

OKLAHOMA STATE UNIVERSITY
Environmental Health & Safety

**CHEMICAL SAFETY
ASSISTANT
WEB ACCESS
USERS
MANUAL**

11.18.13
v.2.00

updated November 2013

Software Is a Licensed Product of
On Site Systems, Inc.
5 Plant Ave., Suite 1
St. Louis, MO 63119

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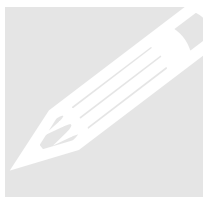
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INTRODUCTION

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



Chemical Safety Assistant 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
juanita.phelan@okstate.edu

Getting Started

Access to the Program

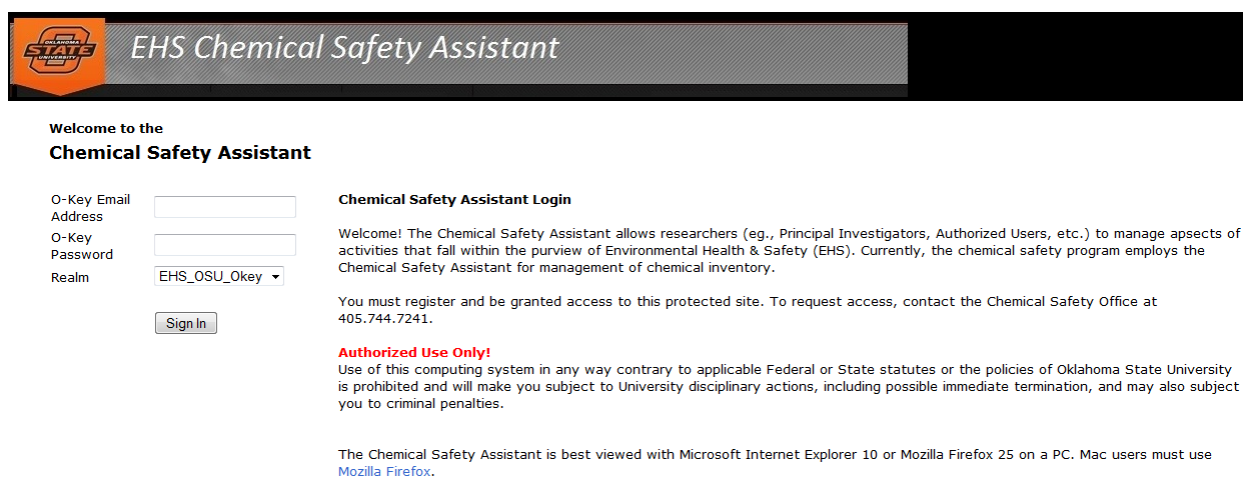
Access to the Chemical Safety Assistant Web Application is provided by OSU's Environmental Health & Safety Department. A link to the program is provided on the EHS Department's web page at: <http://ehs.okstate.edu>.

Starting Chemical Safety Assistant

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

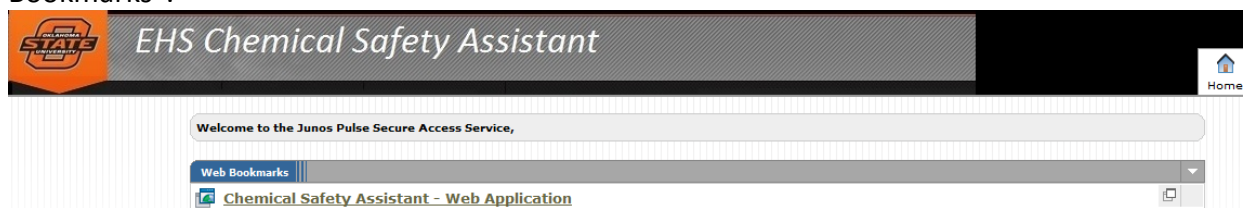
The following screen will appear.

This is the Chemical Safety Assistant portal:



The screenshot shows the EHS Chemical Safety Assistant login portal. At the top is a banner with the OSU logo and the text "EHS Chemical Safety Assistant". Below the banner, on the left, is a "Welcome to the Chemical Safety Assistant" section with login fields for "O-Key Email Address", "O-Key Password", and a "Realm" dropdown menu set to "EHS_OSU_Okey". A "Sign In" button is below these fields. On the right is the "Chemical Safety Assistant Login" section, which contains a welcome message, a paragraph about the system's purpose, and contact information for the Chemical Safety Office. Below this is a red "Authorized Use Only!" warning. At the bottom, there is a note about the recommended browsers: Microsoft Internet Explorer 10 or Mozilla Firefox 25 on a PC, and Mozilla Firefox for Mac users.

- Enter in your OSU O-Key email address and O-Key password.
- Then click on **Sign In**.
- Next, click on "Chemical Safety Assistant –Web Application" link under the section "Web Bookmarks".



The screenshot shows the EHS Chemical Safety Assistant web application interface. At the top is a banner with the OSU logo and the text "EHS Chemical Safety Assistant". Below the banner, on the right, is a "Home" button. Below the banner, on the left, is a "Welcome to the Junos Pulse Secure Access Service," message. Below this is a "Web Bookmarks" section with a dropdown menu. The dropdown menu is open, showing a link to "Chemical Safety Assistant - Web Application".

- Next, enter in your OSU O-Key email address and O-Key password.



ENVIRONMENTAL HEALTH & SAFETY

Environmental Health & Safety Assistant Login

O-Key Email Address
O-Key Password

Login

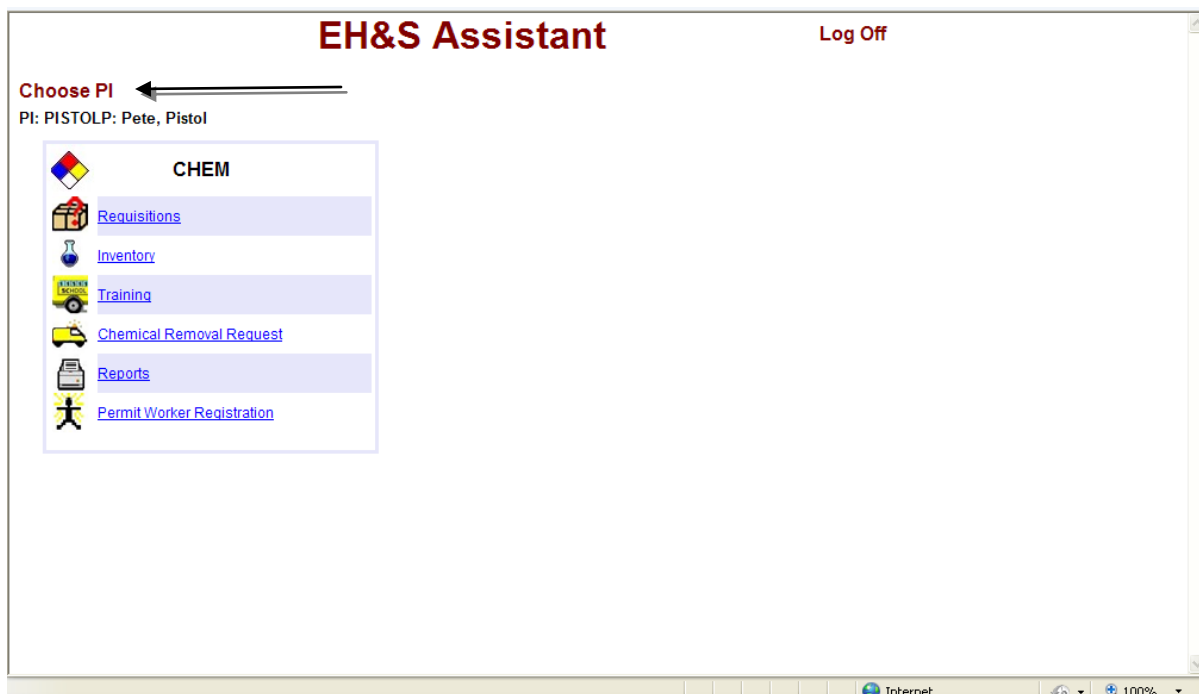
[Build Date: 11/06/2013 11:29:04 AM](#)

- Then click on [Login](#). This will log you onto the system and give you access to the **Main Menu**.

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 EHS Office
5. **Reports** – View or print select reports
6. **Permit Worker Registration** – Add a new worker to your permit

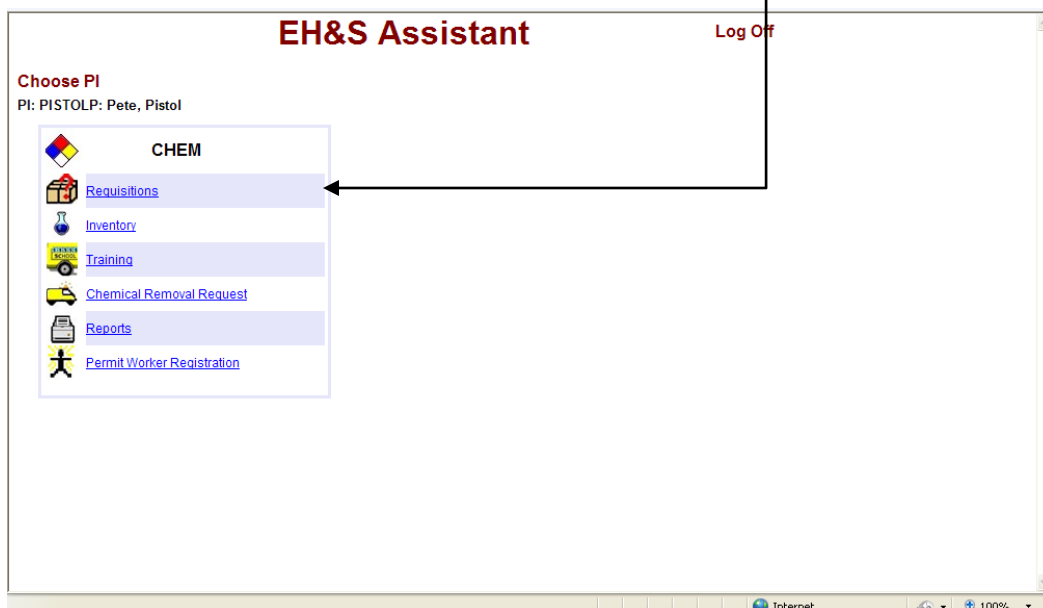
To Exit the program – Click on [**Log Off**]

If you are a Manager with access to several different inventories, you may change which inventory to view by clicking on **Choose PI**, which is located just above the **Chem Menu**.

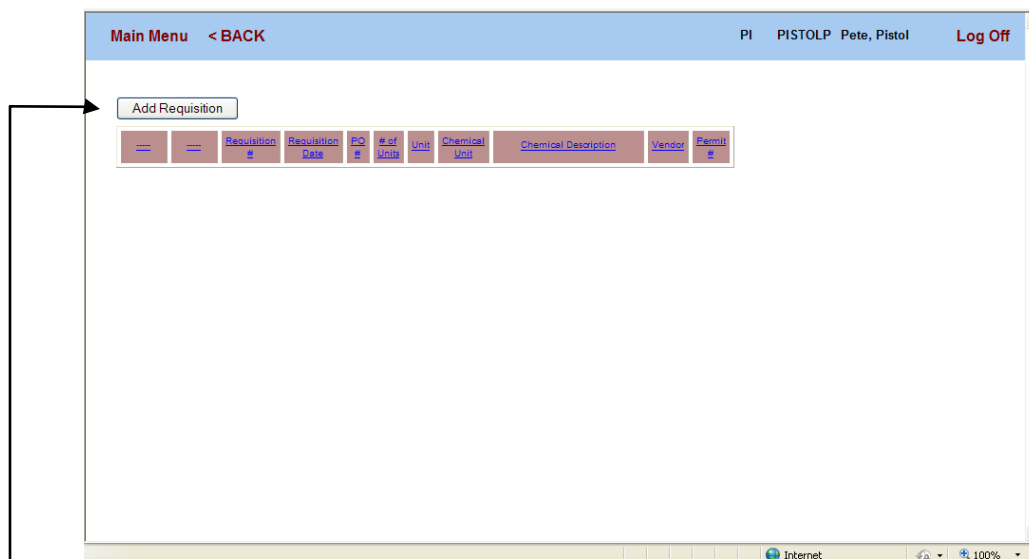
Chemical Requisitions

NOTE: The Requisition portion of this system is not connected in any way to the University's OK Corral purchasing program. It is strictly limited to the Chemical Safety Assistant program. This portion of the program is voluntary.

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



1. The Requisition Log screen will appear.



2. Click **ADD REQUISITION**

PISTOLP Adding Requisition

Requisition # R120126001

PO #

Account #

Lab ? Lab not found.

Contact ? Contact's Lab Phone Contact's Fax

Comments

Requisition Date 1/26/2012 Pick (?)...or Type Chemical -OR- Choose an Inventory Item -> Vendor Permit # C-PISTOLP ?

Number of Units Quantity per Unit Volume/Size ? Attach

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

Save Cancel

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, [R120126001].)
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 2 for Contact Information)

Cancel

Permit #	Building Code	Building Name	Lab/Room	Lab Type	Survey Frequency
Select C-01061	AER	Ag Engineering Research	101	Research Lab	
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	Choppin Hall	104	Sensor Lab	
Select C-01061	CH	Choppin Hall	107	Undergrad	

Lab Selection List

Cancel

Permit #	Building Code	Building Name	Lab/Room	Lab Type	Survey Frequency
Select	C-PISTOLP	STUNION-35	Student Union	CS 408	Research Lab
Select	C-PISTOLP	STUNION-35	Student Union	CS 412	Research Lab
Select	C-PISTOLP	STUNION-35	Student Union	CS 416	Research Lab
Select	C-PISTOLP	STUNION-35	Student Union	CS 420	Research Lab

Click [Select] for the Lab Location

The Lab number and building are inserted

PISTOLP Adding Requisition

Requisition #

PO #

Account #

Lab ?

Contact ? Contact's Lab Phone Contact's Fax

Comments

Requisition Date 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 #

- 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.
- Enter any comments pertinent to the order.
- Enter the contact information by clicking the **[?]** to the right of the contact field.

PISTOLP Adding Requisition

Requisition #

PO #

Account #

Lab ?

Contact ? Contact's Lab Phone Contact's Fax

Comments

Requisition Date 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 #

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

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

13. Select the vendor by clicking the [\[?\]](#) to the right of the Vendor field to activate the vendor search system.

Select Vendor

Search by Search Type 21

Select	Vendor Code	Vendor Name
Select	OREILLY	OREILLY
Select	OAK RIDGE	Oark Ridge National Lab
Select	OAKHURST	OAKHURST COMPANY
Select	OAKTON	Oakton Instruments
Select	OATEY	OATEY
Select	OMEGA	Omega Bio-Tek
Select	OMNI	OMNI AU
Select	OMNIPIN	OmniPin
Select	OMNIPUR	OmniPur
Select	OPTOVAC	OPTOVAC
Select	ORION	Orion
Select	ORTHENE	ORTHENE
Select	ORTHO	ORTHO
Select	OSI	OSI Specialties
Select	OSTER PRO	OSTER PROFESSIONAL PRODUCTS
Select	OSU CHEM	OSU Chemistry Dept.

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. (The Permit number is automatically filled in by the system for the first item. You will need to type it in or click [?] and select it for any subsequent entries.)

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.

PISTOLP Adding Requisition

Requisition #

PO #

Account #

Lab ?

Contact ? Contact's Lab Phone Contact's Fax

Comments

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

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

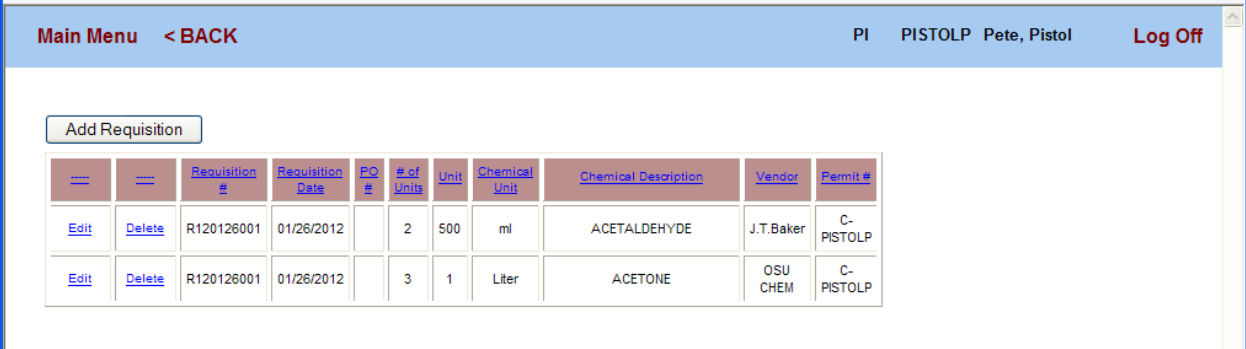
	Chemical #	CAS #	Chemical Description	# of Units	Unit	Volume/Size	Vendor	Permit #
detach	384	75-07-0	ACETALDEHYDE	2	500	ml	J.T.Baker	C-PISTOLP
detach	8491	67-64-1	ACETONE	3	1	Liter	OSU CHEM	C-PISTOLP

15. Permit #

16. Number of Units
17. Quantity per Unit
18. Volume/Size (?)

20. Add additional items to this requisition if needed. (Repeat steps 12-19)

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



The screenshot shows a web application interface for requisitions. At the top, there is a navigation bar with "Main Menu" and "< BACK" on the left, and "PI PISTOLP Pete, Pistol Log Off" on the right. Below the navigation bar is a section titled "Add Requisition". Under this section is a table with two rows of requisition items. Each row has columns for "Edit", "Delete", "Requisition #", "Requisition Date", "PO #", "# of Units", "Unit", "Chemical Unit", "Chemical Description", "Vendor", and "Permit #".

-----	-----	Requisition #	Requisition Date	PO #	# of Units	Unit	Chemical Unit	Chemical Description	Vendor	Permit #
Edit	Delete	R120126001	01/26/2012		2	500	ml	ACETALDEHYDE	J.T.Baker	C-PISTOLP
Edit	Delete	R120126001	01/26/2012		3	1	Liter	ACETONE	OSU CHEM	C-PISTOLP

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

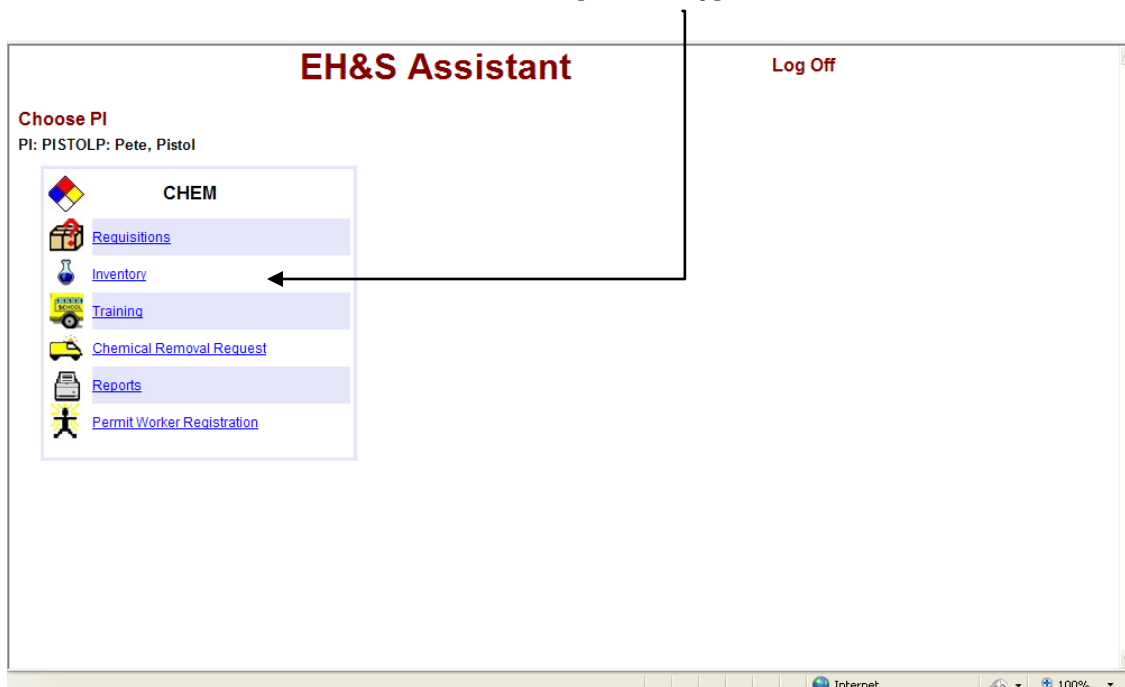
23. Click **MAIN MENU** to return to the first screen.

NOTE: The Requisition portion of this system is not connected in any way to the University's OK Corral purchasing program. It is strictly limited to the Chemical Safety Assistant program. This part of the CSA program is currently voluntary.

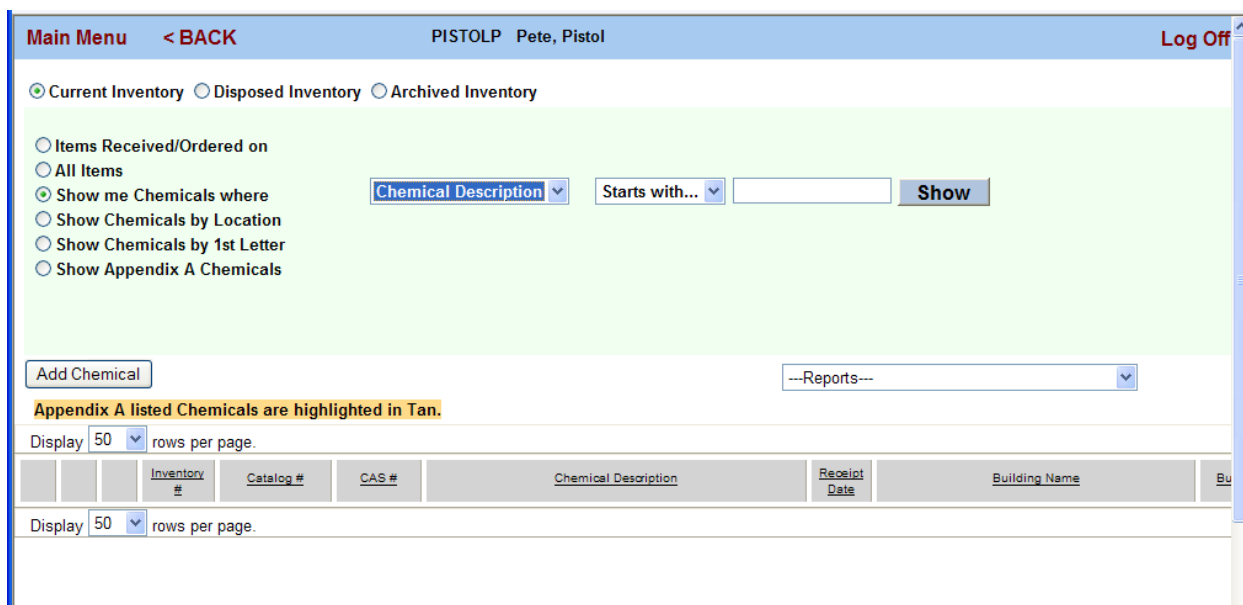
Chemical Inventory

Inventory

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



1. The **Inventory Log** screen will appear. The default view will not display any inventory.



2. In 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:

- a. Items Received/Ordered on (Date)
 - b. Show All Items
 - c. Show me Chemicals where...(Search boxes)
 - d. Show Chemicals by Location (Select)
 - e. Show Chemicals by First Letter (or number)
 - f. Show Appendix A Chemicals (these chemicals will always be highlighted in tan)
3. You can also perform the following actions from the Chemical Inventory screen:
 - a. Add Chemicals – add a chemical to your inventory (see page 18)
 - b. Highlight — moves the selected chemical to the top row for easier viewing
 - c. Select – edit the information for any chemical in your inventory
 - d. Remove – Remove a chemical from your inventory to disposed status
 - e. MSDS Search – Google Web Search for the MSDS Sheet

Main Menu < BACK PISTOLP Pete, Pistol Log Off

☒ Current Inventory
 ☐ Disposed Inventory
 ☐ Archived Inventory

Total # of chemicals in current inventory: 102

☐ Items Received/Ordered on
☒ All Items
☐ Show me Chemicals where
☐ 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 Page 1 of 3. Display 50 rows per page.

			Google MSDS	Inventory #	Catalog #	CAS #	Chemical Description	Receipt Date	Building Name
Highlight	Select	Remove	MSDS Search	0001519			10X TBE BUFFER (BORIC ACID 7%, TRIS 30%, WATER 63%); TRIS BORIC ACID SOLUTION	04/03/2009	Student Union
Highlight	Select	Remove	MSDS Search	0038445		78-78-4	1-PENTANE	11/08/2011	Student Union
Highlight	Select	Remove	MSDS Search	0013858		78-78-4	1-PENTANE	06/08/2010	Student Union
Highlight	Select	Remove	MSDS Search	0001518			10X BUFFER with EDTA	04/03/2009	Student Union
Highlight	Select	Remove	MSDS Search	0001520			10X TBE BUFFER (BORIC ACID 7%, TRIS 30%, WATER 63%); TRIS BORIC ACID SOLUTION	04/03/2009	Student Union
Highlight	Select	Remove	MSDS Search	0005268			acetone	07/22/2009	Student Union
Highlight	Select	Remove	MSDS Search	0026114		75-07-0	ACETALDEHYDE	08/26/2010	Student Union
Highlight	Select	Remove	MSDS Search			75-07-0	ACETALDEHYDE		
Highlight	Select	Remove	MSDS Search	0001509		64-19-7	ACETIC ACID, GLACIAL	04/03/2009	Student Union
Highlight	Select	Remove	MSDS Search	0013857		67-64-1	ACETONE	06/08/2010	Student Union
Highlight	Select	Remove	MSDS Search	0013855		67-64-1	ACETONE	06/08/2010	Student Union
Highlight	Select	Remove	MSDS Search	0013853		67-64-1	ACETONE	06/08/2010	Student Union

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

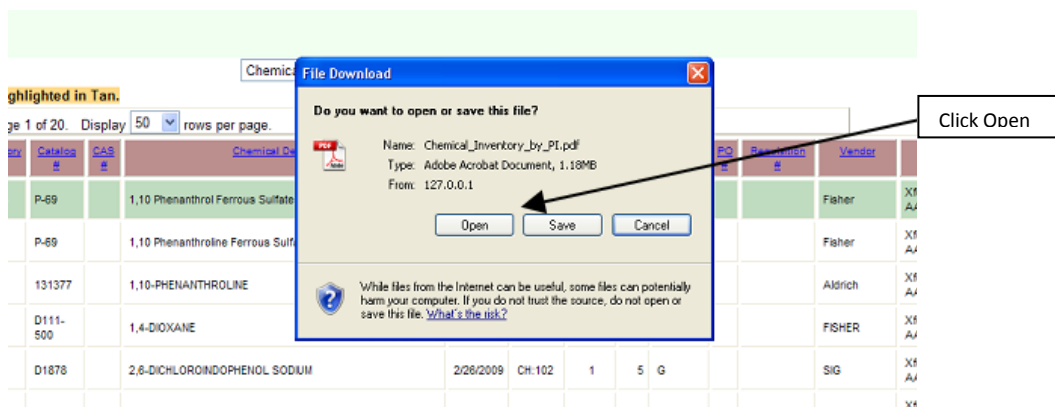
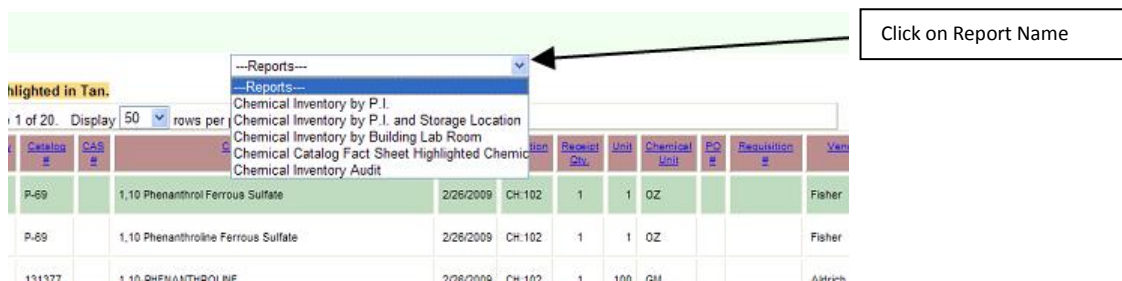
- ⦿ Click on **“Items Received/Ordered on”** and enter a date, then Click on the blue **Show** button to see all chemicals ordered or received on a specific date. OR
- ⦿ Click on **“All Items”** to see all of the chemicals in your chemical inventory. OR
- ⦿ Click on **“Show me Chemicals where.”** This 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. Click on the down-arrow to display the building & labs attached to you. After the lab is selected, click on **Show**.
- ⦿ 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 that 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 (in PDF format). 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.



Chemical Inventory by PI Storage Location[1].pdf - Adobe Acrobat Professional

File Edit View Document Comments Forms Tools Advanced Window Help

2 / 4 66.4% Find

01/26/2012

Chemical Inventory by PI and Storage Location Oklahoma State University

PISTOLF Pete, Pistol

Chemical#	CAS NUM	Inven. #	Chemical Description	BUILDING	LAB	Storage Location	Receipt Date	Receipt Quantity	Unit	Unit
7140	9001-12-1	0001537	COLLAGENASE TYPE 1A	Student Union	CS 416		04/03/2009	1	1	Grams
		0001538	COLLAGENASE TYPE 1A	Student Union	CS 416		04/03/2009	1	1	Grams
2752	110-71-4	0026717	ETHYLENEGLYCOLDIMETHYLETH	Student Union	CS 420		08/30/2010	1	1	l
		0039341	experiment				12/14/2011	1	10	Cubic feet
9209	50-00-0	0001778	FORMALDEHYDE	Student Union	CS 416		04/27/2009	1	1	l
5940	52-90-4	0001535	L-CYSTEINE	Student Union	CS 416		04/03/2009	1	500	Grams
	91465-08-5	0001774	Iamb-cyhalothrin	Student Union	CS 412		04/23/2009	1	1	qt
5579		0013851	ocetone	Student Union	CS 416		06/08/2010	1	1	lbs
		0013018	one stroke	Student Union	CS 416		04/20/2010	1	2	gal
8491	67-64-1	0006772	ACETONE	Student Union	CS 412	acid cabinet	10/15/2009	1	1	l
8491	67-64-1	0006806	ACETONE	Student Union	CS 408	acid cabinet	10/21/2009	1	1	Liter
8491	67-64-1	0013006	ACETONE	Student Union	CS 408	blue shelf	02/06/2009	1	0.5	gal
602	13473-90-0	0013021	ALUMINUMNITRATE	Student Union	CS 420	blue shelf	04/26/2010	1	1	kg
229	78-78-4	0038445	1-PENTANE	Student Union	CS 408	bottom shelf	11/08/2011	2	1	l
8491	67-64-1	0005366	ACETONE	Student Union	CS 420	bottom shelf	08/14/2009	1	1	gal
8491	67-64-1	0013008	ACETONE	Student Union	CS 412	bottom shelf	04/15/2010	1	1	l
8491	67-64-1	0013009	ACETONE	Student Union	CS 412	bottom shelf	04/15/2010	1	1	l
8491	67-64-1	0006819	ACETONE	Student Union	CS 408	bottom shelf	11/03/2009	1	1	l
1302	67-56-1	0004642	METHANOL	Student Union	CS 408	bottom shelf	07/17/2009	1	1	l
1302	67-56-1	0004643	METHANOL	Student Union	CS 408	bottom shelf	07/17/2009	1	1	l
384	75-07-0	0026114	ACETALDEHYDE	Student Union	CS 416	corner cabinet	08/26/2010	1	1	l
8491	67-64-1	0013856	ACETONE	Student Union	CS 420	corner cabinet	06/08/2010	1	1	Liter
8491	67-64-1	0013658	ACETONE	Student Union	CS 408	corner cabinet	06/01/2010	1	1	Liter
8491	67-64-1	0013857	ACETONE	Student Union	CS 420	corner cabinet	06/08/2010	1	1	Liter
8491	67-64-1	0013659	ACETONE	Student Union	CS 408	corner cabinet	06/01/2010	1	1	Liter
8491	67-64-1	0013014	ACETONE	Student Union	CS 408	corner cabinet	04/19/2010	2	1	Liter
8491	67-64-1	0013660	ACETONE	Student Union	CS 408	corner cabinet	06/01/2010	1	1	Liter
8491	67-64-1	0013852	ACETONE	Student Union	CS 420	corner cabinet	06/08/2010	1	1	Liter
8491	67-64-1	0005812	ACETONE	Student Union	CS 420	corner cabinet	08/31/2009	1	1	gal
8491	67-64-1	0013853	ACETONE	Student Union	CS 420	corner cabinet	06/08/2010	1	1	Liter
8491	67-64-1	0013662	ACETONE	Student Union	CS 420	corner cabinet	05/01/2010	4	1	gal
8491	67-64-1	0005814	ACETONE	Student Union	CS 420	corner cabinet	08/31/2009	1	1	gal
8491	67-64-1	0013854	ACETONE	Student Union	CS 416	corner cabinet	06/08/2010	1	1	Liter
8491	67-64-1	0013855	ACETONE	Student Union	CS 420	corner cabinet	06/08/2010	1	1	Liter

Page 2

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

- Chemical Inventory by PI – inventory items are in order 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 (the system moves the row of the selected chemical to the top row), 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 for *Chemical Catalog Fact Sheet-Web.pdf* will appear.
3. Click on **[Open]** when the Chemical Fact Sheet appears; you may execute “Print” under the “File” Command.

The screenshot shows a PDF document titled "Chemical_Catalog_Fact_Sheet-Web[2].pdf" open in Adobe Reader. The document is a "Chemical Catalog Fact Sheet" for "ACETIC ACID" (Chemical Name: CH₃COOH). It includes various fields for chemical properties, safety information, and synonyms. The document is dated 3/17/2009 and is page 1 of 1. The Adobe Reader interface shows the file name, page number, and a search bar.

3/17/2009 Page 1

Chemical Catalog Fact Sheet Tech University

Chemical #: 1820 Chemical Name: ACETIC ACID

CAS #: 64-19-7 Chemical Formula: CH₃COOH Molecular Weight: 60.05 Date Entered: Last Updated: 05/15/2007

Density: 8.75033 BR(C): 118 PR(F): 109 Fire Class: II

DOT #: DOT Hazard: 8 DOT Packing Group: II ERG Guide #: 132

TPQ: RD: 5000 OSA Schedule:

Storage Requirements: WHITE

Expiration Required: ☐ NFPA 704 Codes: Flame: 2, Health: 3, React: 1

Explosive: ☐ Physical: 1

MSDS on site: ☒ Synonyms: ACETIC ACID, ACETIC ACID GLACIAL, ACETIC ACID, GLACIAL, ACETIC ACID, ETHANOID ACID, ETHYLIC ACID, METHANECARBOXYLIC ACID, VINEGAR ACID, C2H4O2, ETHANOID ACID, ETHYLIC ACID, GLACIAL, METHANECARBOXYLIC ACID, VINEGAR ACID

Chemical on site: ☒ Waste Hazards: Corrosive, Organic Acid

Chemical Hazards: Irritating Severe, Irritating to the Eye, Irritating to the Mucous Membrane, Irritating to the Skin

EPA #'s: D002

Vendors:

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.

NOTE: *If the item you selected is not in the system's Chemical Catalog, the form will be blank.*

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. 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 for *Chemical Inventory Audit.pdf* will appear.
- 3 Click on [Open] when the Chemical Inventory Audit Sheet appears; you may execute “Print” under the “File” Command.

Chemical Inventory Audit[1].pdf - Adobe Reader

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: (314)963-9934 Emergency Phone:
Emergency Phone: Department Manager:

CH:102

Chemical Name	CAS Number	NFPA Rating H F R Special	Avg. Storage Qty/Day Units	Rec. Date	MSDS Available Web/ Paper/ N/A?	Labeled/Stored Property? Y 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"/> <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"/> <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"/> <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"/> <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"/> <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"/> <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"/> <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"/> <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"/> <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"/> <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"/> <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 you to add a chemical directly into your inventory for your lab.

Main Menu < BACK PISTOLP Pete, Pistol Log Off

☒ Current Inventory ☐ Disposed Inventory ☐ Archived Inventory

Total # of chemicals in current inventory: 102

☐ Items Received/Ordered on
☐ All Items
☐ Show me Chemicals where
☒ Show Chemicals by Location
☐ Show Chemicals by 1st Letter
☐ Show Appendix A Chemicals

Student Union : CS 412 (17) Show

Add Chemical ---Reports---

Appendix A listed Chemicals are highlighted in Tan.

Display 50 rows per page.

			Google MSDS	Inventory #	Catalog #	CAS #	Chemical Description	Receipt Date	Building Name
Highlight	Select	Remove	MSDS Search	0033174		67-64-1	ACETONE	01/19/2011	Student Union
Highlight	Select	Remove	MSDS Search	0013010			CADMIUM CARBONATE	04/15/2010	Student Union
Highlight	Select	Remove	MSDS Search	0013008		67-64-1	ACETONE	04/15/2010	Student Union
Highlight	Select	Remove	MSDS Search	0013009		67-64-1	ACETONE	04/15/2010	Student Union
			MSDS						

2. The **Adding Chemical** screen will appear.

The Chemical Safety Assistant has a large self-contained catalog of over 11,000 chemicals and products that are maintained by EHS. You can easily search for the chemical or product either by CAS# or by its name or description. Just type in the name or number (or partial name or number) and the system will bring up a list of everything that either matches your query or is a synonym of it.

CSA 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, and is included in any search.

If there is no match, select the radio button at the top of the screen for “Not In Catalog.” You may then enter the name of the item directly in the Chemical Description box in the pink-shaded area.

PI PISTOL Pete, Pistol

☒ Search Catalog
 ☐ Not In Catalog

Inventory # 0039384

Search by CAS #

Search By Chemical Description

Search Catalog or Not In Catalog

Adding Chemical

NFPA 704 Codes

Required Fields

Lab

Chemical Description

Physical State

☐ Gas
 ☐ Liquid
 ☐ Solid

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

Supplemental Chemical Information

CAS #

Chemical Formula

Molecular Weight

Storage Location

Storage Device -- No Selection --

MAX On Hand

MSDS Location [Google™ MSDS](#)

Vendor Information

Vendor

Catalog #

PO #

Order Date

Receipt Date 1/26/2012

Open Date

Expiration Date

Contact Information/Comments

Contact Contact's Phone

Comments

The chemical you select from the *search results* box will be automatically entered in the **Chemical Description** box in the **Required Fields** area. It may also enter additional information farther down the page.

- 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 2 for Support Information)

PI AAA0000 AAA0000, Peter

Adding Chemical

☒ Search Catalog
 ☐ Not In Catalog

Inventory # 0120213

NFPA 704 Codes

Required Fields

Lab

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

MAX On Hand

MSDS Location [Enter MSDS online](#)

Vendor Information

Vendor

Catalog #

PO #

Order Date

Receipt Date 02/17/2009

Open Date

Expiration Date

Contact Information/Comments

Contact Contact's Phone

Comments

Select Location

Search by Lab/Room Search Type Starts with

Lab/Room	Building Name	Permit #
Select	CS 408	Student Union
Select	CS 420	Student Union
Select	CS 416	Student Union
Select	CS 412	Student Union

Click [Select] for the Lab Location

The Lab location is inserted

PI PISTOLP Pete, Pistol Adding Chemical

☒ Search Catalog ☐ Not In Catalog Inventory #
 Search by CAS #
 Search By Chemical Description

Required Fields

Lab Student Union: CS 408
 Chemical Description
 Physical State
☐ Gas ☐ Liquid ☐ Solid
 # of Units Quantity per Unit Volume/Size
 NFPA 704 Codes

Supplemental Chemical Information

CAS #
 Chemical Formula
 Molecular Weight
 Storage Location
 Storage Device
 MAX On Hand
 MSDS Location

Vendor Information

Vendor SIGMA
 Catalog #
 PO #
 Order Date
 Receipt Date
 Open Date
 Expiration Date


Contact Information/Comments

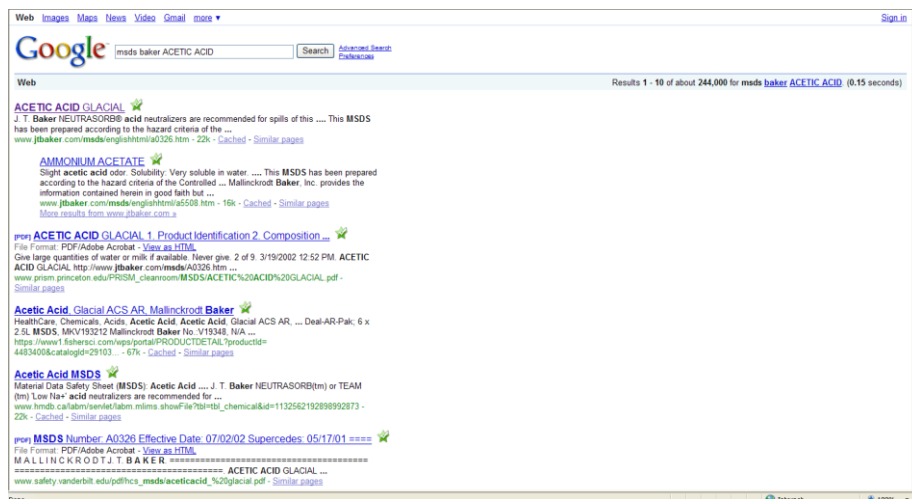
Contact Contact's Phone
 Comments

- 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.
 - Note that **[last]** follows the **i** 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.
- 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 “# 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.

5. 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 (optional)

1. The CAS # will be automatically entered by the program if the chemical is listed in the system catalog.
2. Enter the [Chemical Formula]. *(it will be automatically entered by the program if the chemical is listed in the system catalog)*
3. Enter the molecular weight. *(it will be automatically entered by the program if the chemical is listed in the system catalog)*
4. **[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.
5. Enter a [MAX On Hand]; this is the maximum amount that you anticipate keeping on hand.
6. 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.
7. **Google MSDS** is a Google search for locating and printing a new MSDS for this chemical.
 - a. Click [Google MSDS].



- b. 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.

MSDS Material Safety Data Sheet

24 Hour Emergency Telephone: 800-859-0151
 Catalog#: 1000-0000
 National Response to Canada
 CANUTED: 615-885-6366
 Chemical: 705-521-0867

From: Mallinckrodt Baker, Inc. | Mallinckrodt CHEMICALS | JT Baker
 223 Red School Lane
 Phillipsburg, NJ 08855

ACETIC ACID GLACIAL

1. Product Identification

Synonyms: Acetic acid, methane carboxylic acid, ethanoic acid
 CAS No.: 64-19-7
 Molecular Weight: 60.05
 Chemical Formula: CH₃COOH
 Product Codes:
 JT Baker: 5355, 5579, 5844, 6903, 9500, 9501, 9502, 9503, 9504, 9507, 9508, 9511, 9513, 9514, 9515, 9517, 9522, 9523, 9524, 9526
 Mallinckrodt: 10127, 1302, 2501, 2504, 3121, 5586, 7711, 8817, H979, V155, V190, V193, V194, V625

2. Composition/Information on Ingredients

Ingredients	CAS No.	Percent	Hazardous
Acetic Acid	64-19-7	99.5 - 100%	Yes

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

Vendor Information (optional)

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

PI PISTOLP Pete, Pistol Adding Chemical

☒ Search Catalog ☐ Not In Catalog Inventory # 0039384

Search by CAS #

Search By Chemical Description

Required Fields

Lab Student Union: CS 408

Chemical Description

Physical State
☐ Gas ☐ Liquid ☐ Solid

of Units Quantity per Unit Volume/Size

Supplemental Chemical Information

CAS #

Chemical Formula

Molecular Weight

Storage Location

Storage Device

MAX On Hand

MSDS Location

Vendor Information

Vendor

Catalog #

PO #

Order Date

Receipt Date

Open Date

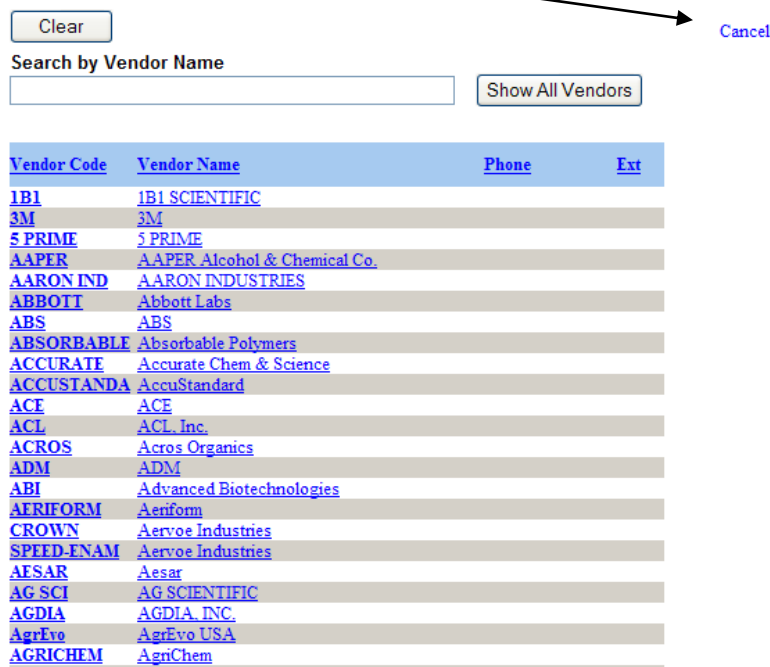
Expiration Date

Contact Information/Comments

Contact Contact's Phone

Comments

- There are nearly 800 vendors in this list. Use the **Search by Vendor Name** to quickly narrow down the list.
- 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). To return to the Add Chemical screen without selecting a vendor, click on **Cancel** at the top center of the screen.



Vendor Code	Vendor Name	Phone	Ext
1B1	1B1 SCIENTIFIC		
3M	3M		
5 PRIME	5 PRIME		
AAPER	AAPER Alcohol & Chemical Co.		
AARON IND	AARON INDUSTRIES		
ABBOTT	Abbott Labs		
ABS	ABS		
ABSORBABLE	Absorbable Polymers		
ACCURATE	Accurate Chem & Science		
ACCUSTANDA	AccuStandard		
ACE	ACE		
ACL	ACL, Inc.		
ACROS	Acros Organics		
ADM	ADM		
ABI	Advanced Biotechnologies		
AERIFORM	Aeriform		
CROWN	Aervoe Industries		
SPEED-ENAM	Aervoe Industries		
AESAR	Aesar		
AG SCI	AG SCIENTIFIC		
AGDIA	AGDIA, INC.		
AgriEvo	AgriEvo USA		
AGRICHEM	AgriChem		

- Enter the Vendor Chemical Catalog number
- Enter the PO Number
- Enter [Order Date], [Receipt Date], [Open Date] and [Expiration Date]. Today's date will be entered unless overridden. (You may change these dates later as information becomes available.)
- Enter [Contact Name] and [Phone Number].
- Enter any comments.
- Click **SAVE & ADD ANOTHER CHEMICAL** or **SAVE/RETURN**.
 - Save & Add Another Chemical saves the information you just entered to your Inventory list and clears the fields on the form so you can enter information for the next chemical.
 - Save/Return will save the information you just entered to your inventory list and then return you to your Inventory List where you can see the just-entered chemical along with the rest of your inventory.
 - Cancel takes you back to the Inventory List without saving anything.

Removing Chemicals from Your Inventory

From the Main Menu, under CHEM, click on Inventory
Select ☒ Current Inventory and a "Show" option

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

Main Menu < BACK PISTOLP Pete, Pistol Log Off

☒ Current Inventory ☐ Disposed Inventory ☐ Archived Inventory

Total # of chemicals in current inventory: 102

☐ Items Received/Ordered on
☐ All Items
☐ Show me Chemicals where
☒ Show Chemicals by Location
☐ Show Chemicals by 1st Letter
☐ Show Appendix A Chemicals

Student Union : CS 412 (17) Show

Add Chemical --Reports--

Appendix A listed Chemicals are highlighted in Tan.

Display 50 rows per page.

			Google MSDS	Inventory #	Catalog #	CAS #	Chemical Description	Receipt Date	Building Name
Highlight	Select	Remove	MSDS Search	0033174		67-64-1	ACETONE	01/19/2011	Student Union
Highlight	Select	Remove	MSDS Search	0013010			CADMIUM CARBONATE	04/15/2010	Student Union
Highlight	Select	Remove	MSDS Search	0013008		67-64-1	ACETONE	04/15/2010	Student Union
Highlight	Select	Remove	MSDS Search	0013009		67-64-1	ACETONE	04/15/2010	Student Union

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.

Confirmation

Reason for Removal
-- No Selection --

Are you sure you want to mark
Inventory # 0033174
as Removed?

Yes No

Confirmation

Reason for Removal
-- No Selection --
Used
Waste
Data Entry Error
Transferred

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 # 0033174
as Removed?

Yes

No

4. You will be returned to your inventory screen showing the item removed (it will no longer appear on the list). The item will now be listed under [☉ DISPOSED INVENTORY].

Main Menu <BACK PISTOLP Pete, Pistol Log Off

☐ Current Inventory ☒ Disposed Inventory ☐ Archived Inventory

Total # of chemicals in current inventory: 101

☐ Items Received/Ordered on
☐ All Items
☐ Show me Chemicals where
☒ Show Chemicals by Location
☐ Show Chemicals by 1st Letter
☐ Show Appendix A Chemicals

Student Union : CS 412 (4) Show

Add Chemical ---Reports---

Appendix A listed Chemicals are highlighted in Tan.

Display 50 rows per page.

			Google MSDS	Inventory #	Catalog #	CAS #	Chemical Description	Receipt Date	Building Name
Highlight	Select	Activate	MSDS Search	0033174		67-84-1	ACETONE	01/19/2011	Student Union
Highlight	Select	Activate	MSDS Search	0001523	650447	67-53-0	2-PROPANOL	04/03/2009	Student Union
Highlight	Select	Activate	MSDS Search	0013012			acetone	04/15/2010	Student Union
Highlight	Select	Activate	MSDS Search	0001533	S80177	6132-04-3	CITRIC ACID	04/03/2009	Student Union

Display 50 rows per page.

- If you find that the removal was a mistake, click [**ACTIVATE**] for the item that you want moved back to current inventory status.

Main Menu < BACK PISTOLP Pete, Pistol Log Off

☐ Current Inventory
 ☒ **Disposed Inventory**
☐ Archived Inventory

Total # of chemicals: Disposed Inventory

☐ Items Received/Ordered on
☐ All Items
☐ Show me Chemicals where
☒ Show Chemicals by Location
☐ Show Chemicals by 1st Letter
☐ Show Appendix A Chemicals

Student Union : CS 412 (4) **Show**

Appendix A listed Chemicals are highlighted in Tan.

Display 50 rows per page

			Google MSDS	Inventory #	Catalog #	CAS #	Chemical Description	Receipt Date	Building Name
Highlight	Select	Activate	MSDS Search	0033174		67-64-1	ACETONE	01/19/2011	Student Union
Highlight	Select	Activate	MSDS Search	0001523	650447	67-63-0	2-PROPANOL	04/03/2009	Student Union
Highlight	Select	Activate	MSDS Search	0013012			acetone	04/15/2010	Student Union
Highlight	Select	Activate	MSDS Search	0001533	S80177	6132-04-3	CITRIC ACID	04/03/2009	Student Union

Display 50 rows per page

Confirmation

Are you sure you want to mark
Inventory # 0033174
as NOT Removed?

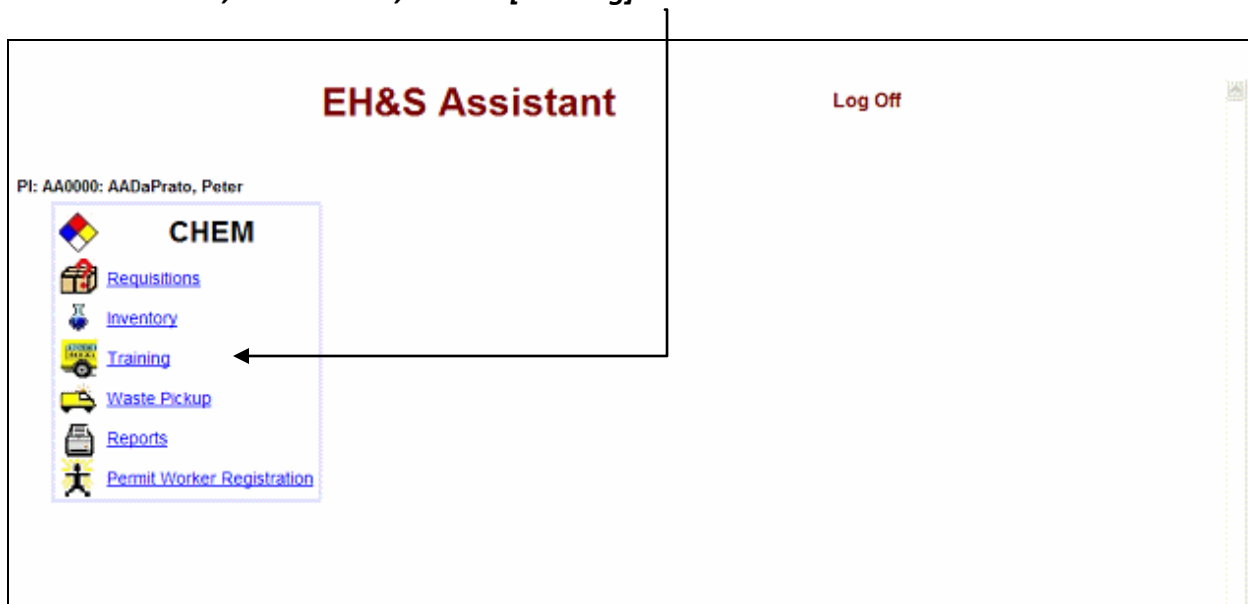
Yes No

- Confirm your intention to move the item to current inventory status by clicking **YES**.
- The item is removed from the disposed inventory listing. Click [**CURRENT INVENTORY**].
- The item is now listed as current inventory.
- Click [**MAIN MENU**].

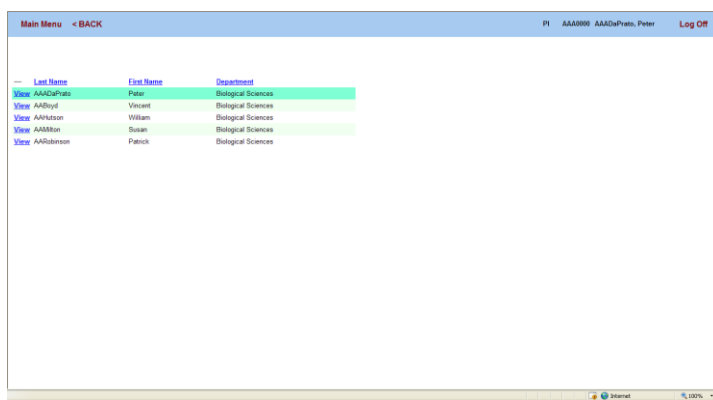
Training

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.

Main Menu
BACK

PI
AAA0000
AAADaPrato, Peter
Log Off

Training Completed by AAADaPrato, Peter

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

Training Requirements for AAADaPrato, Peter. Training due dates within 1 month are shown in RED.

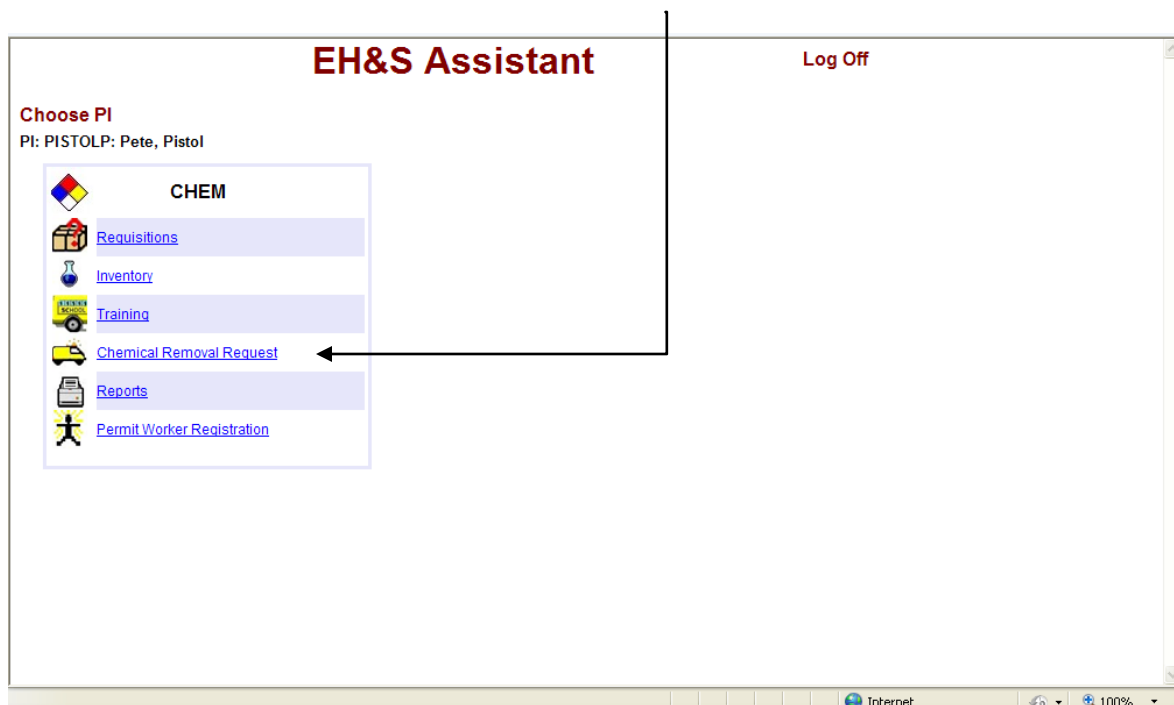
Due Date	Status	Course #	Course Name	Frequency	Requirement	Comments
	fulfilled	B101	Basic Biological Safety	One-Time		
	fulfilled	ORT	New Employee Orientation	One-Time		
12/11/2009	Triggered by Self	Lab101	Lab Safety	12		
11/12/2010	Triggered by Prerequisite B105		Biological Safety Refresher	24		
11/12/2013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

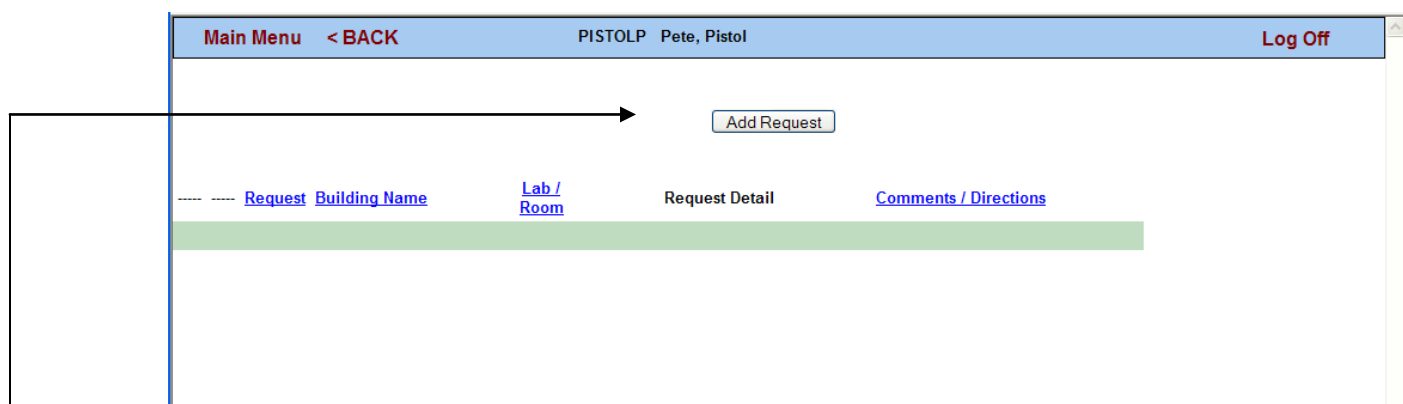
Chemical Removal Request (this section is not yet active)

The main menu allows controlled access to the Chemical Removal Request portion of the Chem Web Application. The Chemical Removal module allows the P.I. access to edit or delete existing chemical pickup requests or enter a new chemical pickup request.

- ***From the main menu, under CHEM click on [Chemical Removal Request].***



The screen displayed below allows for adding a new Chemical Removal Request, or Viewing, Editing, or Deleting an existing Chemical Removal Request.



Adding a Waste Pickup Request

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

Request Detail

PI PISTOLP Pete, Pistol

Request Date 1/27/2012

Lab/Location *i*

Contact *i* Contact's Phone

Comments

Enter Pickup Detail Cancel

2. The P.I. code and name are automatically inserted.
3. Today's date is inserted but it can be overridden.
4. Click the Lab/Location *i* for a list of User labs.

Pick a lab linked to the PI
or [Pick from All Labs](#)

Search by Lab/Room Search Type Starts with 4

Cancel

	Lab/Room	Building Name	Permit Number	Permit Type
Select	CS 408	Student Union	C-PISTOLP	CHEM
Select	CS 412	Student Union	C-PISTOLP	CHEM
Select	CS 416	Student Union	C-PISTOLP	CHEM
Select	CS 420	Student Union	C-PISTOLP	CHEM

5. Select the lab where the waste is to be picked up. Click [SELECT](#). The lab number and building are inserted. If the lab is not listed, click on [Pick from All Labs](#) and choose the name of the building where it is located. You may need to enter the first letter of the building name to shorten the search list. Then select the room number.
6. Click the contact *i* to select the name of the lab contact, or type the name in directly.
7. Type any comments that would need to be made, then Click on [Enter Pickup Detail](#).

Request Detail

PI PISTOLP Pete, Pistol

Request Date 1/27/2012

Lab/Location STUNION-35:CS 4 *i* Student Union


Contact Pistol Patty *i* Contact's Phone 744-7383

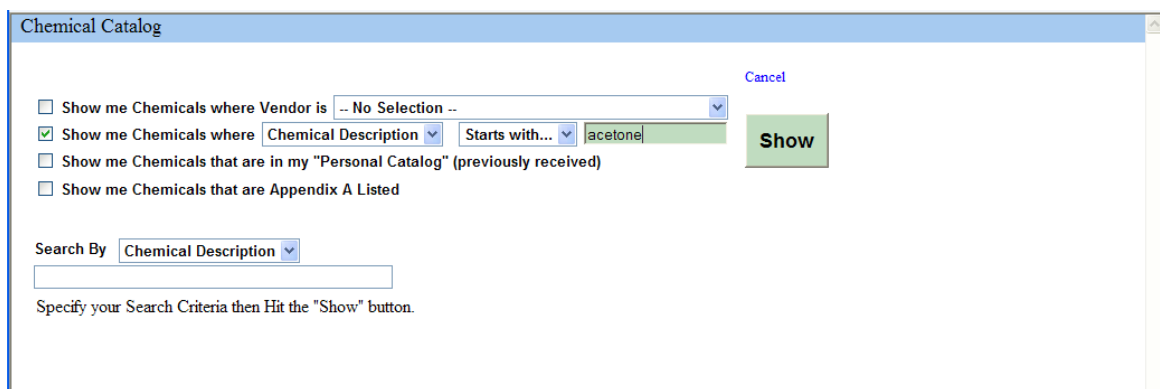
Comments Call Patty for exact location

Enter Pickup Detail Cancel

8. Clicking [Enter Pickup Detail](#) opens the [Chemical Removal Request Detail] screen.

Adding Chemical Pickup Request Detail

13. The next field indicates the description of the contents of the container. This can indicate multiple constituents if necessary. Next to the chemical name field is the  icon. Click on this icon and a chemical catalog search form will appear. There are four search options available. *You may use any one or a combination of the four.*



The screenshot shows a web form titled "Chemical Catalog". It contains four search criteria options, each with a checkbox: "Show me Chemicals where Vendor is" (dropdown menu), "Show me Chemicals where" (dropdown menu with "Chemical Description" selected), "Show me Chemicals that are in my 'Personal Catalog' (previously received)", and "Show me Chemicals that are Appendix A Listed". The second option is checked. To the right of the second dropdown is a "Starts with..." dropdown menu with "acetone" entered. A green "Show" button is to the right of these fields. Above the "Show" button is a "Cancel" link. Below the search criteria is a "Search By" dropdown menu with "Chemical Description" selected, followed by a text input field. At the bottom, it says "Specify your Search Criteria then Hit the 'Show' button."

- Show me Chemicals where Vendor is,
- Show me Chemicals where (Chemical Description, CAS#, Catalog#, or Chemical#) is,
- Show me Chemicals that are in my "Personal Catalog" (previously received),
- Show me Chemicals that are Appendix A Listed.

As long as the "Show me Chemicals that are in my Personal Catalog" is marked, you will be searching your Personal Chemical Catalog.

If you have included the Vendor/Manufacturer for each chemical in your inventory, you may search your Personal Catalog by specific vendor. Click on the box before "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 Vendor selection.

If you choose to search by Chemical Description or CAS#, 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 chemical name or CAS# and click on **Show**. Typing ACE will make it easy to find Acetone, along with other chemicals beginning with those letters. The search will also find chemical synonyms.

Chemical Catalog

Cancel

☐ Show me Chemicals where Vendor is -- No Selection --
☒ Show me Chemicals where Chemical Description Starts with... acetone
☐ Show me Chemicals that are in my "Personal Catalog" (previously received)
☐ Show me Chemicals that are Appendix A Listed

Show

Search By Chemical Description

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

CAS #	Chemical Description	Catalog #	Vendor	Expiration Period (months)	Molecular Weight	Chemical Formula
67-64-1	KETONE PROPANE		Fisher Scientific	58.08000		(CH ₃) ₂ CO
67-64-1	2-PROPANONE		SIGMA	58.08000		(CH ₃) ₂ CO
67-64-1	DIMETHYL FORMIN		SIGMA	58.08000		(CH ₃) ₂ CO
67-64-1	2-PROPANONE		Fisher Scientific	58.08000		(CH ₃) ₂ CO
67-64-1	DIMETHYL FORMIN		Fisher Scientific	58.08000		(CH ₃) ₂ CO
67-64-1	ACETONE		SIGMA	58.08000		(CH ₃) ₂ CO
7782-89-0	Acetone cyanohydrin, stabilized					
67-64-1	PROPANONE		SIGMA	58.08000		(CH ₃) ₂ CO
67-64-1	ACETONE		Fisher Scientific	58.08000		(CH ₃) ₂ CO
75-86-5	Aluminum bromide, anhydrous					
67-64-1	PROPANONE		Fisher Scientific	58.08000		(CH ₃) ₂ CO

Double click on the CAS# or Chemical Name to select the chemical you want. The information is automatically loaded into the Chemical Pickup Request Detail form.

Request Detail

Chemical Removal Request Detail

Request # P120127001

Physical Form ☒ Liquid ☐ Solid ☐ Gas

Volume/Weight 2 Unit 1 : Liters

I have 2 brown glass containers for pickup.

Chemical: ACETONE % of Content 100.00 Attach

Chemical #	CAS #	Chemical Description	% of Content	Link

0.00

Add Another Container Submit Cancel

When you click on [Attach](#), the chemical is "attached" to the request. (see next page)

Request Detail
Chemical Removal Request Detail

Request #

Physical Form ☒ Liquid ☐ Solid ☐ Gas

Volume/Weight Unit

I have containers for pickup.

Chemical: [i](#) % of Content [Attach](#)

---	Chemical #	CAS #	Chemical Description	% of Content	Inv. # Link
detach	8491	67-64-1	ACETONE	100	
				100.00	

[Add Another Container](#) [Submit](#) [Cancel](#)

14. Enter the [PERCENT of CONTENT] of the chemical to the total waste. If you will be attaching more than one chemical, adjust the percentages accordingly. It will not be possible to change the percentage once you have attached the chemical to the Removal Request Form.
15. After the chemical is attached, note the link [detach](#) (see above). If you decide to remove the chemical from the request form, click on this link. This is the only way to remove it; if you need to edit the entry in any way, you must detach it and re-enter the information.
16. When you have 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

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
detach			1,4-DIOXANE	10	
detach	384	75-07-0	ACETIC ALDEHYDE	90	
				100.00	

[Add Another Container](#) [Submit](#) [Exit](#)

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

Editing or Viewing a Waste Pickup Request

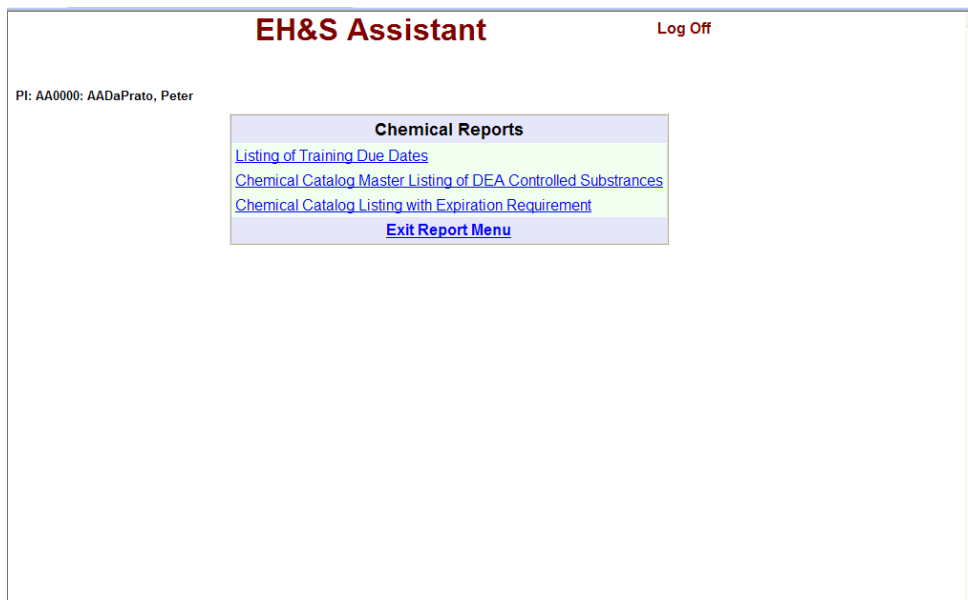
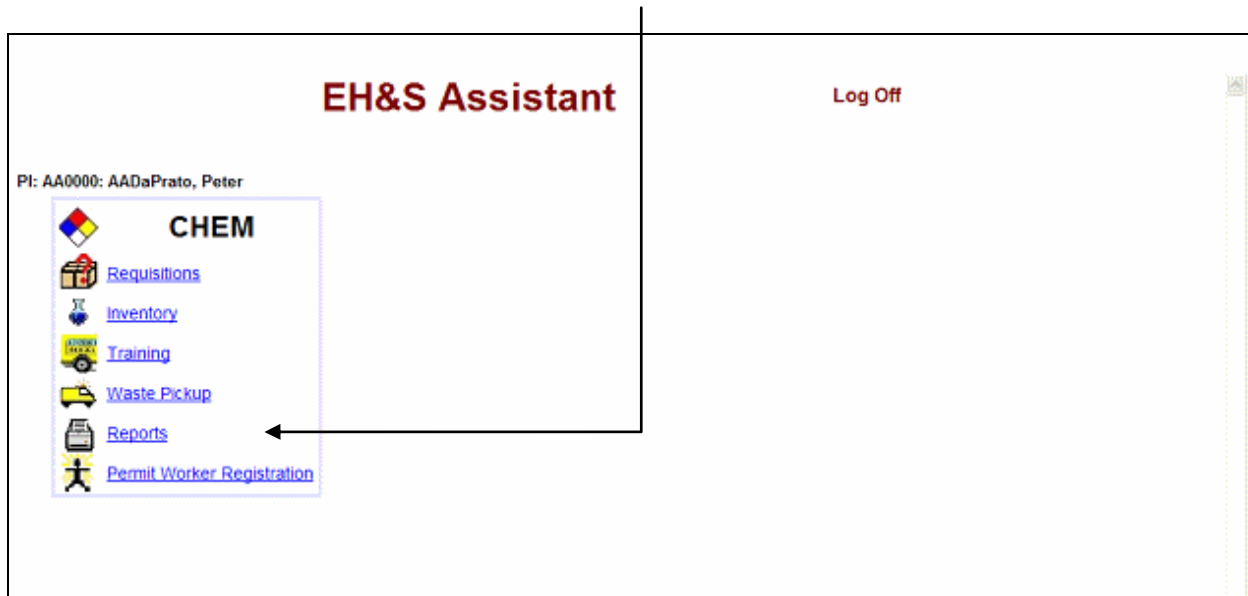
The steps involved in editing or viewing an existing request are identical as adding a request.

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.

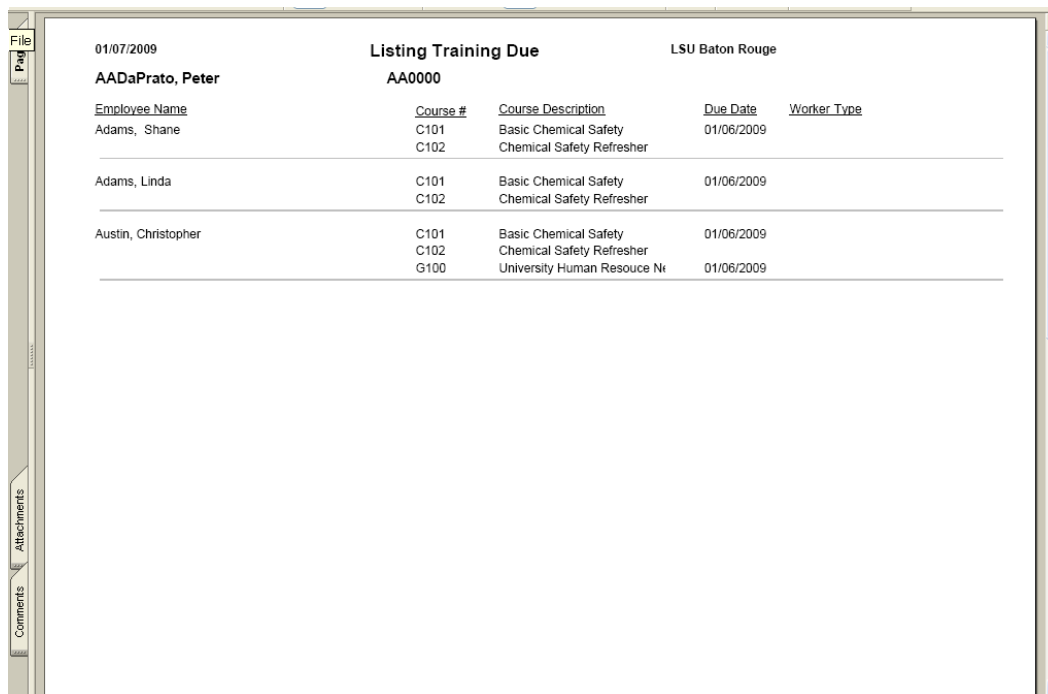
- *From the main menu, under CHEM click on [Reports].*



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 and a menu bar. The main content area displays a table titled "Listing Training Due" for "LSU Baton Rouge". The table lists training due dates for three employees: Adams, Shane; Adams, Linda; and Austin, Christopher. The table has five columns: Employee Name, Course #, Course Description, Due Date, and Worker Type. The data is organized into three rows, one for each employee, with their respective training courses listed below them.

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 Ni	01/06/2009	

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

Pages

Attachments

Comments

01/07/2009

Chemical Catalog Master Listing of DEA Controlled Substances

LSU Baton Rouge

Chemical #	CAS #	CHEMICAL DESCRIPTION
Schedule I		
718	13956-29-1	CANNABIDOL CRYSTALLINE [DEA SCHEDULE I ITEM]
11165	50-98-6	EPHEDRINE HYDROCHLORIDE [DEA SCHEDULE I ITEM]
4183	134-72-5	EPHEDRINE SULFATE [DEA SCHEDULE I ITEM]
9124	299-42-3	EPHEDRINE [DEA SCHEDULE I ITEM]
8301	129-51-1	ERGONOVINE MALEATE [DEA SCHEDULE I ITEM]
1722	75-04-7	ETHYLAMINE [DEA SCHEDULE I ITEM]
218	10034-85-2	HYDRIODIC ACID [DEA SCHEDULE I ITEM]
1086	134-20-3	METHYL ANTHRANILATE [DEA SCHEDULE I ITEM]
6024	13673-99-9	METHYLENEDIOXYAMPHETAINE, (+)-3,4- [DEA SCHEDULE I ITEM]
4599	123-62-6	PROPIONIC ANHYDRIDE [DEA SCHEDULE I ITEM]
717	1972-09-3	TETRAHYDROCANNABINOL, DELTA9- [DEA SCHEDULE I ITEM]

Schedule II		
2716	8015-19-7	AMINOPYRINE BARBITAL [DEA SCHEDULE II]
395	57-43-2	AMOBARBITAL [DEA SCHEDULE II ITEM]
434	77-02-1	APROBARBITAL [DEA SCHEDULE II ITEM]
573	519-09-5	BENZOYLECGONINE HYDRATE [DEA SCHEDULE II ITEM]
5552		BENZOYLECGONINE-D3 [DEA SCHEDULE II ITEM]
5585	125-40-6	BUTABARBITAL [DEA SCHEDULE II]
2901	529-38-4	COCAETHYLENE [DEA SCHEDULE II ITEM]
5617	53-21-4	COCAINE HYDROCHLORIDE [DEA SCHEDULE II ITEM]
5919	70420-71-2	CODEINE-D3 HYDROCHLORIDE [DEA SCHEDULE II ITEM]
2190	119039-69-7	D-AMPHETAMINE-D3 SULFATE [DEA SCHEDULE II]
6116	53-43-0	DEHYDROISANDROSTERONE
3111	78590-17-7	DEHYDROISANDROSTERONE 3-SULFATE SODIUM
6781	60124-81-4	DEOXYEPHEDRINE-D5-HYDROCHLORIDE (+)- [DEA SCHEDULE II]
2955	53-18-7	ESTERONE

Chemical #	CAS #	CHEMICAL DESCRIPTION
Schedule II		
9122		KETALAR [DEA SCHEDULE II]
7995	1967-86-9	KETAMINE [DEA SCHEDULE II]
6346	50-13-5	MEPERIDINE HYDROCHLORIDE [DEA SCHEDULE II ITEM]
6348	115-38-8	MEPHOBARBITAL [DEA SCHEDULE II]
11125	51-57-0	METHAMPHETAMINE [DEA SCHEDULE II]
11411	298-59-9	METHYLPHENIDATE [DEA SCHEDULE II]
6793	118357-24-7	MORPHINE D3 HYDROCHLORIDE TRIHYDRATE [DEA SCHEDULE II ITEM]
8374	64-31-3	MORPHINE SULFATE [DEA SCHEDULE II ITEM]
8973	78-74-4	PENTOBARBITAL [DEA SCHEDULE II ITEM]
6498	60124-79-0	PHENCYCLIDINE-D5-HYDROCHLORIDE 98 ATOM
6558		SECOBARBITAL 1MG/ML IN METHANOL [DEA SCHEDULE II ITEM]
3677	309-43-3	SECOBARBITAL SODIUM [DEA SCHEDULE II ITEM]
1195	504-17-8	THIOBARBITURIC ACID [DEA SCHEDULE II]
9182	2095-57-0	THIOBUTABARBITAL [DEA SCHEDULE II]

Schedule III		
7951	621-18-8	ANDROSTAN-17B-OL-3-ONE, 5-A- [DEA SCHEDULE III]
6126	52-43-7	DIALLYLBARBITURIC ACID, 5-5- [DEA SCHEDULE III ITEM]
6282		DIHYDROTESTOSTERONE, 5-
7649	78-43-7	FLUOXYMESTERONE [DEA SCHEDULE III ITEM]
6297	58-29-1	HEXOBARBITAL [DEA SCHEDULE III ITEM]
4845		HYDROPROGESTERONE CAPROATE ESTERODIOL VALERATE
6651	5-32-8	HYDROXYPROGESTERONE
63	630-55-8	3-O-CARBOXYMETHYLOXIME, 17 ALPHA-
7705	58-18-4	HYDROXYPROGESTERONE CAPROATE
		METHYLTESTOSTERONE, 17(A)- [DEA SCHEDULE III ITEM]
11102	380-70-3	NORTESTOSTERONE 17-DECANOATE, 19- [DEA SCHEDULE II]
6614	57-83-0	PROGESTERONE

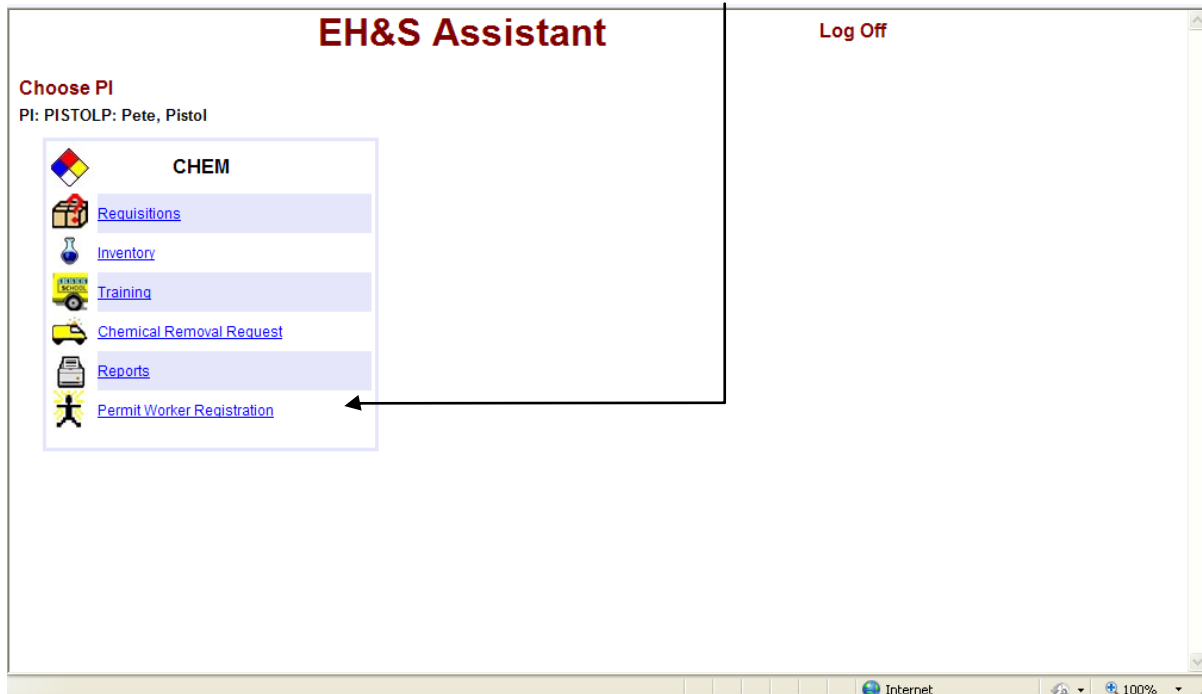
3. Click [CHEMICAL CATALOG LISTING with EXPIRATION REQUIREMENTS].

01/07/2009		Chemical Catalog Listing with Expiration Requirement				LSU Baton Rouge		
Chemical #	CAS #	CHEMICAL DESCRIPTION	Expiration 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	3	OX	
2667	108-60-1	BIS (2-CHLOROISOPROPYL) ETHER	3	1	2	1		
36	105-90-0	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		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		
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	
1655	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	7782-62-5	SODIUM AMIDE	3	2	3	3	OX,W	
9554	7701-07-3	SODIUM PERCHLORATE MONOHYDRATE	12	1	2	2	OX	
4609	115-14-3	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		

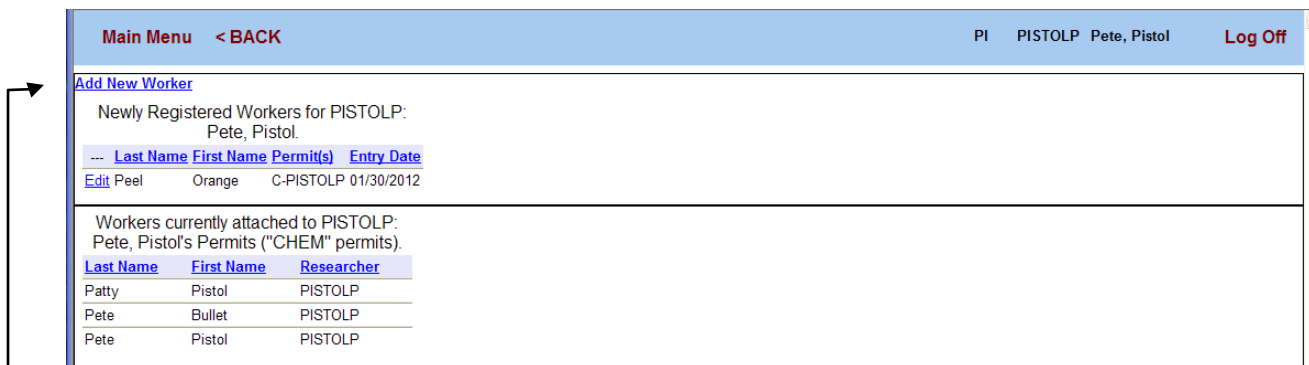
Worker Registration

Adding New Workers

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



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



2. Click [ADD NEW WORKER].

- Fill out the information form. It is OK to skip the "Supervisor Name" section.

Access Request Registration Form

If this e-mail is incorrect, please log onto the human resources website before proceeding.

🔍 = lookup table.

ID Number ID Type

First Name Last Name

Work Phone Fax

Email Address

Confirm Email

Department Code 🔍 Department Name

Start Date

Permit # 🔍 Job/Function 🔍

Please enter all Supervisors you work for.

[Add](#) [+Add+](#) Supervisor Name

Please enter all previous training that this worker has completed.

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

- When complete, click [SUBMIT].

Main Menu < BACK PI PISTOLP Pete, Pistol [Log Off](#)

[Add New Worker](#)

Newly Registered Workers for PISTOLP:
Pete, Pistol.

...	Last Name	First Name	Permit(s)	Entry Date
Edit	Peel	Orange	C-PISTOLP	01/30/2012

Workers currently attached to PISTOLP:
Pete, Pistol's Permits ("CHEM" permits).

Last Name	First Name	Researcher
Patty	Pistol	PISTOLP
Pete	Bullet	PISTOLP
Pete	Pistol	PISTOLP

- The new worker will be listed in the upper portion of the screen as a Newly Registered Worker, awaiting action by the EHS Department.

6. 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' and '< BACK' on the left, and 'PI AA0000 AADaPrato, Peter' and 'Log Off' on the right. Below the header, there is a section titled 'Add New Worker' with a sub-header 'Newly Registered Workers for AA0000: AADaPrato, Peter.' and a table with columns 'Last Name', 'First Name', 'Permit #', and 'Entry Date'. Below this, there is a section titled 'Workers currently attached to AA0000: AADaPrato, Peter's Permits ("CHEM" permits).' and a table with columns 'Last Name', 'First Name', and 'Researcher'. The table lists four workers: AADaPrato, Robert, AA0000; Adams, Shane, AA0000; Adams, Linda, AA0000; and Austin, Christopher, AA0000. An arrow points from the text 'Workers Currently Attached to PI.' in the instruction to the table of attached workers. Another arrow points from the 'Main Menu' link in the header to the instruction 'Click [MAIN MENU] and [LOG OFF].'

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

NOTE: After submitting the name and information of the New Worker, you can contact EHS either by phone or email if you want to add additional information or place a restriction. The New Worker will not have access to the CS Assistant until EHS has processed your request.

When the New Worker has been given access, EHS will notify the PI who submitted the request. It is the responsibility of the PI to inform the New Worker of proper procedure to log in.