	67-43-0	14969 2-Propanol	Chapier Hall	102		2/26/2009	1	500 ML			2	3	1
		53644	3-(t-butylamino)propylamine	Chapier Hall	102	CENTER	2/26/2009	1	25 GM					
		22369	4,4 (Nitrophenylazo) resorcinol	Chapier Hall	102		2/26/2009	1	100 GM					
		54992	4-(Chloromethyl)ene-2-methyl-4-dimel	Chapier Hall	102	Flammables	2/26/2009	1	1 GM					
		22586	4-Methoxybenzaldehyde	Chapier Hall	102		2/26/2009	1	100 G					
		22731	5-Amino-2,3-dihydro-1,4-pyridazinone	Chapier Hall	102		2/26/2009	1	100 G					
		29124	6-Quinolind hydroxyquinone	Chapier Hall	102		2/26/2009	1	100 GM					
		13538	AA-DIPYRIDYL	Chapier Hall	102		2/26/2009	1	5 GM					
		13537	AA-DIPYRIDYL	Chapier Hall	102		2/26/2009	1	5 GM					
1820	64-19-7	22521	ACETIC ACID	Chapier Hall	102		2/26/2009	1	2.5LT		3	2	1	
1820	64-19-7	22703	ACETIC ACID	Chapier Hall	102		2/26/2009	1	2.5LT		3	2	1	
1820	64-19-7	22522	Acetic Acid	Chapier Hall	102		2/26/2009	1	1LB		3	2	1	
1820	64-19-7	22702	ACETIC ACID	Chapier Hall	102		2/26/2009	1	2.5LT		3	2	1	
1820	64-19-7	22970	ACETIC ACID	Chapier Hall	102		2/26/2009	1	2.5LT		3	2	1	
1820	64-19-7	22525	ACETIC ACID	Chapier Hall	102		2/26/2009	1	2.5LT		3	2	1	
1820	64-19-7	22524	ACETIC ACID	Chapier Hall	102		2/26/2009	1	2.5LT		3	2	1	
1820	64-19-7	22523	ACETIC ACID	Chapier Hall	102		2/26/2009	1	2.5LT		3	2	1	
1820	64-19-7	22522	ACETIC ACID	Chapier Hall	102		2/26/2009	1	2.5LT		3	2	1	
1820	64-19-7	22523	Acetic Acid	Chapier Hall	102		2/26/2009	1	1LB		3	2	1	

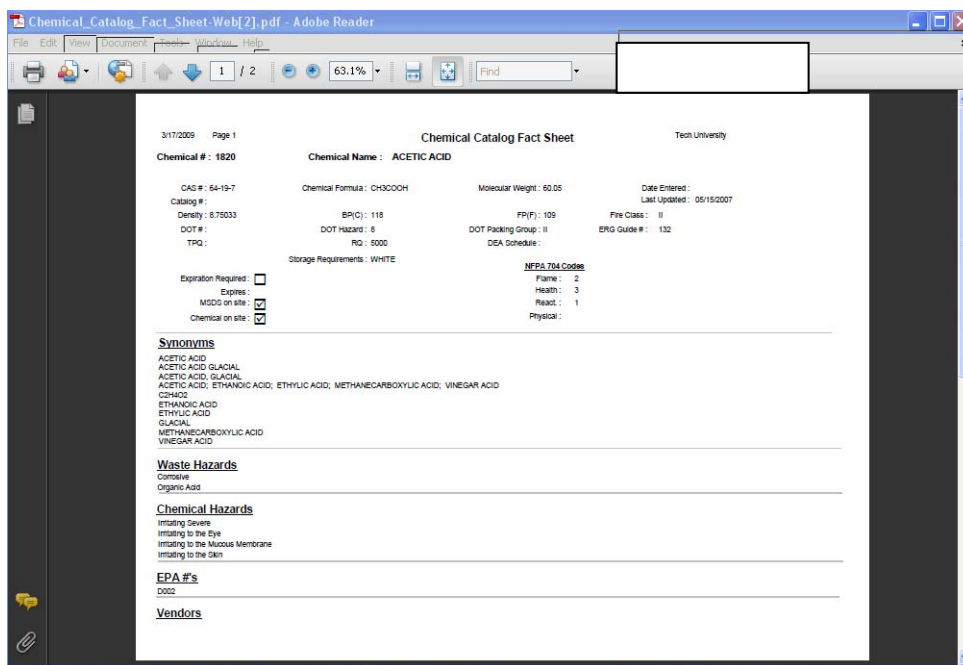
Page 1

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

- Chemical Inventory by PI – inventory items are ordered by Inventory #.
- Chemical Inventory by PI and Storage Location – inventory items are listed by the storage location in your lab.
- Chemical Inventory by PI and Building Lab Room – 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.
2. 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.



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 not 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.
2. 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.

**Tech University  
Environmental Health & Safety Division  
Chemical Safety Office**  
Chemical Inventory Audit

Date Performed : \_\_\_\_\_ Report Date: 3/17/2009 Page Number: 1

**Principal Investigator Information**

Authorized User : AAADAPrato,Peter Department: Biological Sciences  
Permit Number : C-01061 Alternate Contact:  
Campus Address : 23 N. Gore Ave Office Phone:  
Office Phone: (114)663-9934 Emergency Phone:  
Emergency Phone: Department Manager:

**CH:102**

Chemical Name	CAS Number	NFPA Rating		Avg. Storage		Rec. Date	MSDS Available		Labelled/Stored Property?					
		H	F	R	Special		Qty/Day	Units	Web	Paper	N/A	V	N	Deleted
1,10 Phenanthroline Ferrous Sulfate		4	0	0		1	1	OZ	02/26/09	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1,10 Phenanthroline Ferrous Sulfate		4	0	0		1	1	OZ	02/26/09	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1,10-PHENANTHROLINE		0	0	0		1	100	GM	02/26/09	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1,4-DIOXANE		4	0	0		1	500	ML	02/26/09	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1-BUTANOL		4	0	0		1	500	ML	02/26/09	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2,6-DICHLOROINDOPHENOL SODIUM		0	0	0		1	5	G	02/26/09	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2,6-DICHLOROINDOPHENOL SODIUM		0	0	0		1	5	G	02/26/09	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2,6-DICHLOROINDOPHENOL SODIUM		0	0	0		1	5	G	02/26/09	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2,6-DICHLOROINDOPHENOL SODIUM		0	0	0		1	5	G	02/26/09	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2,6-DICHLOROINDOPHENOL SODIUM		0	0	0		1	5	G	02/26/09	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2,6-Dichloroindophenol, sodium salt	620-45-1	1	0	0		1	5	G	02/26/09	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2,6-Dichloroindophenol, sodium salt	620-45-1	1	0	0		1	5	G	02/26/09	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# 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.

Click +Add Chemical+

Inventory #	Lab	CAS #	Chemical Description	Date Added	Location	Amount	Unit	Chemical Unit	Supplier
29135	P-69		1,10-Phenanthroline Ferrous Sulfate	02/06/2009	CH 102	1	OZ		Fisher
22290	P-69		1,10-Phenanthroline Ferrous Sulfate	02/06/2009	CH 102	1	OZ		Fisher
29123	131377		1,10-PHENANTHROLINE	02/06/2009	CH 102	1	GM		Aldrich
33284	D111-500		1,4-DIOXANE	02/06/2009	CH 102	1	500 ML		FISHER
90576	D1878		2,6-DICHLORODIPHENOL SODIUM	02/06/2009	CH 102	1	G		SIG
90575	D1878		2,6-DICHLORODIPHENOL SODIUM	02/06/2009	CH 102	1	G		SIG
90574	D1878		2,6-DICHLORODIPHENOL SODIUM	02/06/2009	CH 102	1	G		SIG
90571	D1878		2,6-DICHLORODIPHENOL SODIUM	02/06/2009	CH 102	1	G		SIG
91041	825-45-1		2,6-Dichlorodiphenol, sodium salt	02/06/2009	CH 102	1	G		Xferred from AA2000
91040	825-45-1		2,6-Dichlorodiphenol, sodium salt	02/06/2009	CH 102	1	G		Xferred from AA2000

2. The Adding Chemical screen will appear.

PI AAA0000 AAADaPrato, Peter Adding Chemical

Inventory # 0120213 NFPA 704 Codes

Required Fields

Lab [ ] last

Chemical Description [ ] ?

# of Units 1 Quantity per Unit 0 Volume/Size --No Selection--

Supplemental Chemical Information

Physical State  Gas  Liquid  Solid CAS # [ ]

Chemical Formula [ ]

Molecular Weight [ ]

Storage Location [ ] last

MAX On Hand [ ]

MSDS Location [ ] Find MSDS online last

Vendor Information

Vendor [ ]

Catalog # [ ]

PO # [ ]

Order Date [ ] [ ] [ ]

Receipt Date 03/17/2009

Open Date [ ] [ ] [ ]

Expiration Date [ ] [ ] [ ]

Contact Information/Comments

Contact [ ] last Contact's Phone [ ]

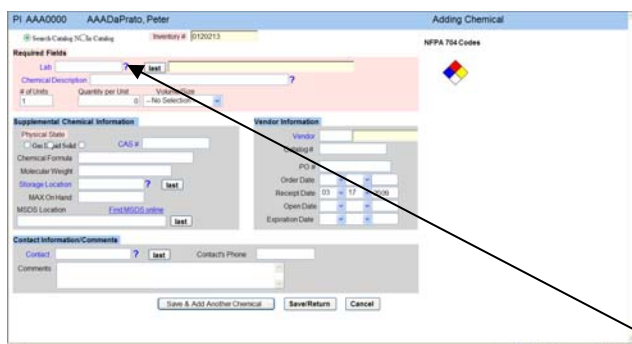
Comments [ ]

Save & Add Another Chemical Save/Return Cancel

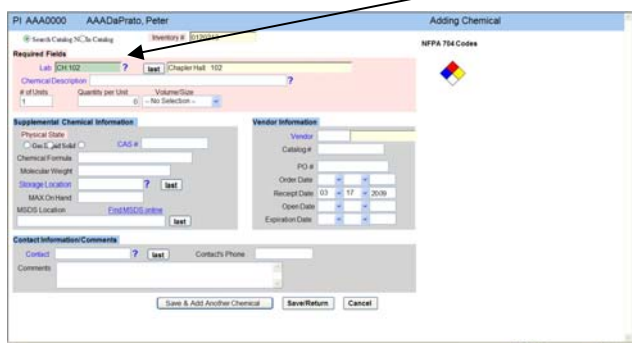
- In the **Adding Chemical** screen, **all items shaded in pink** are required fields. You must enter data in these fields in order to save an entry. Fields that are not highlighted in pink are optional. Using your **Tab key will take you through each field**.
- Inventory# is automatically assigned by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

### Required Fields

- 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)



Click [?]  
 Click [Select] for the Lab Location  
 The Lab number is inserted



- 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).

9 Found. Click the Chemical's CAS# or Description to select it.

CAS #	Chemical Description	Catalog #	Vendor	Expiration Period (months)	Molecular Weight	Chemical Formula
<a href="#">1,4-DIOXANE</a>		D111-500	FISHER	-		
<a href="#">1,4-DIOXANE</a>			FISHER	-		
<a href="#">1-BUTANOL</a>		BT-105	SIG	-		
<a href="#">2-Ethyl-4,5-dimethyl-1,3-thiazole</a>		556718	Aldrich	-		
<a href="#">2-MERCAPTOETHANOL</a>		482	Amresco	-		
<a href="#">3-(diethylamino)-propylamine</a>		D45606	Aldrich	-		
<a href="#">4-(Dicyanomethylene)-2-methyl-6-(4-dimethylamino)pyrimidin-5(1H)-one</a>		410497	Aldrich	-		
<a href="#">ACETIC ACID, GLACIAL</a>		V19404	MALLINCKRO	-		
<b>75-07-0</b>	<b>ACETIC ALDEHYDE</b>	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 pick-list 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 Catalog

Show me Chemicals where Vendor is -- No Selection -- Cancel  
 Show me Chemicals where Chemical Description Starts with...  
 Show me Chemicals that are Chemical Description (previously received)  
CAS # Catalog # Chemical # Show

← Description to select it.

CAS #	Chemical Description	Catalog #	Vendor	Expiration 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 95%					
65-81-9	ACRIDINE ORANGE	A2886	SIOMA	-		
33864-99-2	ALCIAN BLUE BOX	IA328		-		
33864-99-2	ALCIAN BLUE BOX	A2440		-		
33864-99-2	ALCIAN BLUE BOX	A5268	SIOMA	-		
107-18-6	ALLYL ALCOHOL			-		
3012-65-6	AMMONIUM CITRATE	A8170	SIOMA	-		
28631-66-6	ANILINE BLUE	A10090		-		
28631-66-5	ANILINE BLUE	A10095		-		
28631-66-6	ANILINE BLUE	A967	FISHER	-		
518-62-9	ANILINE VIOLET	C781	FISHER	-		
1336-21-6	AQUA AMMONIA (HOUSE HOLD AMMONIA)	A669	FISHER	-		
26641-18-9	AZOCARBYNE	A10145		-		
801-83-3	AZURE A	A970	FISHER	-		
4196-99-0	BIRBECK SCARLET ACID RED 56	NA0454	FISHER	-		
8095-37-2	BISMARCK BROWN	NA0458		-		

Show Chemical by;
 

- Chemical Description
- CAS #
- Catalog #
- Chemical #



- 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 Catalog

Show me Chemicals where Vendor is -- No Selection --

Show me Chemicals where Chemical Description  Starts with...  **Show**

Show me Chemicals that are in my "Personal Catalog" (previously received)  Contains...  **Show**

Click the Chemical's CAS# or Description to select it.

CAS #	Chemical Description	Catalog #	Vendor	Expiration Period (months)	Molecular Weight	Chemical Formula
64-19-7	ACETIC ACID	A38-500	FISHER	-		
64-19-7	ACETIC ACID	A38-212	FISHER	-		
	ACID ALCOHOL (RCL 2% TRIANOL 97%)					
65-61-2	ACQUINT ORANGE	A2884	SIGMA	-		
33864-99-2	ALCIAN BLUE BOX	LA288		-		
33864-99-2	ALCIAN BLUE BOX	AX440		-		
33864-99-2	ALCIAN BLUE BOX	A3268	SIGMA	-		
107-18-6	ALCYL ALCOHOL					
3012-65-8	ALUMINUM CITRATE	A1170	SIGMA	-		
28631-66-5	ANILINE BLUE	A10090		-		
28631-66-5	ANILINE BLUE	A10095		-		
28631-66-5	ANILINE BLUE	A907	FISHER	-		
548-62-0	ANILINE VIOLET	C581	FISHER	-		
1336-21-6	AQUA AMMONIA (HOUSE HOLD AMMONIA)	A669	FISHER	-		
2541-18-9	AZOCARBYNE	A10145		-		
531-53-3	AZUREA	A970	FISHER	-		
4196-99-0	BIEBRICH SCARLET ACID RED 66	NAD454	FISHER	-		
8065-37-2	BISMARK BROWN	NAD458		-		
1330-43-4	BORAX	S348	FISHER	-		

- Starts With
- Contains
- Equals

- 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)

Chemical Catalog

Show me Chemicals where Vendor is -- No Selection --

Show me Chemicals where Chemical Description  Starts with...  **Show**

Show me Chemicals that are in my "Personal Catalog" (previously received)  Contains...  **Show**

Click the Chemical's CAS# or Description to select it.

CAS #	Chemical Description	Catalog #	Vendor	Expiration Period (months)	Molecular Weight	Chemical Formula
8341-20-8	LIGHT GREEN SF YELLOW/2SH	L179	FISHER	-		
8341-20-8	LIGHT GREEN SF YELLOW/2SH	C7911		-		

Type Chemical Description and click [SHOW]

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. **Do Not** 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#
- Copy 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.

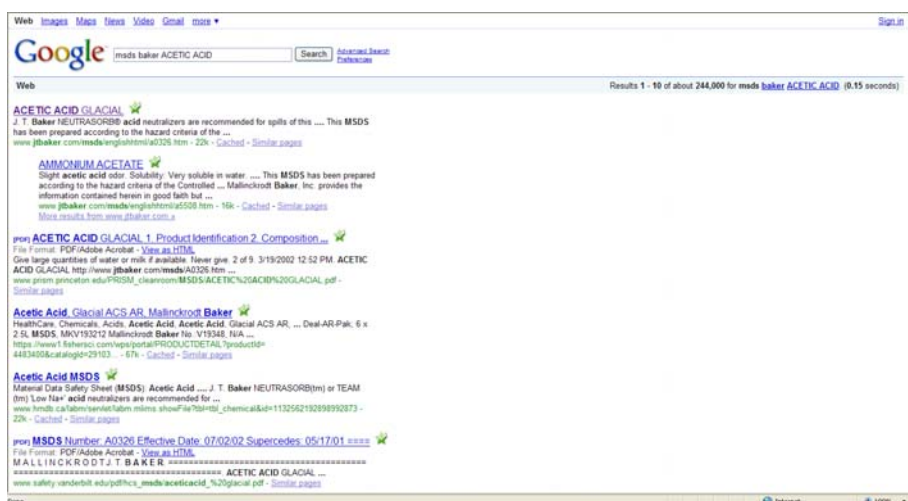
- The **"# of Units"** field is where you will enter the number of containers you have. The default number is 1. To enter any number higher than 1, all of the containers have to be of the same size and same units of measure. For example, if you have 2 containers of Methanol and they are both 1 liter 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.
- 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.
- 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

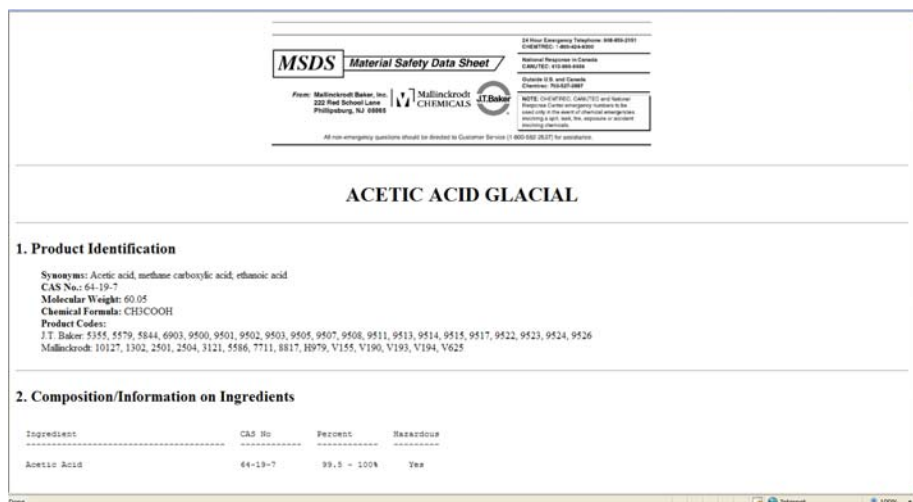
- In the next field you will select the Physical State of your chemical. Click the radio button  to the left of the Physical State that matches your chemical (Gas, Liquid, or Solid). Tab to the next field.
- The CAS # will be automatically entered by the program if the chemical is listed in the system catalog.
- Enter the [Chemical Formula]. *(it will be automatically entered by the program if the chemical is listed in the system catalog)*
- Enter the molecular weight. *(it will be automatically entered by the program if the chemical is listed in the system catalog)*
- [Storage Location]** is the location of the chemical in your lab. 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.* Double-click the search results that relate to the chemical you are entering.



- 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 [1] Quantity per Unit [0] Volume/Size [No Selection]

**Supplemental Chemical Information**

Physical State  Gas  Liquid  Solid CAS # [?]

Chemical Formula [?]

Molecular Weight [?]

Storage Location [?] [last]

MAX On Hand [?]

MSDS Location [Find MSDS online](#) [last]

**Vendor Information**

Vendor [?]

Catalog # [?]

PO # [?]

Order Date [?] [?]

Receipt Date 04 [?] 02 [?] 2009

Open Date [?] [?]

Expiration Date [?] [?]

**Contact Information/Comments**

Contact [?] [last] Contact's Phone [?]

Comments [?]

Save & Add Another Chemical Save/Return Cancel

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

Vendor Code	Vendor Name	Phone	Ext	Shipping Charge
AAPF	AAPF			0
ABCB	ABCB GMBH & CO.KG			0
ACROS	ACROS			0
ACROS ORG	ACROS ORGANICS USA			0
ALDRICH	ALDRICH CHEMICAL COMPANY			0
ALFA Aesar	ALFA Aesar			0
AMERICAN	AMERICAN BURDICK AND JACKSON			0
AMERSCO	AMERSCO			0
AVOCADO RE	AVOCADO RESEARCH CHEMICALS			0
BAKER & AD	BAKER & ADAMSON			0
BOHRINGER	BOHRINGER MANNHEIM GMBH			0
CALIBON	CALIBON LABORATORIES LTD			0
CHEM SERVICE	CHEM SERVICE, INC.			0
CHEMPURE	CHEMPURE			0
CITY CHEM	CITY CHEMICAL			0
CURTIN MAT	CURTIN-MATHIESON SCIENTIFIC			0
DGLSALCO	DGLSALCO CORPORATION			0
DOW CHEMIC	DOW CHEMICALS			0
DOW	DOW CORNING			0
EASTMANOR	EASTMAN ORGANIC CHEMICALS			0
ECONOMICS	ECONOMICS LABORATORY, INC.			0
EMS SCIENCE	EMS SCIENCE			0
EMD	EMD CHEMICALS, INC.			0
ENGELHARD	ENGELHARD CORPORATION SPECIALTY			0
MEI	MEI			0
EXCITON CH	EXCITON CHEMICAL COMPANY, INC.			0
FERRO CORP	FERRO CORPORATION			0
FISHER	FISHER SCIENTIFIC CHEMICAL DIVISION			0
FLUKACHEM	FLUKA CHEMICAL			0
G. FREDERICH	G. FREDERICH SMITH CHEMICALS CO.			0
GELEST	GELEST, INC.			0
GIBCO PROD	GIBCO PRODUCTS			0
HARSHAW FT	HARSHAW FILTRATION 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**.

# Removing Chemicals from Your Inventory

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

1. To remove a chemical from your inventory, click [**REMOVE**] for that chemical to be removed from your inventory.

Click Remove

The screenshot shows the 'Current Inventory' screen. At the top, there are navigation options: 'Main Menu < BACK', 'AAA0000 AAADaPrato, Peter', and 'Log Off'. Below this, there are radio buttons for 'Current Inventory' (selected), 'Proposed Inventory', and 'Arch'd Inventory'. There are also filters for 'Items Received/Ordered on' (03/17/2009) and 'All Items' (selected). A table of chemicals is displayed with columns: Inventory #, Cabinet #, CAS #, Chemical Description, Receipt Date, Location, Receipt Qty, Unit, Chemical Unit, PO #, Revision #, and Vendor. The first row is highlighted in tan and contains: Inventory # 0120213, Cabinet # 654897, CAS # 64-19-7, Chemical Description ACETIC ACID, Receipt Date 3/17/2009, Location CH 102, Receipt Qty 1, Unit LT, Chemical Unit 569874, Revision #, and Vendor BAKER & AD. A callout box labeled 'Click Remove' points to the 'Remove' button in the first row of the table.

Inventory #	Cabinet #	CAS #	Chemical Description	Receipt Date	Location	Receipt Qty	Unit	Chemical Unit	PO #	Revision #	Vendor
0120213	654897	64-19-7	ACETIC ACID	3/17/2009	CH 102	1	LT	569874			BAKER & AD
22417	2544		MANGANOUS NITRATE.50% SOLUTION	2/26/2009	CH 102	1	454 GM				Baker
13648	A31220	631-61-8	AMMONIUM ACETATE	2/26/2009	CH 102	1	454 GM				MCB
29163	3922	7757-83-7	Sodium sulfite	2/26/2009	CH 102	1	2.5 KG				Baker
22300	3122	7789-23-3	Potassium fluoride	2/26/2009	CH 102	1	113 GM				Baker
91843		12232-99-4	Sodium bismuthate	2/26/2009	CH 102	1	100 G				
22595	2067		ISOPROPYLALCOHOL	2/26/2009	CH 102	1	1 QT				

2. Clicking [**REMOVE**] 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.

The screenshot shows the 'Confirmation' dialog box. It has a title bar 'Confirmation' and a 'Reason for Removal' dropdown menu with a down arrow. Below the dropdown, it asks 'Are you sure you want to mark Inventory # 22417 as Removed?' and has 'Yes' and 'No' buttons. A callout box labeled 'Click Remove' from the previous screenshot points to the down arrow of the 'Reason for Removal' dropdown menu.

**Confirmation**

Reason for Removal

-- No Selection --

-- No Selection --

Data Entry Error

Used

Transferred

Be Removed

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 [☉ DISPOSED INVENTORY].

Main Menu < BACK AAA0000 AADaPrato, Peter Log Off

☉ Current Inventory ☐ Disposed Inventory Arch☐ed Inventory

☉ Items Received/Ordered on 03 17 2009 Show Total # of chemicals in inventory 974

☉ All Items

☉ Show me Chemicals where Chemical Description Starts with... Show

☉ Show Chemicals by Location

☉ Show Chemicals by 1st Letter

☉ Show Appendix A Chemicals

+ Add Chemical + --Reports--

Appendix A listed Chemicals are highlighted in Tan.

1 2 3 4 5 6 7 8 9 10 per page 50

				Inven- tion #	Catlog #	CAS #	Chemical Description	Recep- t Date	Location	Recep- t QTY	Unit	Chemical Unit	P.O.#	Exposu- re #	Vendor
Highlight	Select	Remove	MSDS Search	0120213	654897	64-19-7	ACETICACID	3/17/2009	CH102	1	1	LT	569874		BAKER&AD
Highlight	Select	Remove	MSDS Search	22418	2544		MANGANOUS NITRATE 50% SOLUTION	2/26/2009	CH102	1	1	PT			Baker
Highlight	Select	Remove	MSDS Search	13648	AX1220	631-61-8	AMMONIUM ACETATE	2/26/2009	CH102	1	454	GM			MCB
Highlight	Select	Remove	MSDS Search	29164	SX715		Sodium phosphate	2/26/2009	CH102	1	454	GM			MCB
Highlight	Select	Remove	MSDS Search	22300	3122	7789-23-3	Potassium fluoride	2/26/2009	CH102	1	113	GM			Baker
Highlight	Select	Remove	MSDS Search	91844		12232-99-4	Sodium bismuthate	2/26/2009	CH102	1	100	G			
Highlight	Select	Remove	MSDS Search	22596	A416		2-PROPANOL	2/26/2009	CH102	1	500	ML			Fisher

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

Activated

Disposed Inventory

Inventory #	Catalog #	CAS #	Chemical Description	Receipt Date	Location	Receipt QTY	Lot	Chemical Unit	PZ #	Responsible #	Vendor	GR
22417	2544		MANGANOUS NITRATE 50% SOLUTION	2/26/2009	CH102	1	454	GM			Baker	Xferred from AAADaPrato, P
13668	A3795	6884-52-2	Ammonium Nitrate	2/26/2009	CH102	1	500	FZ			SIG	Xferred from AAADaPrato, P

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 you want to mark  
Inventory # 22417  
as NOT Removed?

Yes No

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

Main Menu < BACK AAA0000 AAADaPrato, Peter Log Off

Current Inventory 
  Disposed Inventory 
  Archived Inventory

Items Received/Ordered on 03/17/2009 Show Total # of chemicals in inventory 974

All Items

Show me Chemicals where Chemical Description Starts with... Show

Show Chemicals by Location

Show Chemicals by 1st Letter

Show Appendix A Chemicals

+ Add Chemical +

Appendix A listed Chemicals are highlighted in Tan.

Display 50 per page

				Inventor #	Catalog #	CAS #	Chemical Description	Receipt Date	Location	Receipt Qty.	Unit	Chemical Lot	EO #	Requisition #	Vendor	CG
Highlight	Select	Remove	MSDS Search	13658	A3795	6484-52-2	Ammonium Nitrate	2/26/2009	CH102	1	500	FZ			SIG	Xferred from AAADaPrato, P

Display 50 per page

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

Main Menu < BACK AAA0000 AAADaPrato, Peter Log Off

Current Inventory 
  Disposed Inventory 
  Archived Inventory

Items Received/Ordered on 03/17/2009 Show Total # of chemicals in inventory 974

All Items

Show me Chemicals where Chemical Description Starts with... Show

Show Chemicals by Location

Show Chemicals by 1st Letter

Show Appendix A Chemicals

+ Add Chemical +

Appendix A listed Chemicals are highlighted in Tan.

1 2 3 4 5 6 7 8 9 10 per page 50

				Inventor #	Catalog #	CAS #	Chemical Description	Receipt Date	Location	Receipt Qty.	Unit	Chemical Lot	EO #	Requisition #	Vendor	CG
Highlight	Select	Remove	MSDS Search	0120213	654897	64-19-7	ACETIC ACID	3/17/2009	CH102	1	1	LT	569874		BAKER & AD	
Highlight	Select	Remove	MSDS Search	22417	2544		MANGANOUS NITRATE, 50% SOLUTION	2/26/2009	CH102	1	454	GM			Baker	
Highlight	Select	Remove	MSDS Search	13648	AX1220	631-61-8	AMMONIUM ACETATE	2/26/2009	CH102	1	454	GM			MCB	
Highlight	Select	Remove	MSDS Search	29163	3922	7757-83-7	Sodium sulfite	2/26/2009	CH102	1	2.5	KG			Baker	
Highlight	Select	Remove	MSDS Search	22300	3122	7789-23-3	Potassium fluoride	2/26/2009	CH102	1	113	GM			Baker	
Highlight	Select	Remove	MSDS Search	91843		12232-99-4	Sodium bismuthate	2/26/2009	CH102	1	100	G				
Highlight	Select	Remove	MSDS Search	22595	2067		ISOPROPYL ALCOHOL	2/26/2009	CH102	1	1	QT				

10. The item is now listed as current inventory.

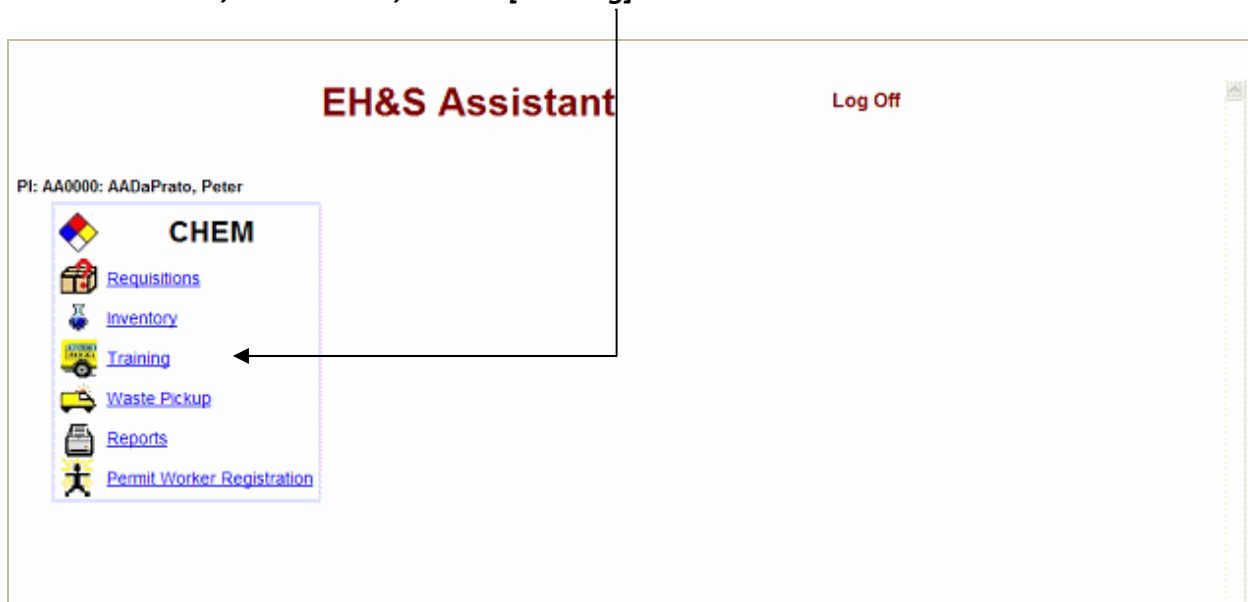
11. Click [MAIN MENU].



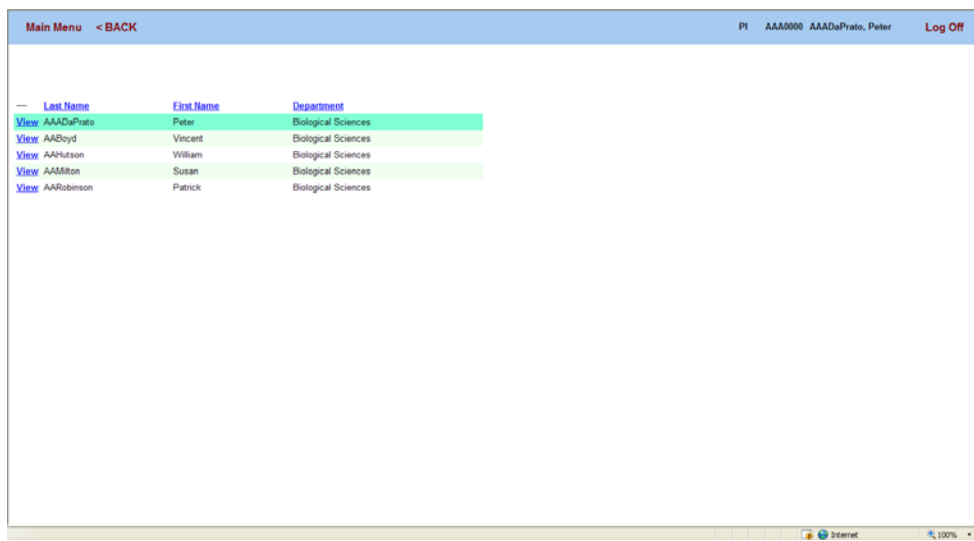
## Training

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



*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.

Training Date	Course #	Course Name	Frequency	Category	Score
1/6/2009	ORT	New Employee Orientation	One-Time	General	Pass
12/11/2008	Lab101	Lab Safety	12 months	General	Pass
11/12/2008	B101	Basic Biological Safety	One-Time	BIO	Pass

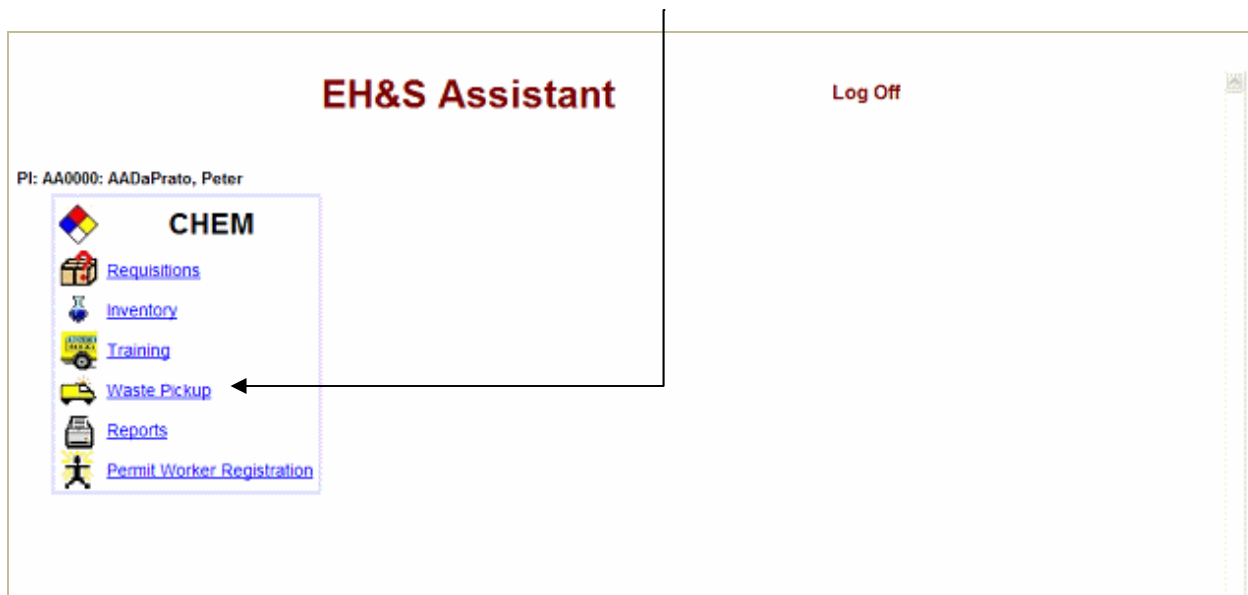
Due Date	Status	Course #	Course Name	Frequency	Requirement	Comments
						RED.
	fulfilled	B101	Basic Biological Safety	One-Time		
	fulfilled	ORT	New Employee Orientation	One-Time		
12/11/2009	Triggered by Self	Lab101	Lab Safety	12		
11/12/2010	Triggered by Prerequisite B105	Biological Safety Refresher		24		
11/12/2013	Triggered by Prerequisite B110	Biosafety Cabinet General Use		60		

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.

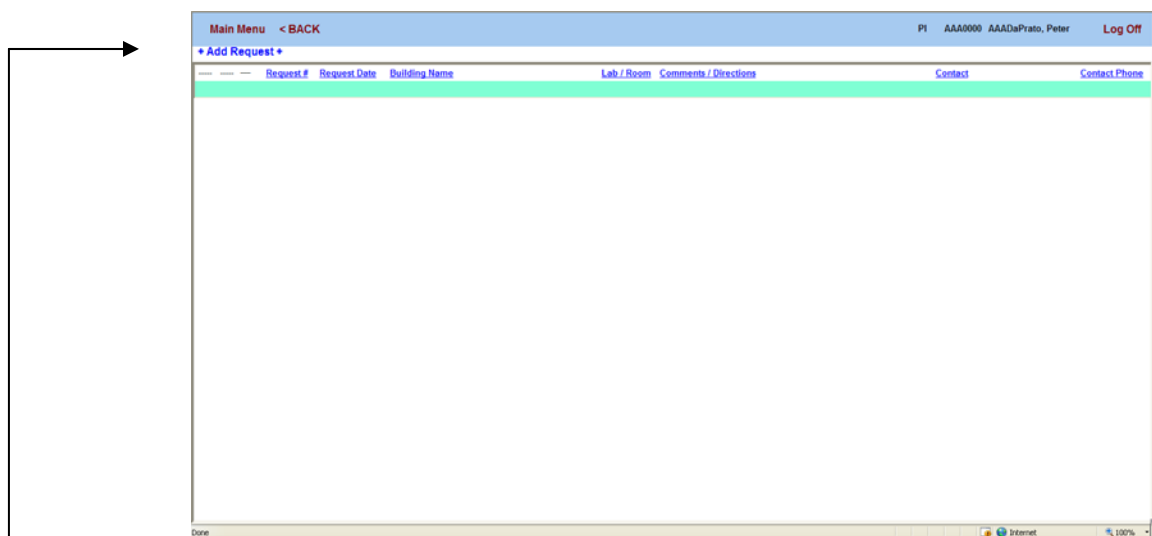
## Waste Pickup (this section is not yet active)

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].**



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



### **Adding a Waste Pickup Request**

1. Click [**ADD REQUEST**].

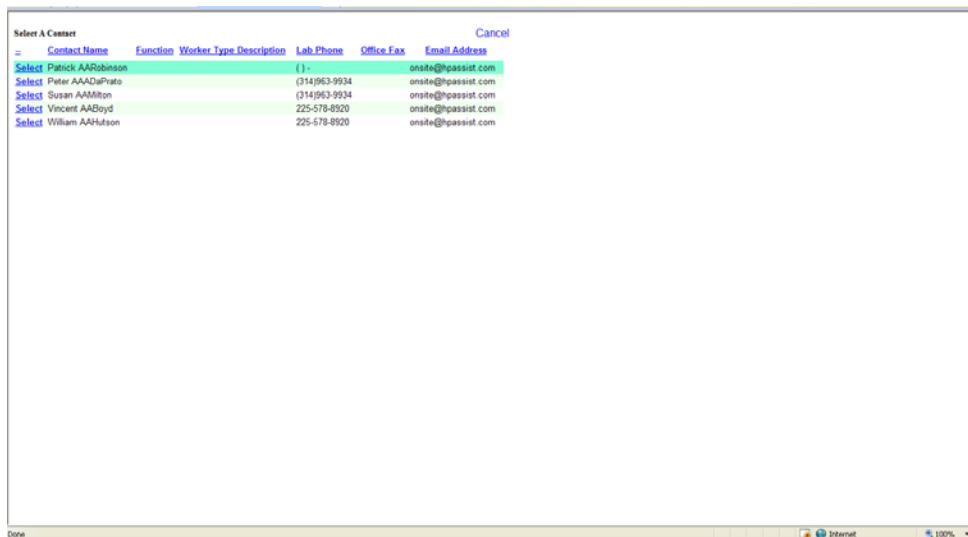
PI: AAA0000 AAADiPrato, Peter  
 Request # P090317001  
 Request Date 03/17/2009  
 Lab / Location ? Lab not found  
 Contact ? Contact's Phone  
 Campus ?  
 Waste Generator ?  
 Comments  
 Save Cancel

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.

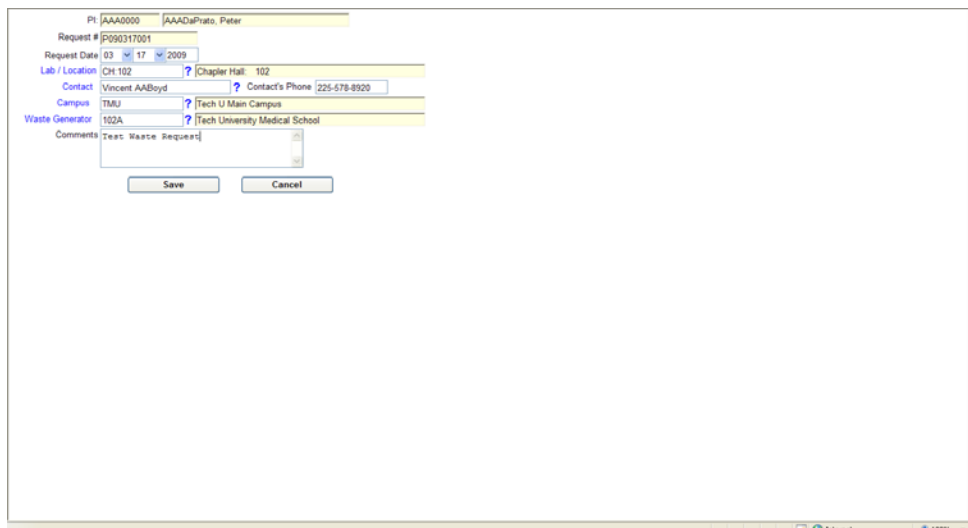
Permit #	Building Code	Building Name	Lab/Room	Lab Type	Select Frequency
Select C-01061	CH	Chapler Hall	102	Sensor Lab	
Select B-00000	CH	Chapler Hall	104	Sensor Lab	
Select B-00000	CH	Chapler Hall	107	Undergrad	
Select B-00000	CH	Chapler Hall	135	Sensor Lab	
Select B-00000	CH	Chapler Hall	230	Sensor Lab	
Select C-01061	CH	Chapler Hall	401	Sensor Lab	
Select C-01061	CH	Chapler Hall	403	Sensor Lab	
Select 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.



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



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

Empty Replacement Containers:  Replacement Containers Description (if required):   
# of Containers:  Container Type: --None--  
Quantity:  --No Selection--  
Waste Type:  Biological  Chemical  Radiological  
Physical Form:  Liquid  Solid  Gas  
Request # P090317001  
 Exchange Chemical?  
**Adding Waste Pickup Request Detail**  
Biological Waste Type: --No Selection--  
Submit Cancel

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 or Radiological. Chemical will be selected displaying the need to enter additional information.

# of Containers: 1 Container Type:   
Empty Replacement Containers: 1 Replacement Containers Description (if required):   
Waste Type:  Biological  Chemical  Radiological  
Physical Form:  Liquid  Solid  Gas  
Quantity: 1 ML : Milliliters  
Request # P090106001  
 Exchange Chemical?  
**Adding Waste Pickup Request Detail**  
Pick (?)...or Type Chemical -OR- Choose an Inventory Item -> Inventory # Link % of Content Attach  
100.00  

Chemical #	CAS #	Chemical Description	% of Content	Inv. # Link

  
0.00  
Submit Cancel

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  Container Type

Empty Replacement Containers  Replacement Containers Description (if required)

Waste Type  Biological  Chemical  Radiological

Physical Form  Liquid  Solid  Gas

Quantity  ML : Milliliters

Detail #

Request #

Exchange Chemical?

**Editing Waste Pickup Request Detail**

Pick (?)...or Type Chemical -OR- Choose an Inventory Item ->  ?  % of Content  [Attach](#)

	Chemical #	CAS #	Chemical Description	% of Content	Inv. # Link
<a href="#">detach</a>			1,4-DIOXANE	10	
<a href="#">detach</a>	384	75-07-0	ACETIC ALDEHYDE	90	

100.00

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

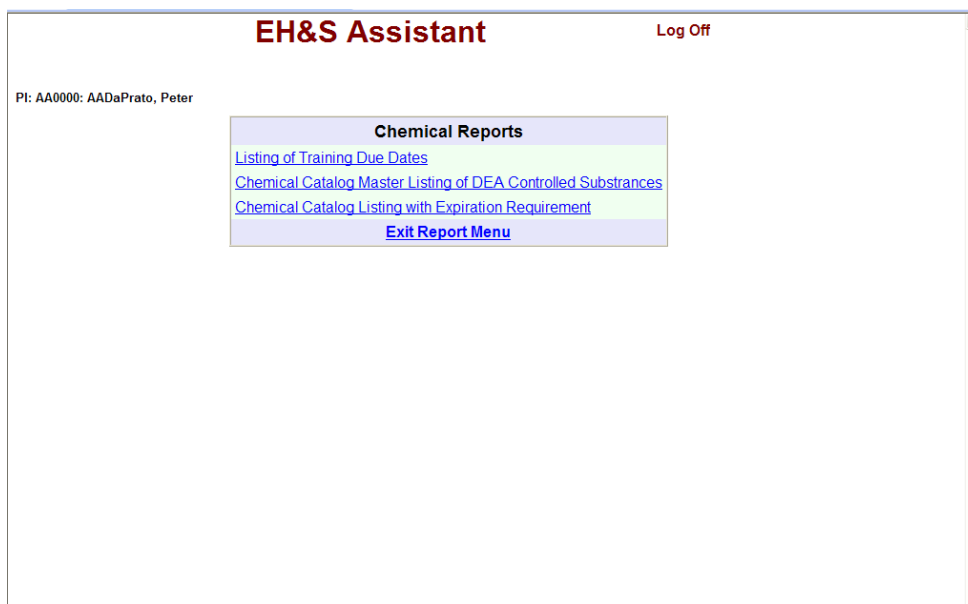
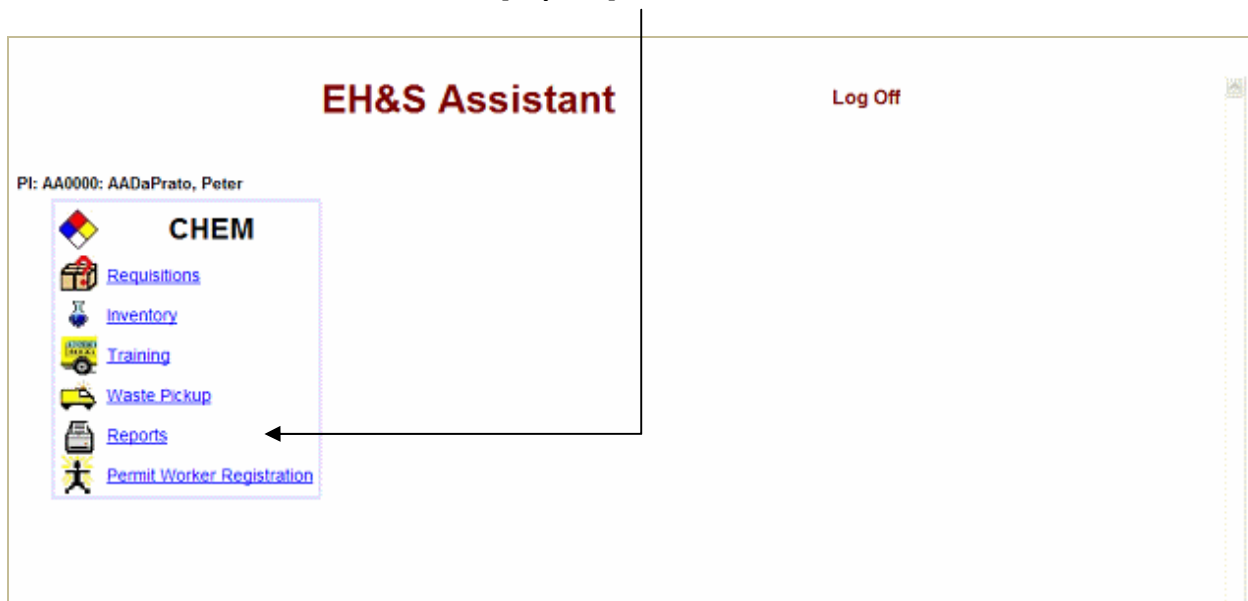
The steps involved in editing or viewing an existing request are identical as adding a request.

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.

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

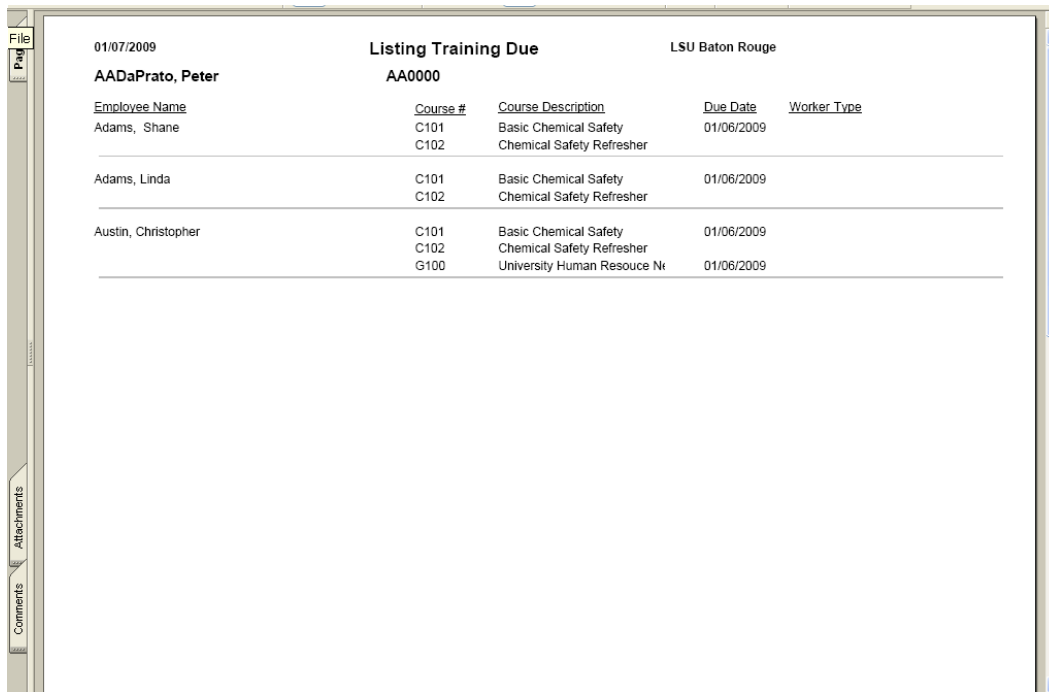


*The screen displayed allows for running various reports relative to this user.*



## Listing of Training Due Dates

1. Click [LISTING OF TRAINING DUE DATES].



The screenshot shows a web application window with a title bar containing 'File', 'Page', and 'Print'. The main content area displays a table titled 'Listing Training Due' for 'LSU Baton Rouge'. The table lists training due dates for three employees: Peter AADaPrato, Linda Adams, and Christopher Austin. The table has five columns: Employee Name, Course #, Course Description, Due Date, and Worker Type. The data is as follows:

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 Resource Nt		

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

01/07/2009			Chemical Catalog Master Listing of DEA Controlled Substances		LSU Baton Rouge	
Chemical #	CAS #	CHEMICAL DESCRIPTION	Chemical #	CAS #	CHEMICAL DESCRIPTION	DEA Schedule
<b>Schedule I</b>			<b>Schedule II</b>			
718	13956-29-1	CANNABIDOL CRYSTALLINE [DEA SCHEDULE I ITEM]	9122		KETALAR [DEA SCHEDULE II]	
11185	50-99-6	EPHEDRINE HYDROCHLORIDE [DEA SCHEDULE I ITEM]	7995	1867-66-9	KETAMINE [DEA SCHEDULE II]	
4183	134-72-6	EPHEDRINE SULFATE [DEA SCHEDULE I ITEM]	6346	60-13-6	MEPERIDINE HYDROCHLORIDE [DEA SCHEDULE II ITEM]	
9124	299-42-3	EPHEDRINE [DEA SCHEDULE I ITEM]	6348	115-39-8	MEPHOSBARBITAL [DEA SCHEDULE II]	
8301	129-51-1	ERGONOVINE MALEATE [DEA SCHEDULE I ITEM]	11125	51-67-0	METHAMPHETAMINE [DEA SCHEDULE II]	
1722	75-04-7	ETHYLAMINE [DEA SCHEDULE I ITEM]	11411	298-59-9	METHYLPHENIDATE [DEA SCHEDULE II]	
216	10034-85-2	HYDROIODIC ACID [DEA SCHEDULE I ITEM]	6783	118357-24-7	MORPHINE D3 HYDROCHLORIDE TRIHYDRATE [DEA SCHEDULE II ITEM]	
1068	134-20-3	METHYL ANTHRANILATE [DEA SCHEDULE I ITEM]	6374	84-31-3	MORPHINE SULFATE [DEA SCHEDULE II ITEM]	
6024	13673-99-9	METHYLENEDIOXYAMPHETAINE, (+)-3,4- [DEA SCHEDULE I ITEM]	8973	78-74-4	PENTOSBARBITAL [DEA SCHEDULE II ITEM]	
4599	123-62-6	PROPIONIC ANHYDRIDE [DEA SCHEDULE I ITEM]	6498	60124-79-0	PHENCYCLIDINE-06-HYDROCHLORIDE 98 ATOM	
717	1972-09-3	TETRAHYDROCANNABINOL, DELTA9- [DEA SCHEDULE I ITEM]	6558		SECOBARBITAL 1MG/ML IN METHANOL [DEA SCHEDULE II ITEM]	
<b>Schedule II</b>			3577	209-43-3	SECOBARBITAL SODIUM [DEA SCHEDULE II ITEM]	
2716	8015-18-7	AMINOPYRINE BARBITAL [DEA SCHEDULE II]	1195	604-17-6	THIOBARBITURIC ACID [DEA SCHEDULE II]	
395	57-43-2	AMOBARBITAL [DEA SCHEDULE II ITEM]	9182	2095-57-0	THIOBUTABARBITAL [DEA SCHEDULE II]	
434	77-02-1	APROBARBITAL [DEA SCHEDULE II ITEM]	<b>Schedule III</b>			
573	519-09-5	BENZOYLECOGONINE HYDRATE [DEA SCHEDULE II ITEM]	7951	621-18-6	ANDROSTAN-17B-OL-3-ONE, 5-A- [DEA SCHEDULE III]	
5552		BENZOYLECOGONINE-D3 [DEA SCHEDULE II ITEM]	6126	62-43-7	DIALLYLBARBITURIC ACID, 5-6-, [DEA SCHEDULE III ITEM]	
5585	125-40-6	BUTABARBITAL [DEA SCHEDULE II]	6282		DIHYDROTOSTOSTERONE, 5-	
2901	529-38-4	COCAETHYLENE [DEA SCHEDULE II ITEM]	7649	78-43-7	FLUOXYMESTERONE [DEA SCHEDULE III ITEM]	
5917	53-21-4	COCAINE HYDROCHLORIDE [DEA SCHEDULE II ITEM]	6297	56-29-1	HEXOBARBITAL [DEA SCHEDULE III ITEM]	
5919	70420-71-2	CODINE-D3 HYDROCHLORIDE [DEA SCHEDULE II ITEM]	4845		HYDROPROGESTERONE CAPROATE ESTERODIOL VALERATE	
2190	119039-69-7	D-AMPHETAMINE-D3 SULFATE [DEA SCHEDULE II]	6651	6-32-6	HYDROXYPROGESTERONE 3-O-CARBOXYMETHYLOXIME, 17 ALPHA-	
6116	53-43-0	DEHYDROISANDROSTERONE	63	630-56-8	HYDROXYPROGESTERONE CAPROATE	
3111	78590-17-7	DEHYDROISANDROSTERONE 3-SULFATE SODIUM	7705	58-18-4	METHYLTESTOSTERONE, 17(A)- [DEA SCHEDULE III ITEM]	
6781	60124-81-4	DEOXYEPHEDRINE-D5-HYDROCHLORIDE (+)- [DEA SCHEDULE II]	11102	380-70-3	NORTTESTOSTERONE 17-DECANOATE, 16---DEA SCHEDULE III	
2955	53-16-7	ESTERONE	6514	67-83-0	PROGESTERONE	

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

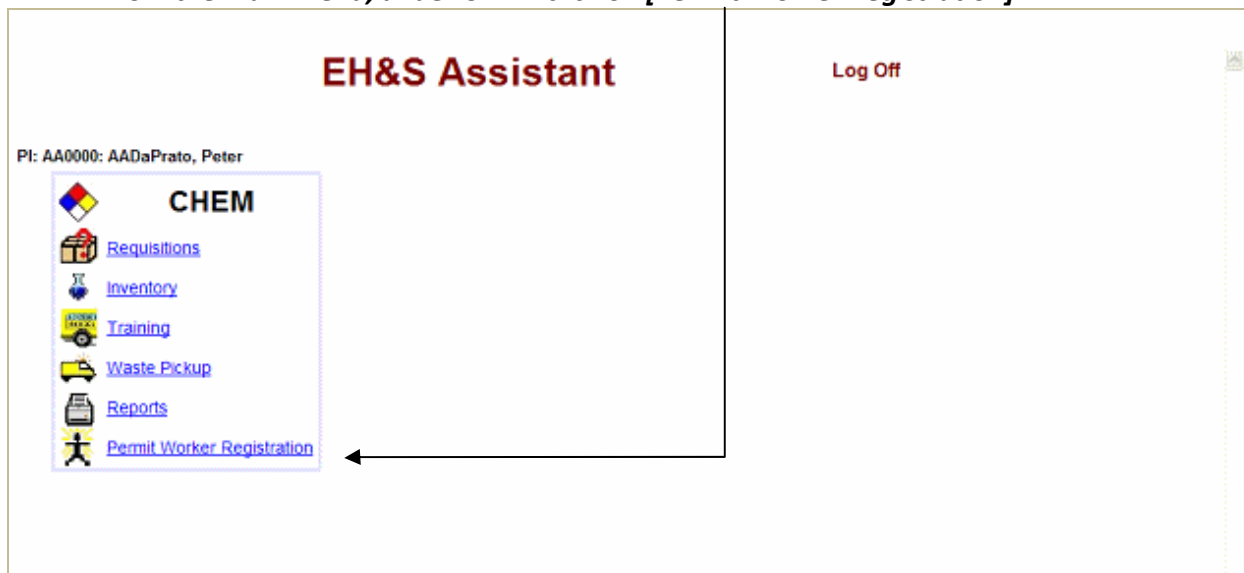
01/07/2009 **Chemical Catalog Listing with Expiration Requirement** LSU Baton Rouge

Chemical #	CAS #	CHEMICAL DESCRIPTION	Expiration				Hazard Categories
			Months	FLAME	HEALTH	REACT	
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	ALUMINIUM NITRATE	12	0	2	3	OX
4491	13477-00-4	BARIUM CHLORATE	12	0	1	3	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	
194	67-66-3	CHLOROFORM	36	0	3	1	
695		CHLOROFORMISOAMYL ALCOHOL	36	0	3	0	
1349	125-99-8	CHLOROPHRENE (CHLOROBUTADINE)	3	3	2	3	OX
11434		COE-PAK ACCELERATOR	24	0	2	1	
11436		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	3	OX
287	7727-21-1	POTASSIUM PERSULFATE	12	0	2	3	OX
10298	7782-62-6	SODIUM AMIDE	3	2	3	3	OX,W
9654	7791-07-3	SODIUM PERCHLORATE MONOHYDRATE	12	1	2	2	OX
4808	116-14-3	TETRAFLUOROETHYLENE INHIBITED	12	4	2	3	OX
9288	109-16-0	TRIETHYLENE GLYCOL DIMETHACRYLATE	12	0	3	1	
74	75-35-4	VINYLDINE CHLORIDE	3	4	2	2	

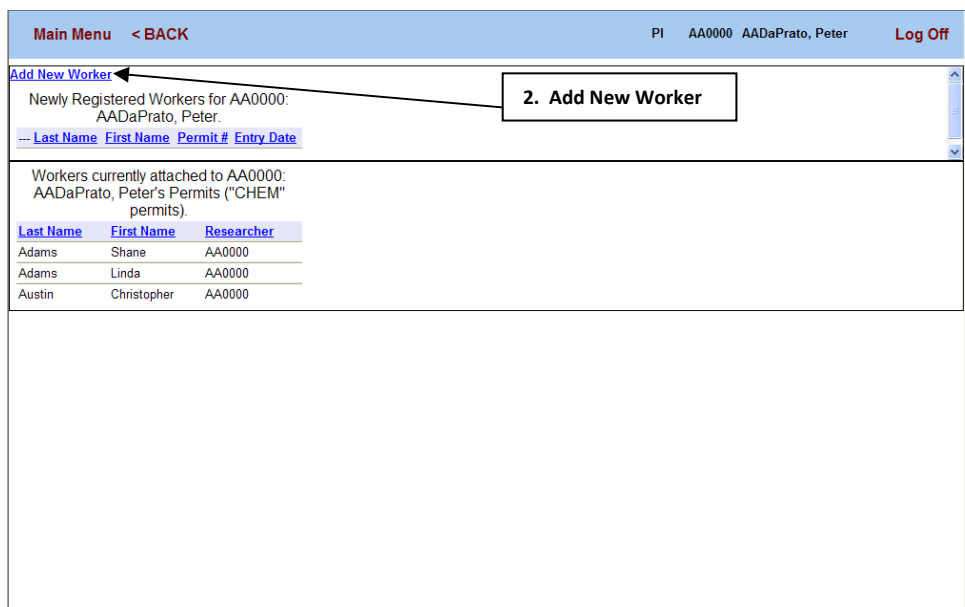
# Worker Registration

## Adding New Workers

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



- The **Adding New Worker** screen will appear. The screen is divided, displaying Newly Registered Workers and Workers Currently Attached to the user.



- 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 Supervisors you work for.

Add +Add+ Supervisor Name

4. Click on ADD to select supervisors

Please enter all previous training that this worker has completed.

Add +Add+ Course # Course Description Date Institution/Company (if other) Alternate/Equivalent Training Descri

5. Click on ADD to enter training courses already completed by the worker.

Submit Cancel

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.

	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

? = lookup table.

First Name  Last Name

ID Number  ID Type  ?

Email Address

Confirm Email

Campus Box

Work Phone  Fax

Start Date

Department Code  ? Department Name

Permit #  ? Job/Function  ?

Please enter all Supervisors you work for.

+Add+	Supervisor Name
<a href="#">delete</a>	Doleman, Kevin ?
<a href="#">delete</a>	Piker, William ?

Please enter all previous training that this worker has completed.

+Add+	Course #	Course Description	Date	Institution/Cc
<a href="#">delete</a>	G100 ?	University Human Resouce New Employee Welcome		
<a href="#">delete</a>	C101 ?	Basic Chemical Safety		

6. When complete, Click [**SUBMIT**].

Main Menu < BACK PI AA0000 AADaPrato, Peter Log Off

[Add New Worker](#)

Newly Registered Workers for AA0000:  
AADaPrato, Peter.

---	Last Name	First Name	Permit #	Entry Date
<a href="#">Edit</a>	AADaPrato	Robert	C-01062	1/8/2009

Workers currently attached to AA0000:  
AADaPrato, Peter's Permits ("CHEM" permits).

Last Name	First Name	Researcher
Adams	Shane	AA0000
Adams	Linda	AA0000
Austin	Christopher	AA0000

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**.

The screenshot displays a web application interface with a blue header bar. The header contains 'Main Menu < BACK' on the left, 'PI AA0000 AADaPrato, Peter' in the center, and 'Log Off' on the right. Below the header, there are two main sections. The top section is titled 'Add New Worker' and contains the text 'Newly Registered Workers for AA0000: AADaPrato, Peter.' followed by a table with columns 'Last Name', 'First Name', 'Permit #', and 'Entry Date'. The bottom section is titled 'Workers currently attached to AA0000: AADaPrato, Peter's Permits ("CHEM" permits).' and contains a table with columns 'Last Name', 'First Name', and 'Researcher'. An arrow points from the text in step 8 to the bottom section. Another arrow points from the text in step 9 to the 'Main Menu' and 'Log Off' buttons in the header.

Last Name	First Name	Permit #	Entry Date
AADaPrato	Robert	AA0000	

Last Name	First Name	Researcher
AADaPrato	Robert	AA0000
Adams	Shane	AA0000
Adams	Linda	AA0000
Austin	Christopher	AA0000

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