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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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

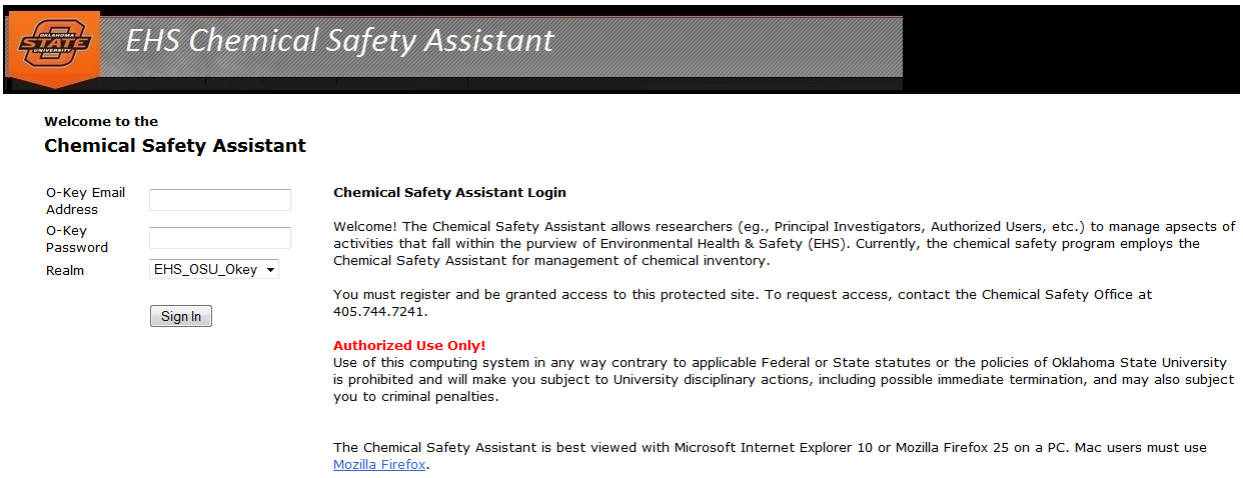
Access to the Chemical Safety Assistant Web Application is provided by OSU's Environmental Health & Safety Department. A link to the program is provided on the EHS Department's web page at: http://ehs.okstate.edu.

Starting Chemical Safety Assistant

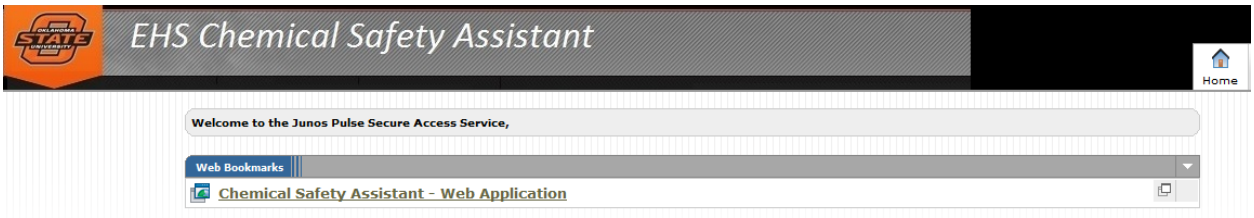
Click on the **Login Here** button at http://ehs.okstate.edu/hazcom/OnSite.htm to enter the Chemical Safety Assistant.

The following screen will appear.

This is the Chemical Safety Assistant portal:



- 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".



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

- 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

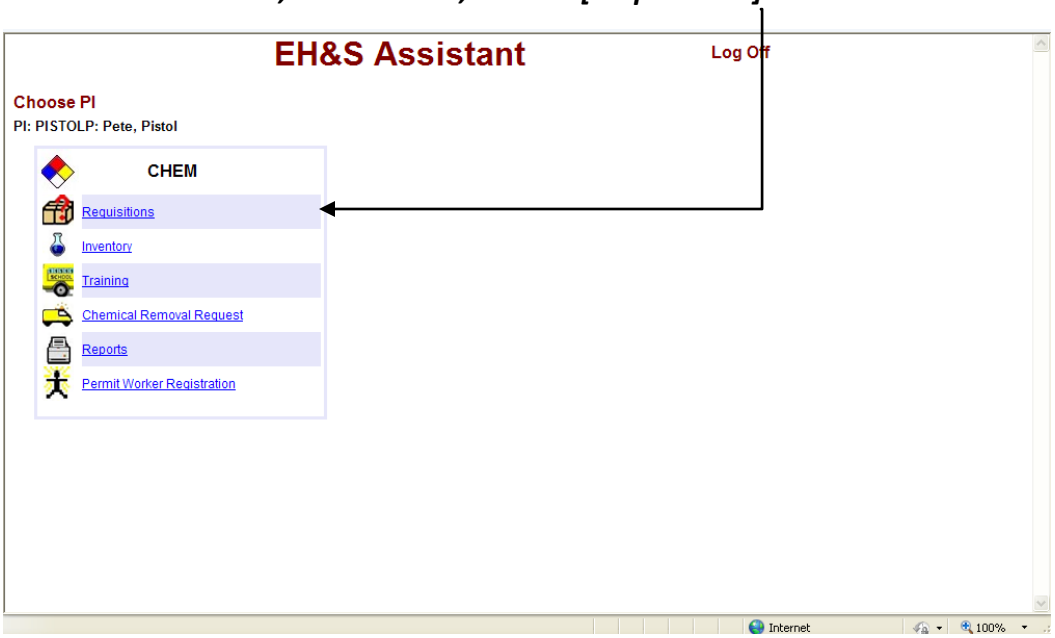
To Exit the program – Click on [**Log Off**]

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.**

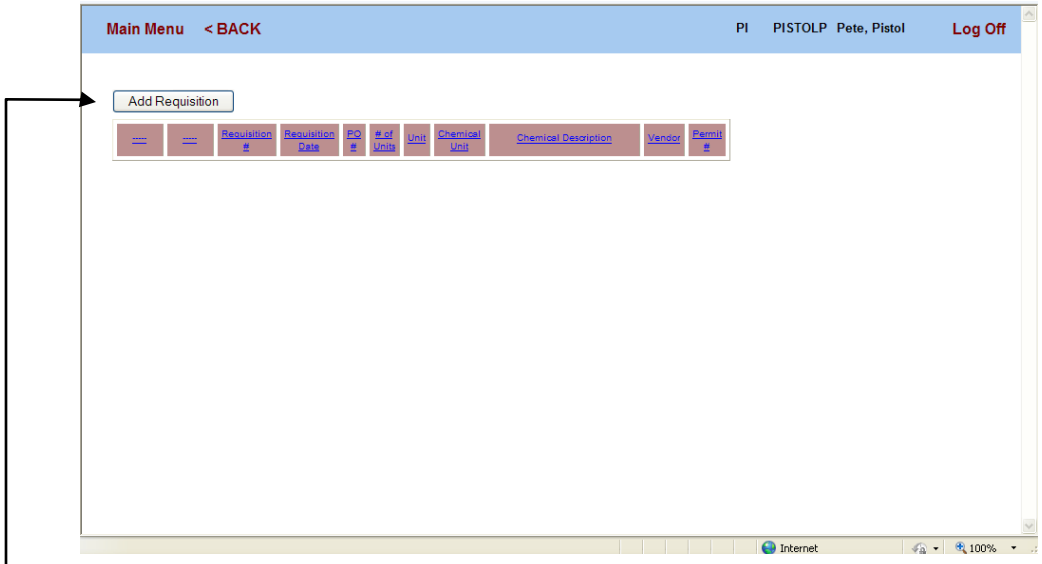
Chemical Requisitions

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.

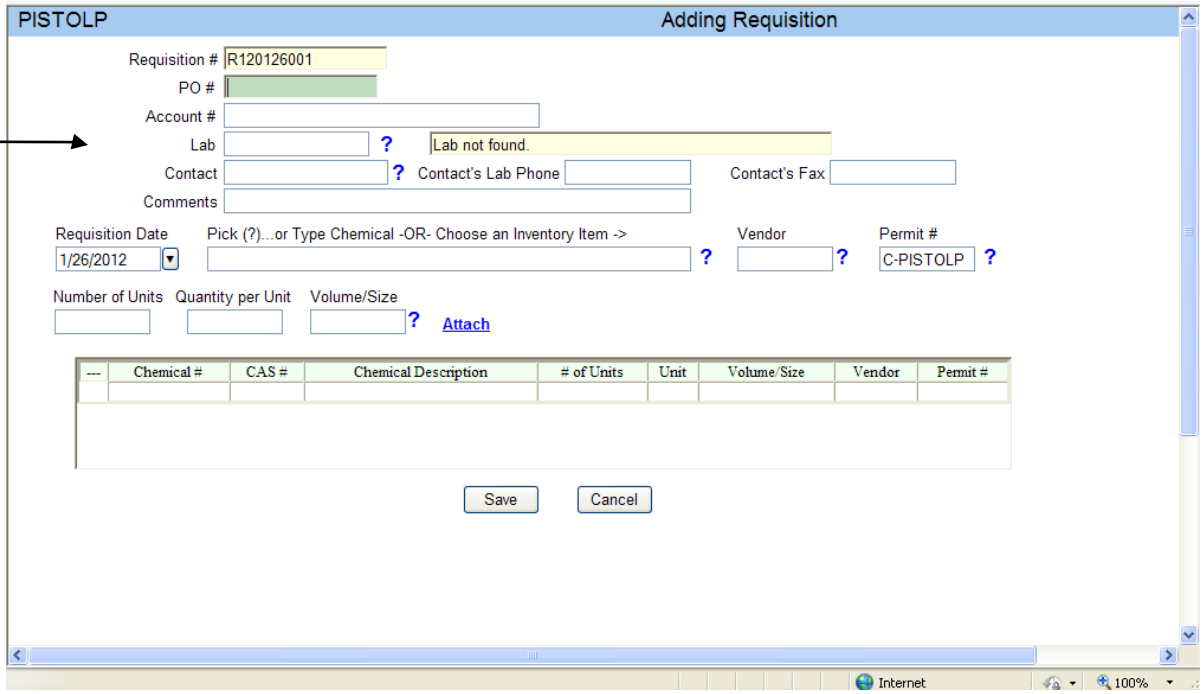
- ***From the main menu, under CHEM, click on [Requisitions].***



1. The Requisition Log screen will appear.



2. Click **ADD REQUISITION**



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].)

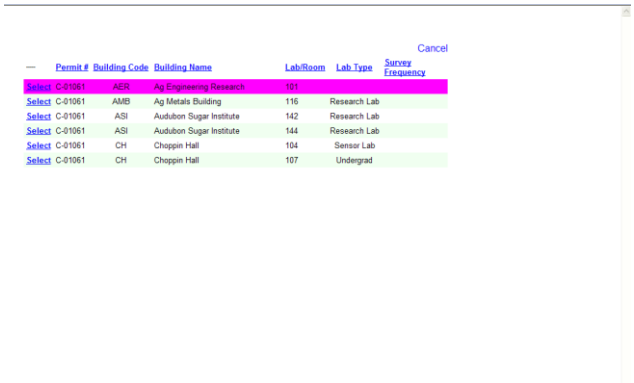
4. Enter the Purchase Order (PO#), if known.

5. Enter the Account number to be charged, if known.

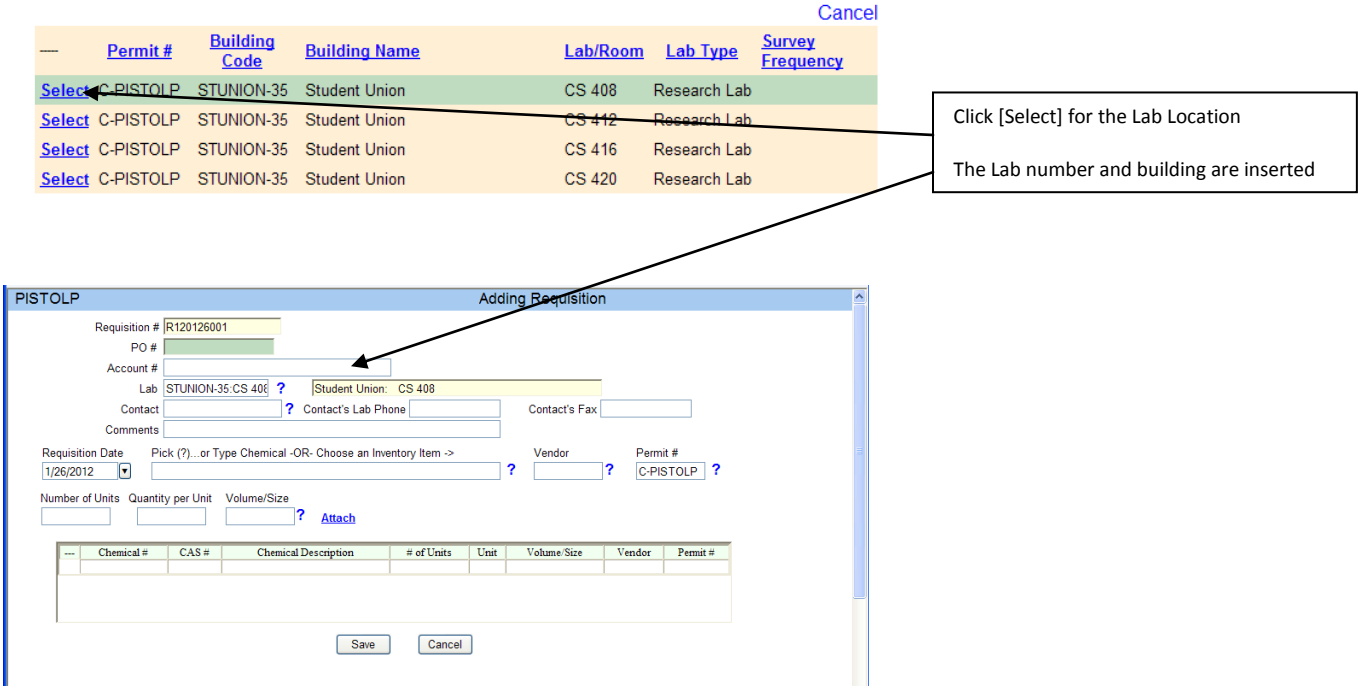
6. **Lab** is the laboratory where the chemical is stored. <u>This is a required field</u>. You must select a lab for each chemical.

    a. Click the [?] to see the Lab selection pick list. Only your authorized labs will be displayed.

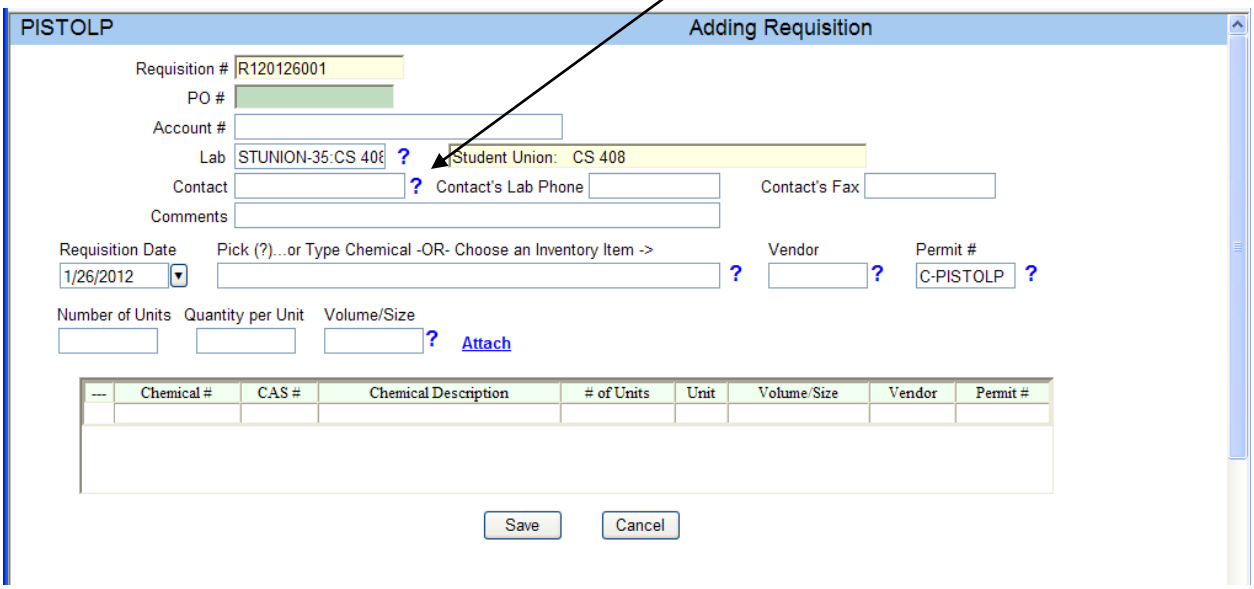
    b. If you do not see your lab on the lab selection list, contact EHS Technical Support. (See page 2 for Contact Information)



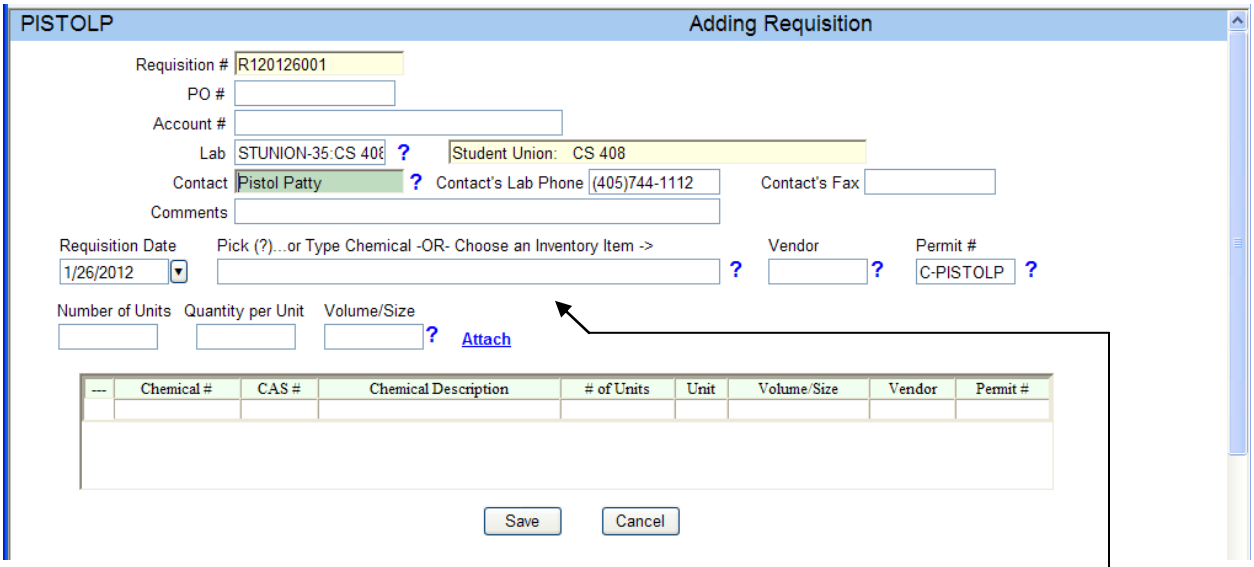
Lab Selection List



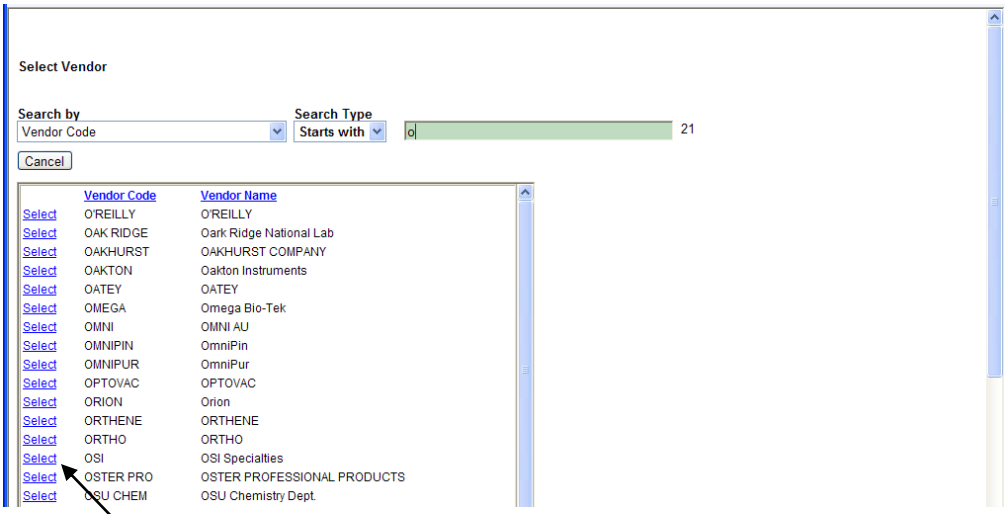
7. When you click on **SELECT**, the building and room number for the lab selected will auto-load into the lab field and the name of the building will auto-load in the following field.
8. Enter any comments pertinent to the order.
9. Enter the contact information by clicking the [**?**] to the right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



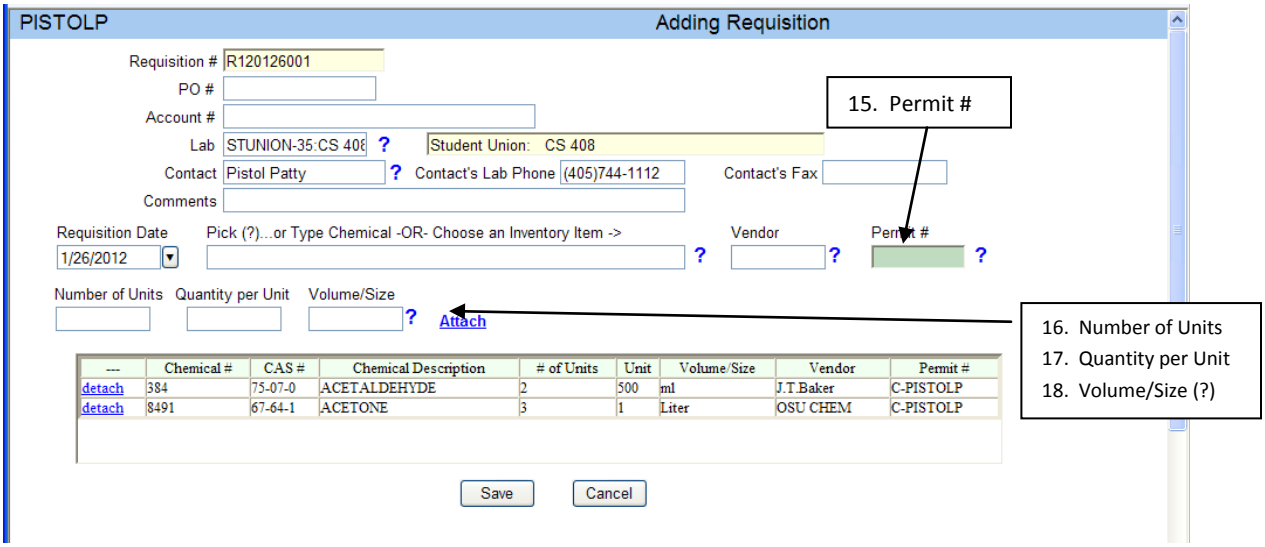
10. Click **SELECT** to insert the lab contact information on the requisition.



11. The current date is the default requisition date. It can be overridden.
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 18.* 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.

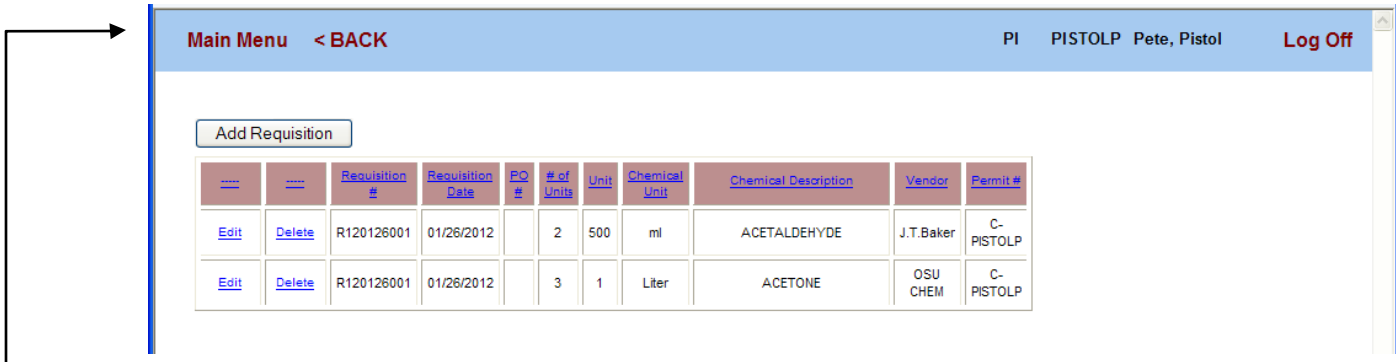


14. Click **SELECT** for the vendor the chemical(s) will be purchased from.
15. Enter the Permit number this purchase applies to by clicking the [**?**] to the right of the Permit field or typing the Permit number. (The Permit number is automatically filled in by the system for the first item. You will 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.



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

21. When complete, click SAVE.



-----	-----	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.

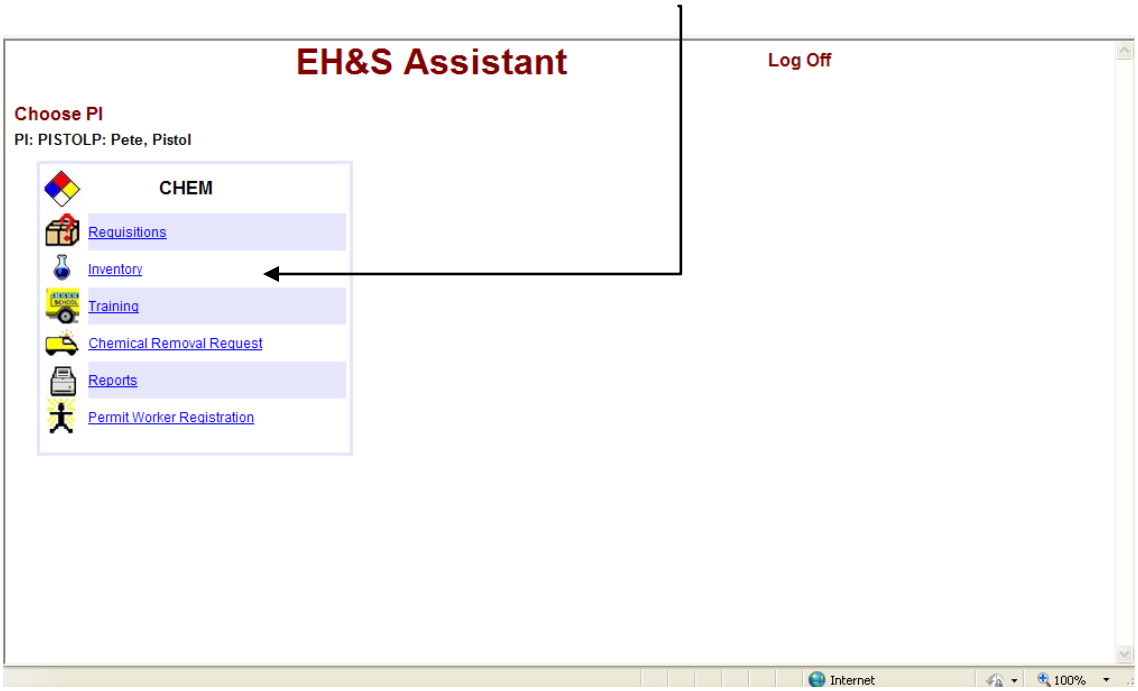
23. Click **MAIN MENU** to return to the first screen.

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.

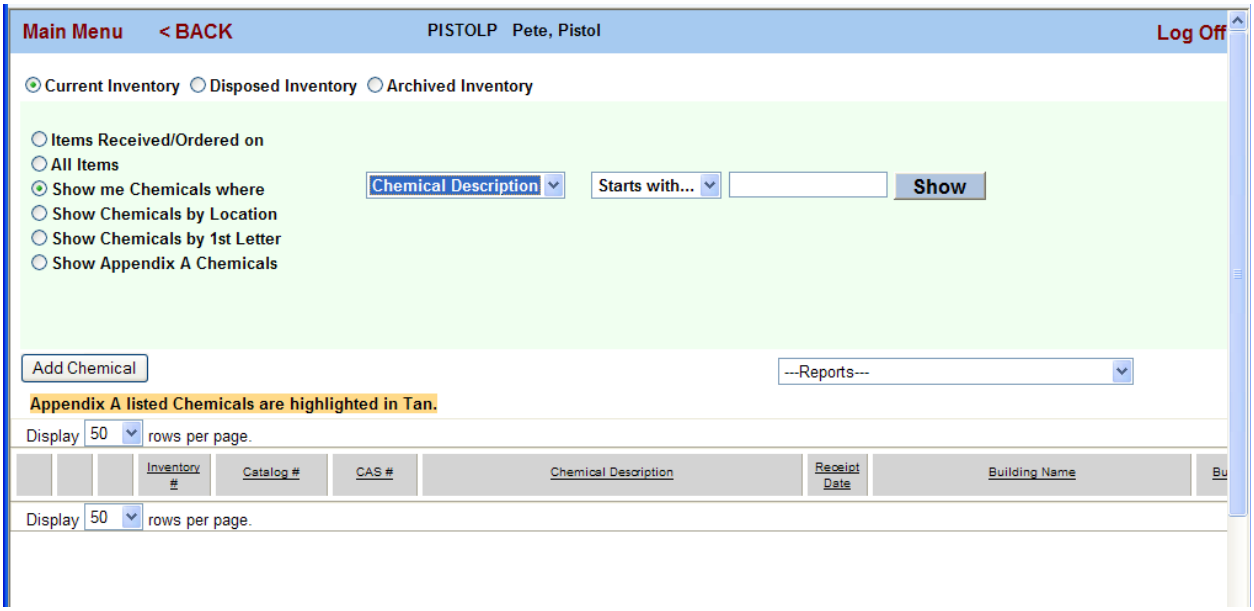
Chemical Inventory

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 Currrent 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:

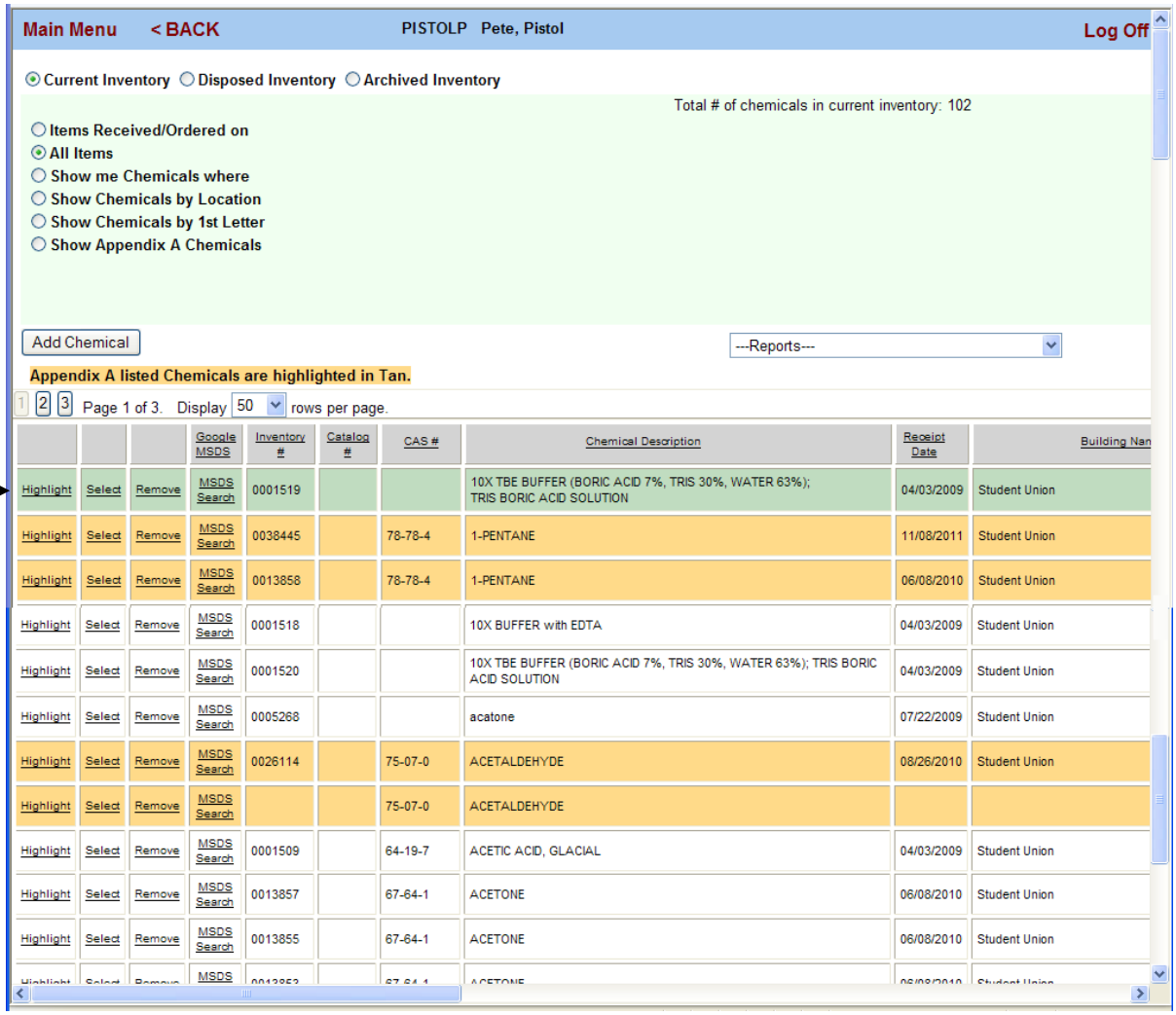
a. Add Chemicals – add a chemical to your inventory (see page 18)

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



			Google MSDS	Inventory #	Catalog #	CAS #	Chemical Description	Receipt Date	Building Nan
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			acatone	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

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

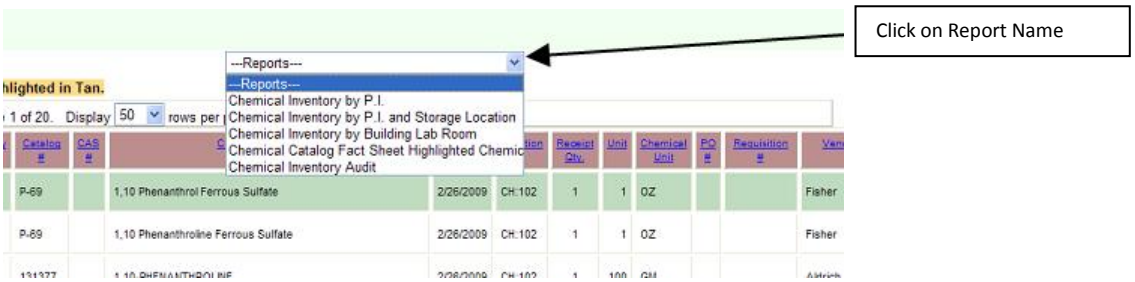
- Click on **"Items Received/Ordered on"** and enter a date, then Click on the blue **Show** button to see all chemicals ordered or received on a specific date. OR
- Click on **"All Items"** to see all of the chemicals in your chemical inventory. OR
- Click on **"Show me Chemicals where."** This command 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.

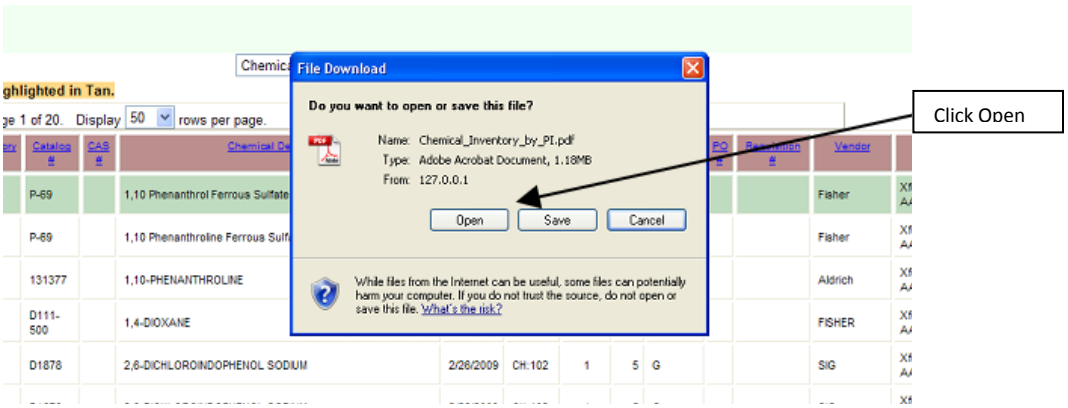
Inventory Reports & Chemical Fact Sheets

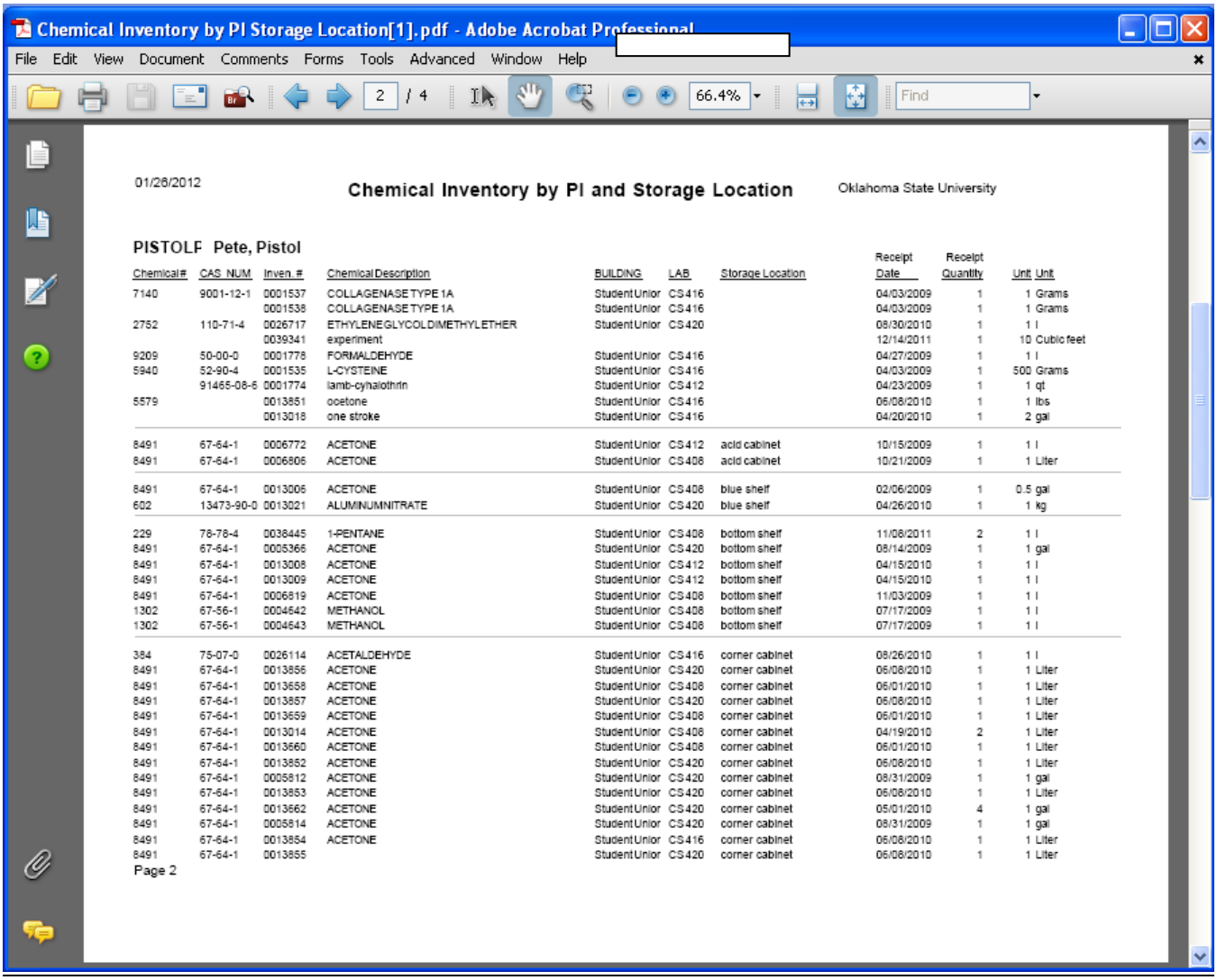
From the Inventory Window you may view or print inventory reports, view or print a Chemical Fact Sheet for each chemical in your inventory, add a chemical to your inventory, edit each individual chemical in your inventory, or search for an MSDS.

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.





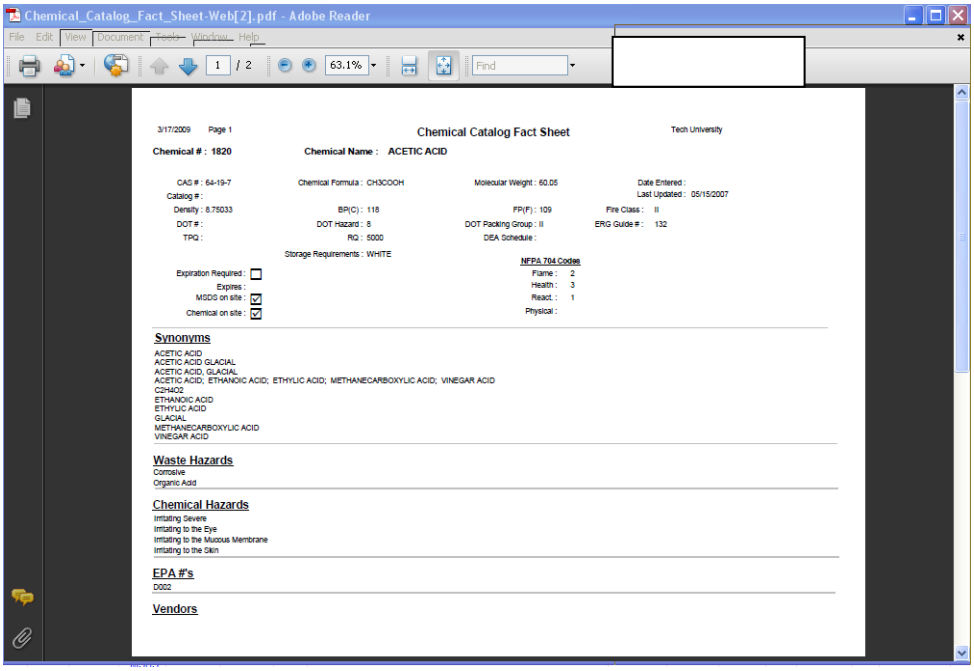


At present, you have three formats available for your inventory:

- 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.



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.

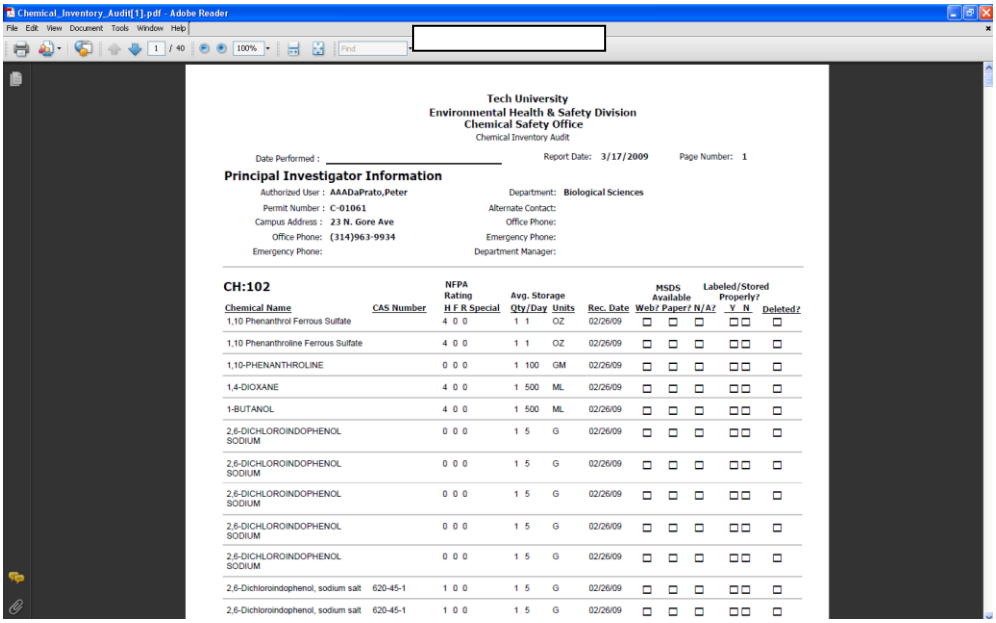
   NOTE: *If the item you selected is not in the system's Chemical Catalog, the form will be blank.*

   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.

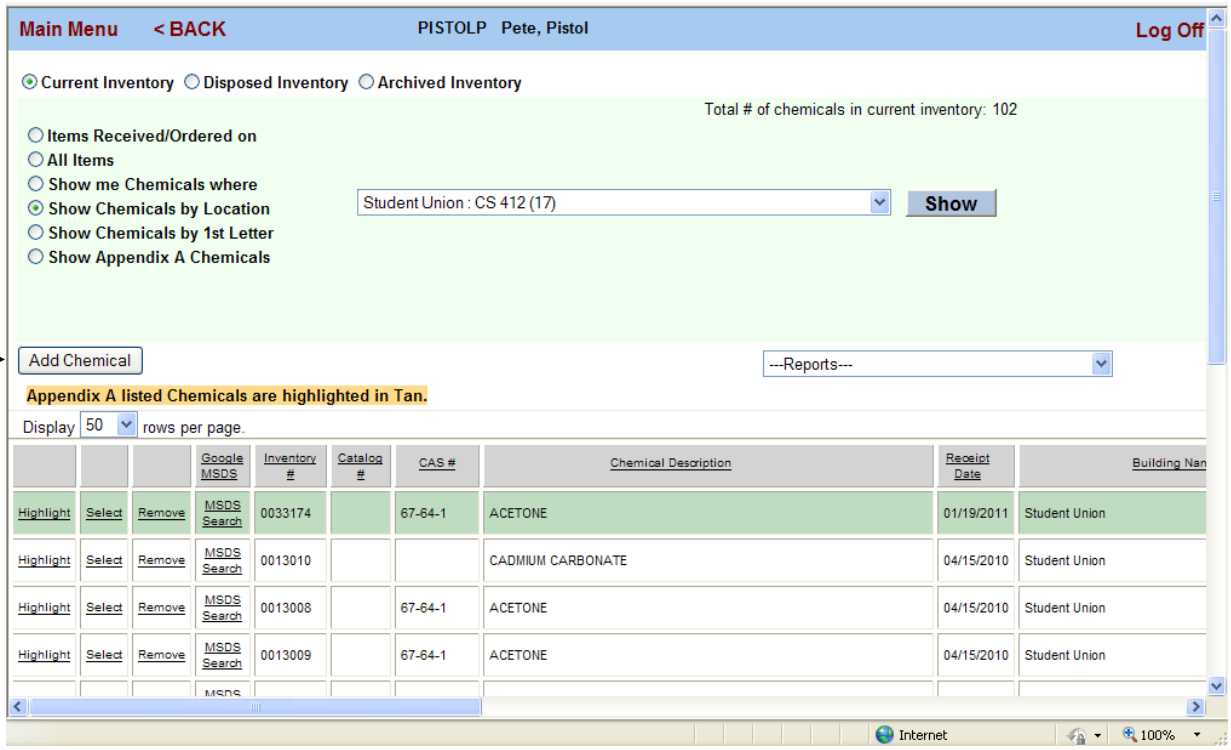
3 Click on [**Open**] when the Chemical Inventory Audit Sheet appears; you may execute "Print" under the "File" Command.



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.

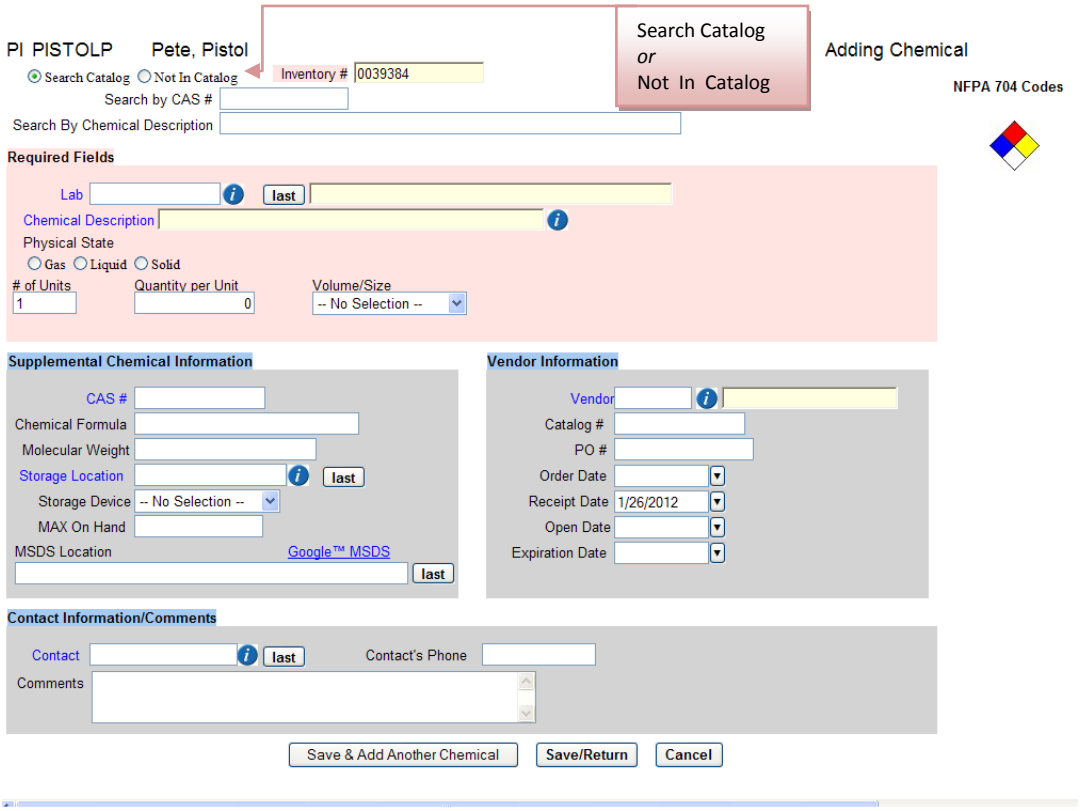


2. The **Adding Chemical** screen will appear.

   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.



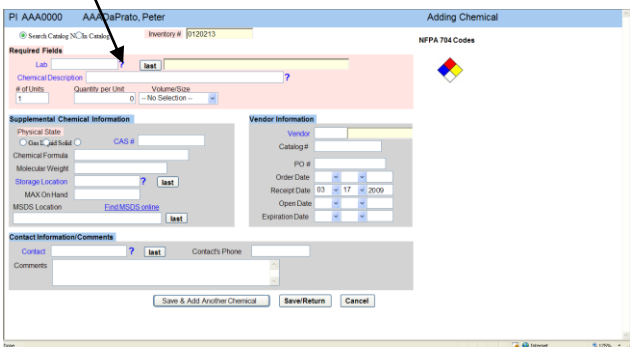
The chemical you select from the *search results* box will be automatically entered in the **Chemical Description** box in the **Required Fields** area. It may also enter additional information farther down the page.

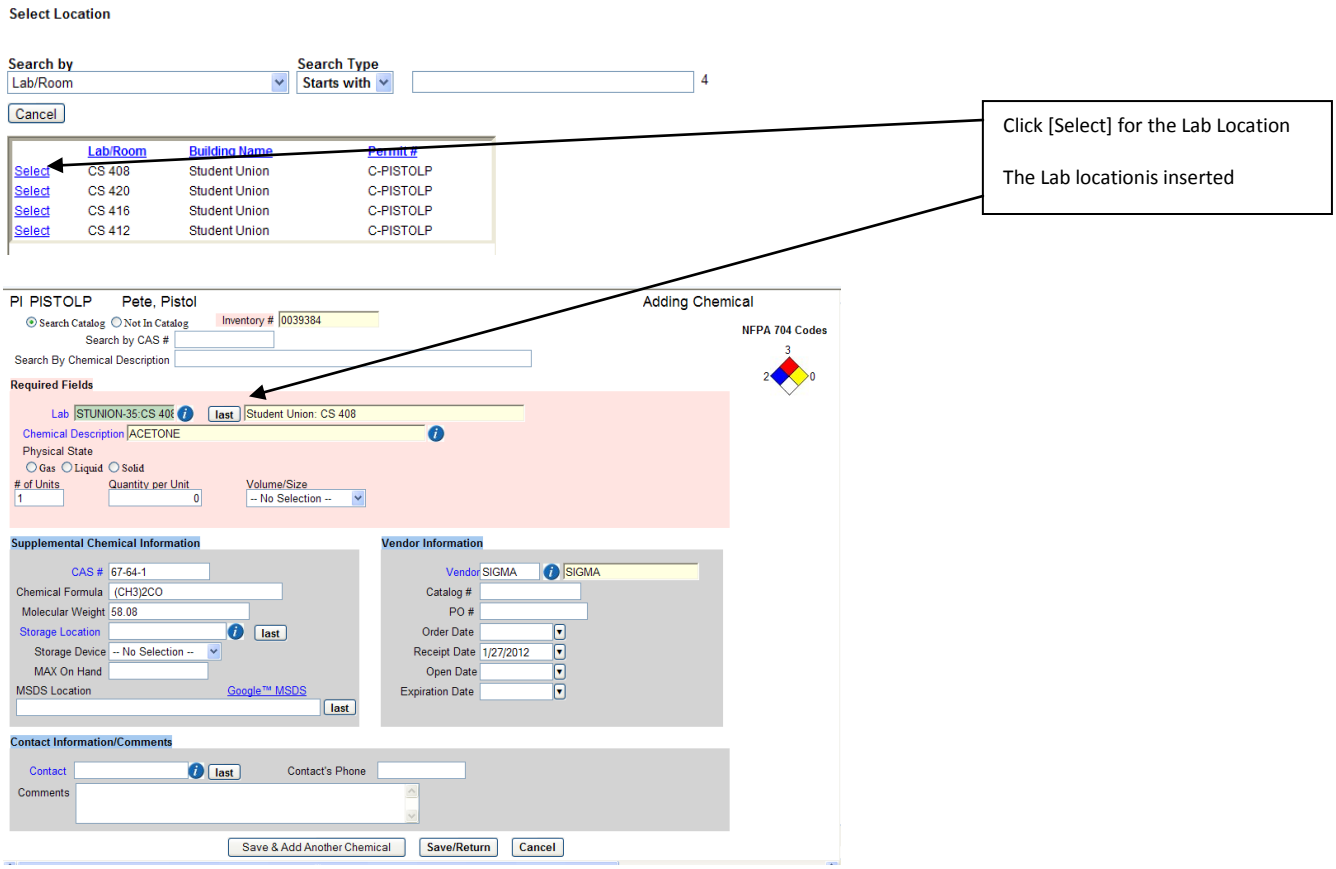
3. In the **Adding Chemical** screen, all items shaded in pink are **Required Fields**. You must enter data in these fields in order to save an entry. Fields that are not highlighted in pink are optional. Using your **Tab key will take you through each field**.

4. Inventory# is automatically assigned by the CS Assistant program. **This should not be changed.**

Required Fields

1. **Lab** is the laboratory where the chemical is stored. This is a required field. You must select a lab for each chemical. Click the ⓘ to access the Lab selection pick list. Only your authorized labs will be displayed. If you do not see your lab on the lab selection list, contact EHS Technical Support. (See page 2 for Support Information)





a. When you click on [**SELECT**], the building and room number for the lab selected will auto-load into the Adding Chemical lab field and the name of the building will auto-load in the following field.
b. Note that last follows the ⓘ after the Lab field. If there are multiple chemicals to be added to the same lab, you may click last after you have entered and saved your first chemical, and the lab used for the previous entry will auto-load into the field.

2. 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.

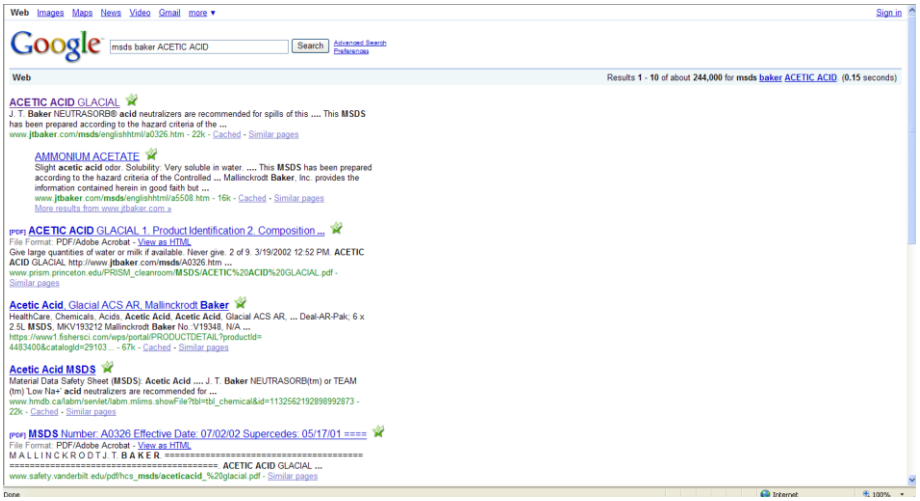
3. The "# of Units" field is where you will enter the number of containers you have. The default number is 1. To enter any number higher than 1, all of the containers have to be of the same size and same units of measure. For example, if you have 2 containers of Methanol and they are both 1 liter in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

4. 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.

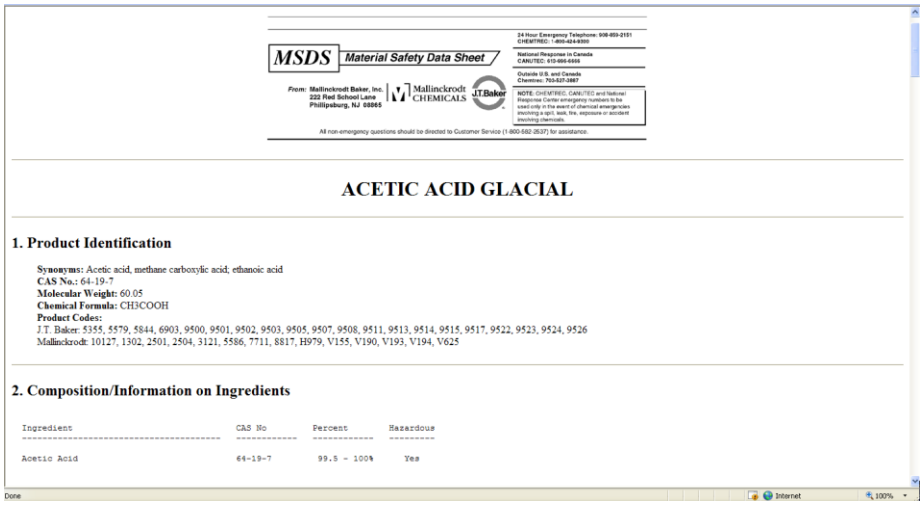
5. In the "Volume/Size" field, enter the unit of measure for the container: G=Grams, mg=Milligrams, etc. – click on the arrow to the right of the field to access the units pick list.

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

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:
J.T. Baker: 5355, 5579, 5844, 6903, 9500, 9501, 9502, 9503, 9505, 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

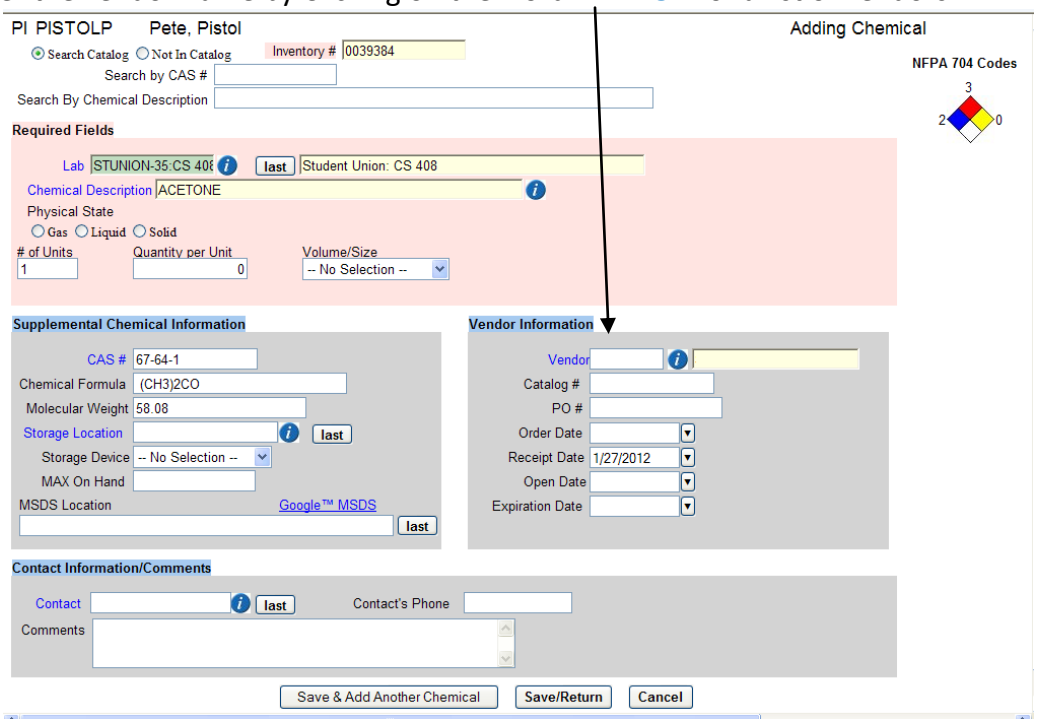
2. Composition/Information on Ingredients

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

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

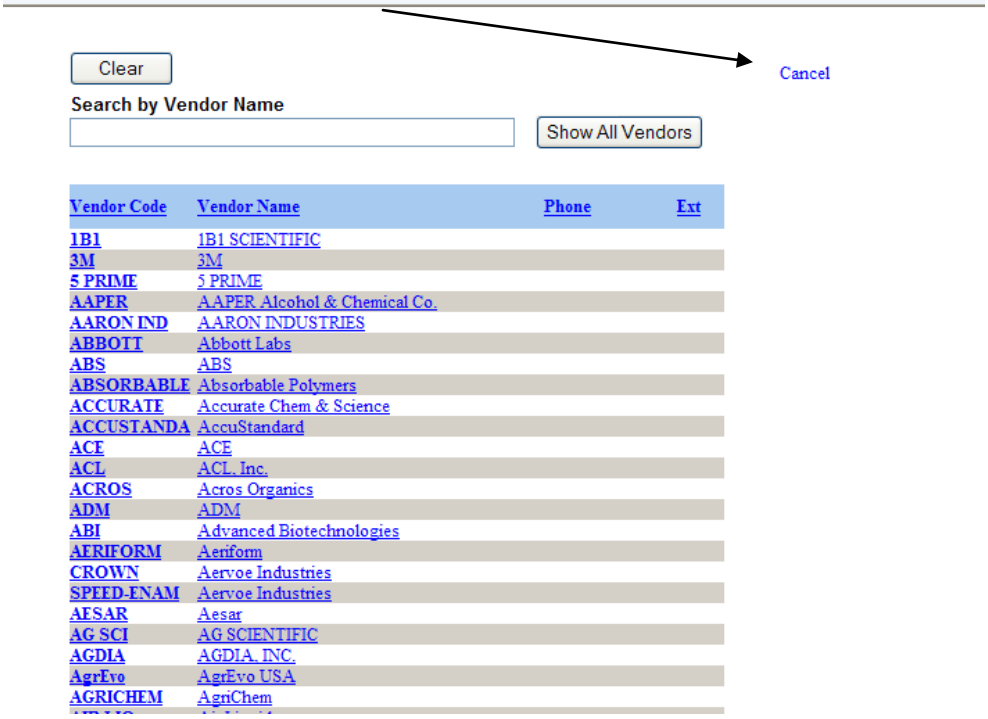
Vendor Information (optional)

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



2. There are nearly 800 vendors in this list. Use the **Search by Vendor Name** to quickly narrow down the list.

3. 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.

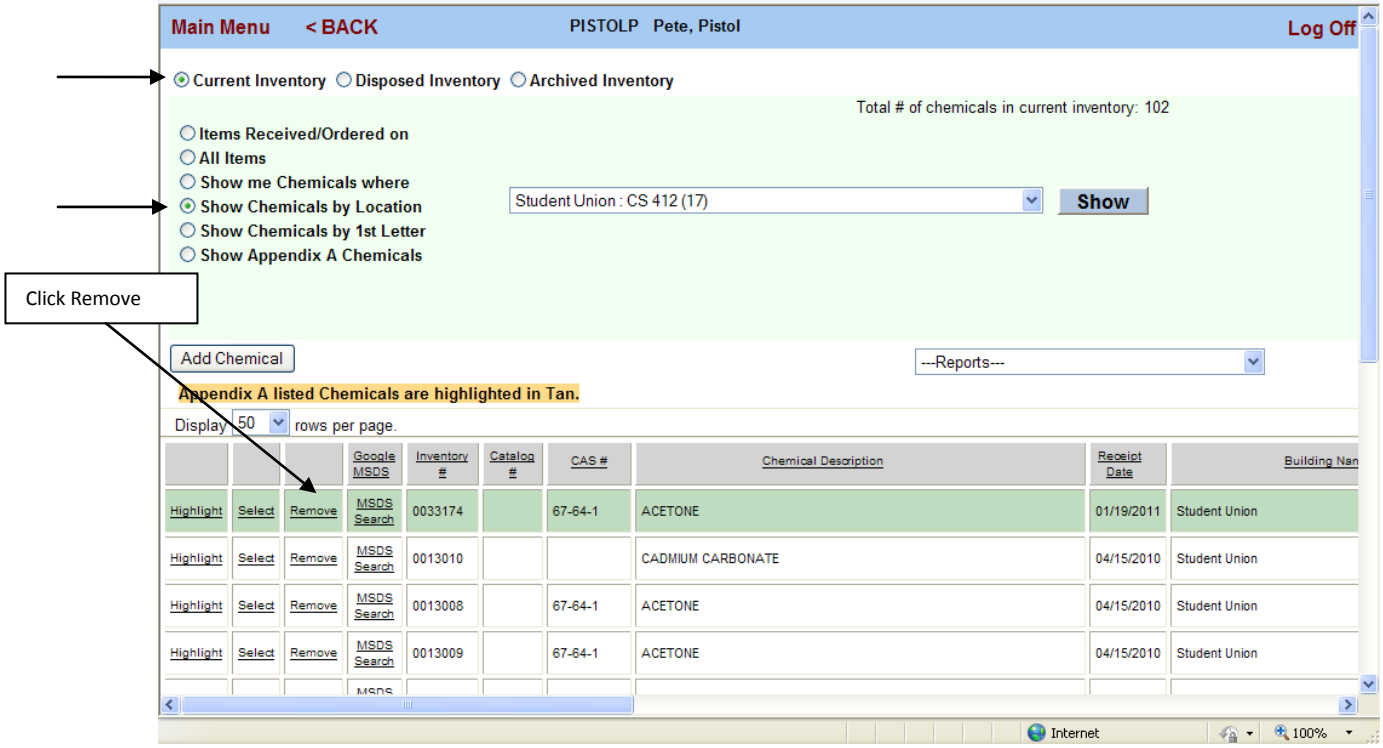


4. Enter the Vendor Chemical Catalog number
5. Enter the PO Number
6. Enter [Order Date], [Receipt Date], [Open Date] and [Expiration Date]. Today's date will be entered unless overridden. (You may change these dates later as information becomes available.)
7. Enter [Contact Name] and [Phone Number].
8. Enter any comments.
9. Click **SAVE & ADD ANOTHER CHEMICAL** or **SAVE/RETURN**.
    a. 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.
    b. 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.
    c. Cancel takes you back to the Inventory List without saving anything.

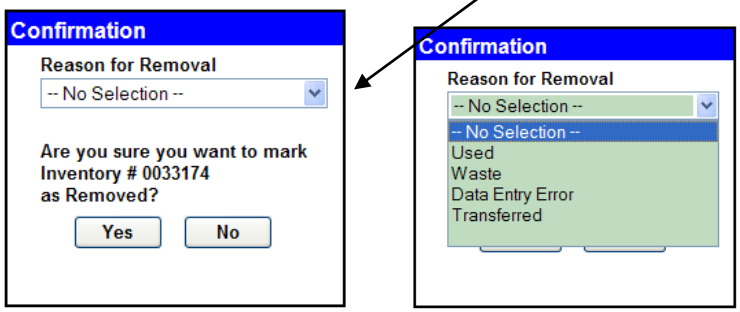
Removing Chemicals from Your Inventory

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

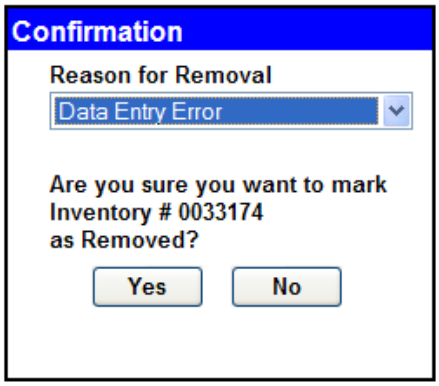
1. To remove a chemical from your inventory, click [**REMOVE**] for that chemical to be removed from your inventory.



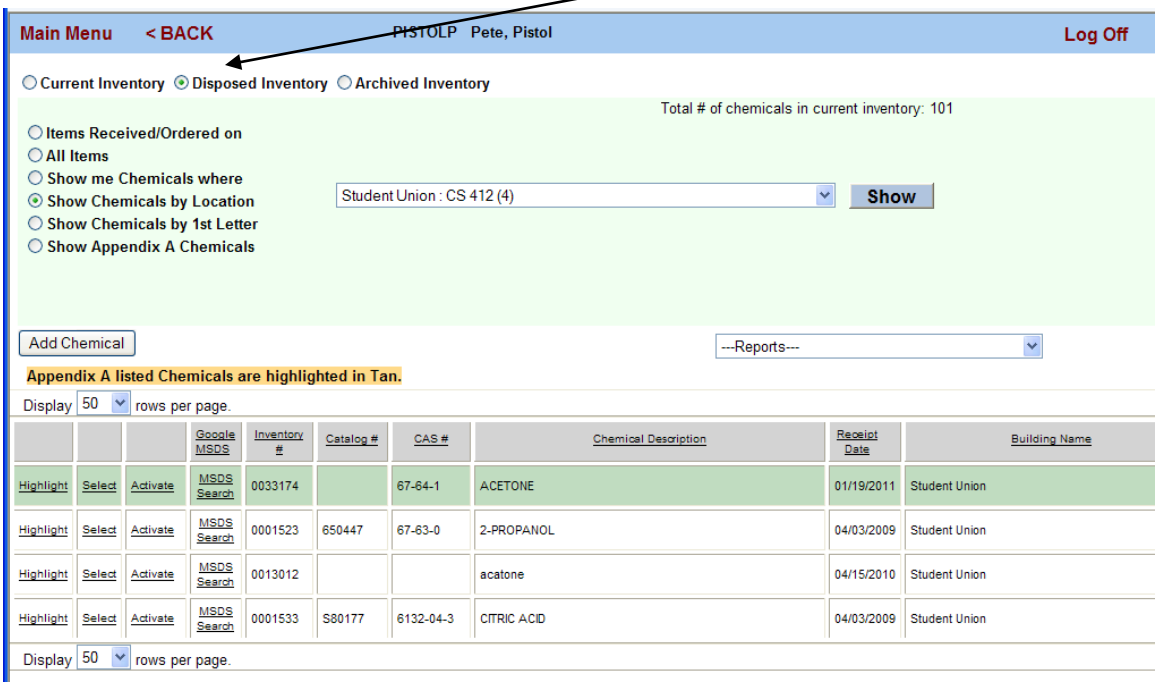
2. Clicking [**REMOVE**] displays the removal confirmation screen. At this point you will need to declare your reason for the removal. Click the down arrow to display your choices for the removal.



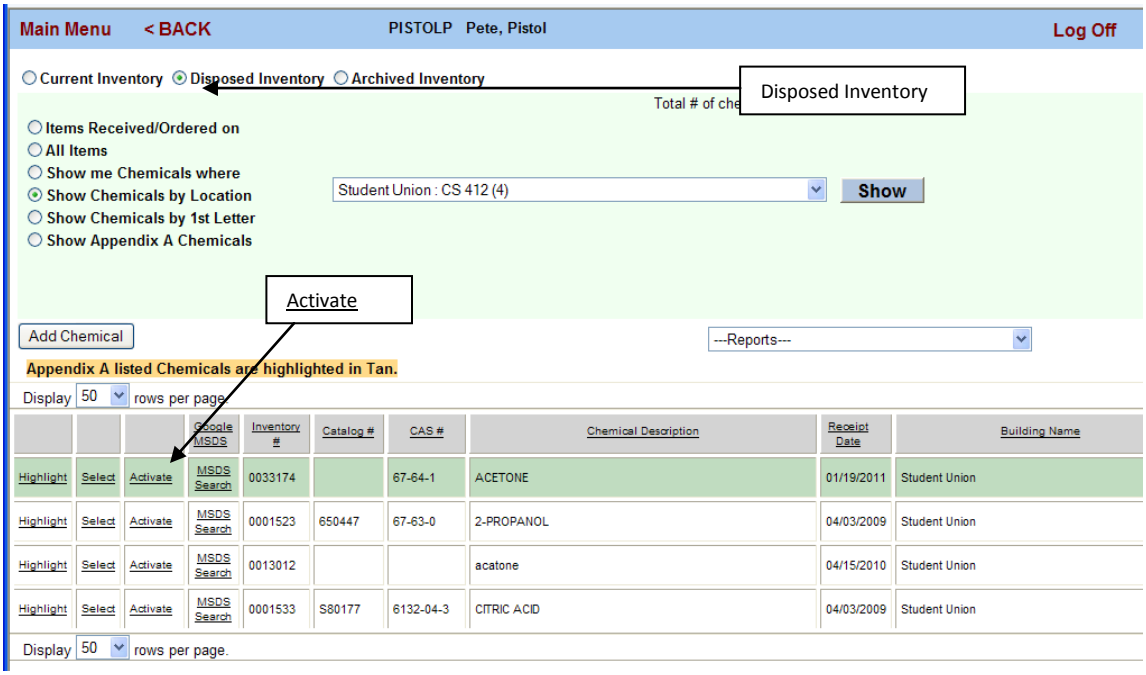
3. Highlight your reason for the removal and confirm that you want this removed by clicking **YES**.



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].



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

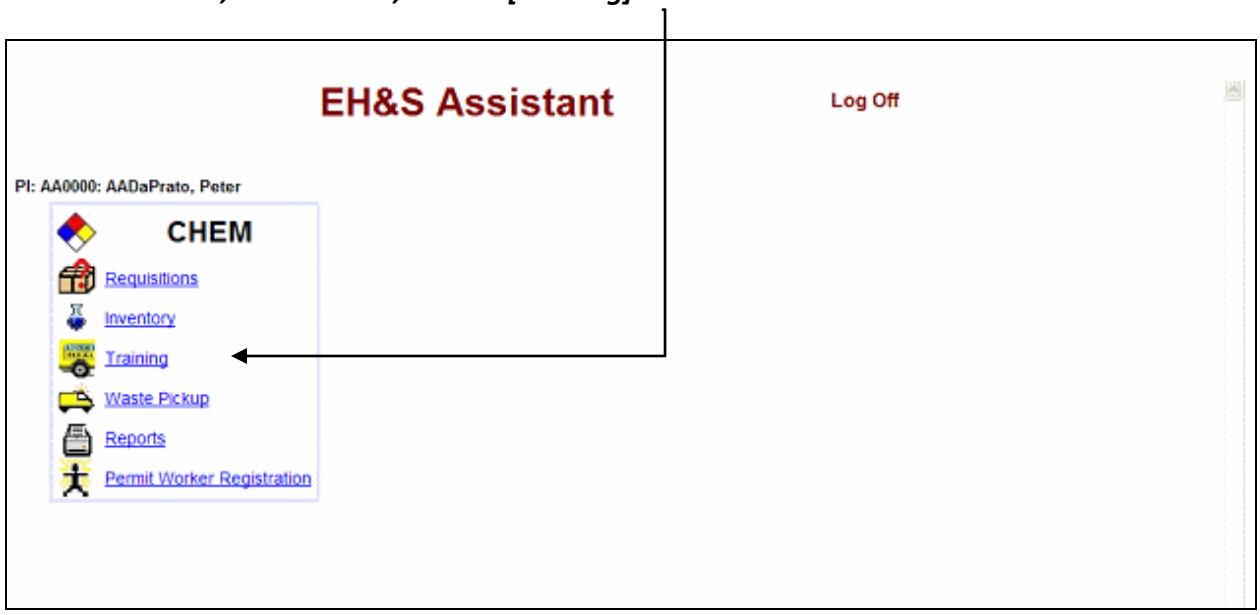


6. Confirm your intention to move the item to current inventory status by clicking **YES**.
7. The item is removed from the disposed inventory listing. Click [⦿ CURRENT INVENTORY].
8. The item is now listed as current inventory.
9. Click [**MAIN MENU**].

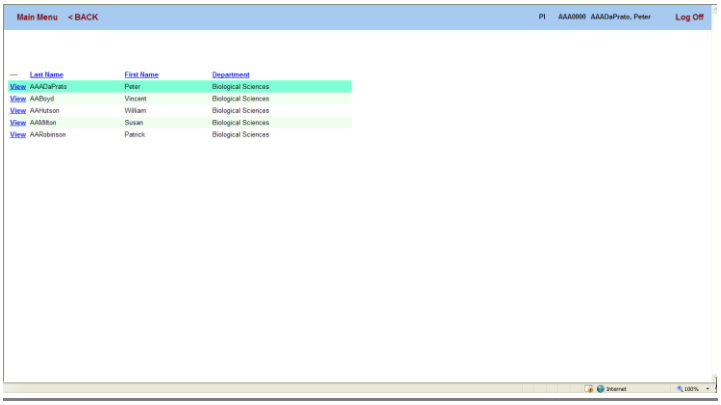
Training

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].***

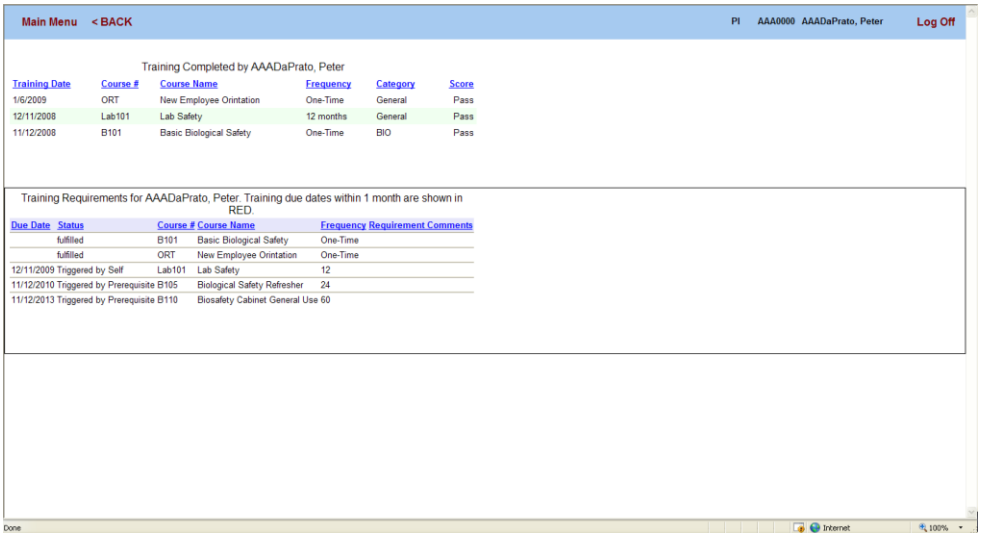


Employee Selection



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.



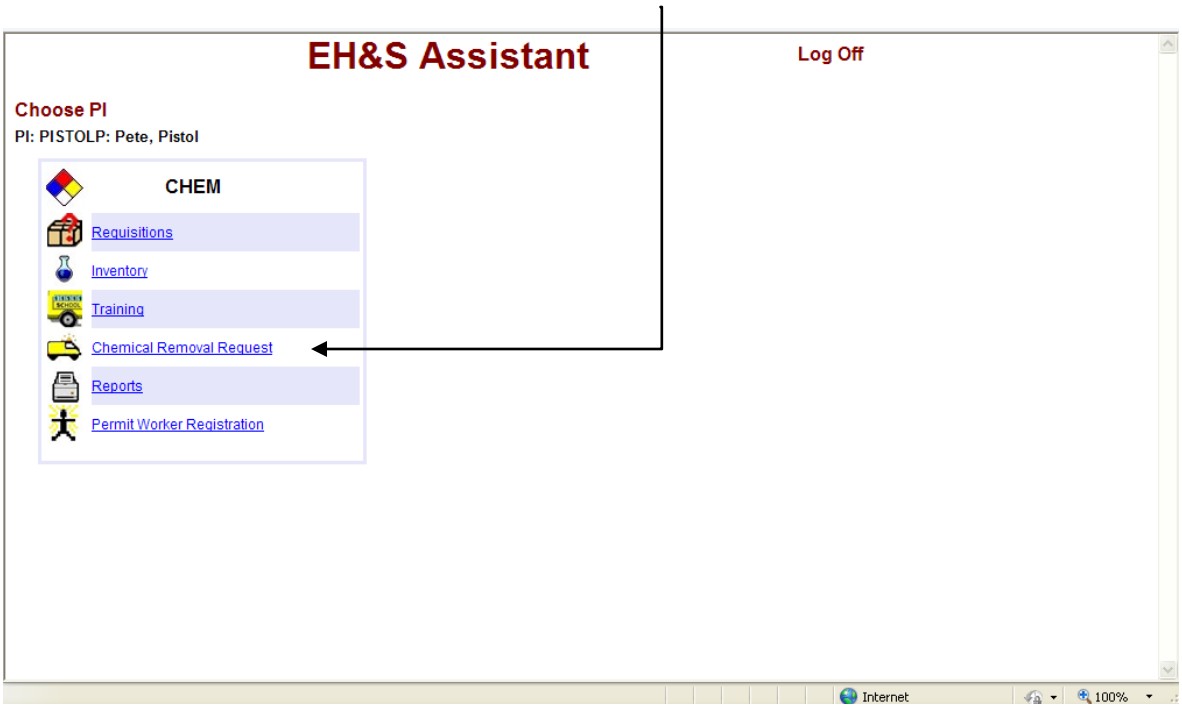
2. Training information consists of all training classes completed and training required for the worker employee type. The employee's status of required training is documented with Due Dates, Status, Course, Course Name and Frequency of the training.

3. Click **[< BACK]** to exit this user's records to select another worker. Click **[MAIN MENU]** to exit the training module.

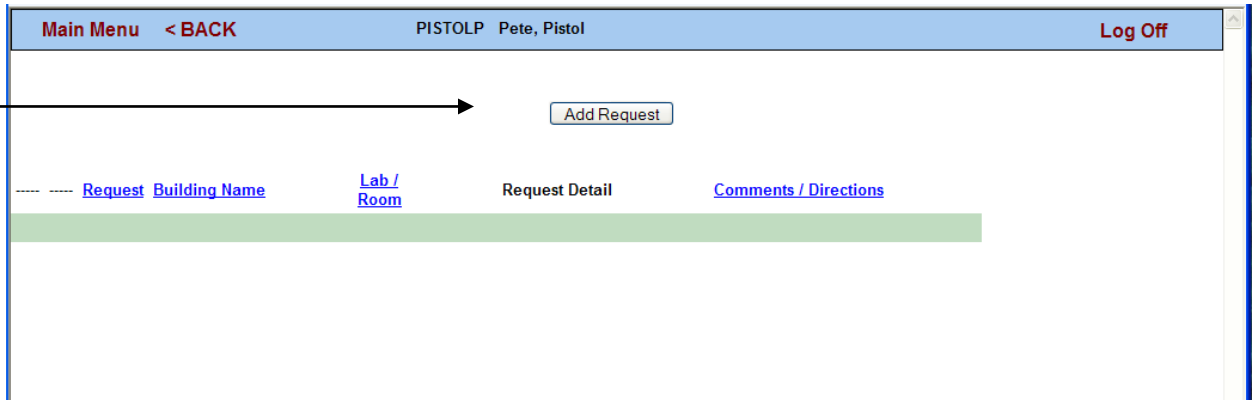
Chemical Removal Request (this section is not yet active)

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].***

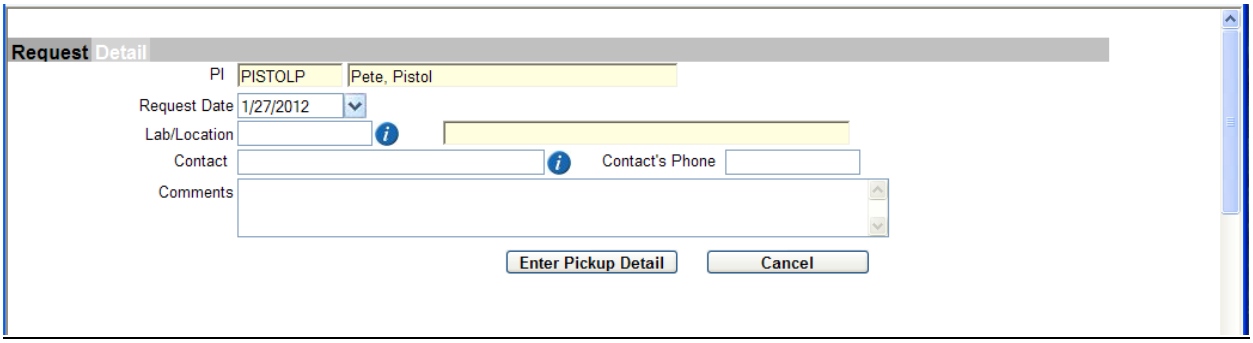


The screen displayed below allows for adding a new Chemical Removal Request, or Viewing, Editing, or Deleting an existing Chemical Removal Request.



Adding a Waste Pickup Request

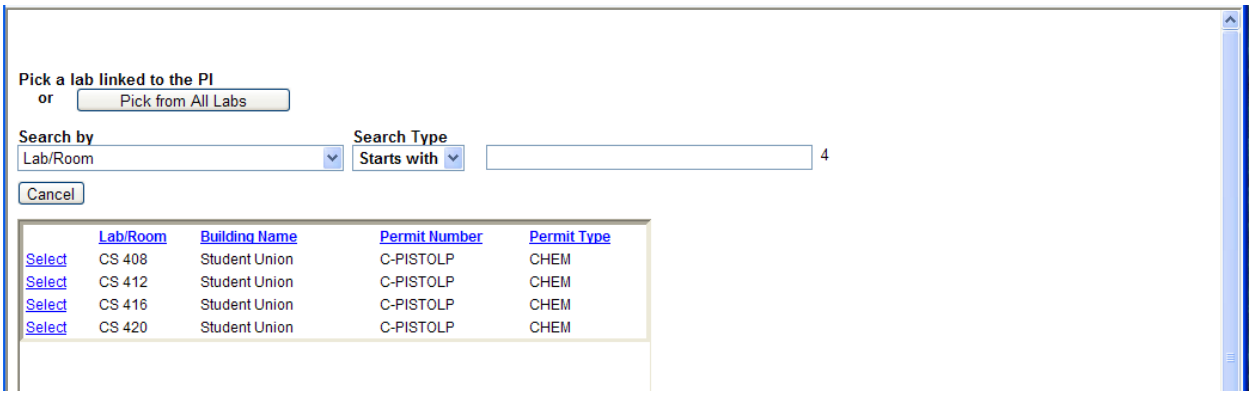
1. Click [**ADD REQUEST**].



2. The P.I. code and name are automatically inserted.

3. Today's date is inserted but it can be overridden.

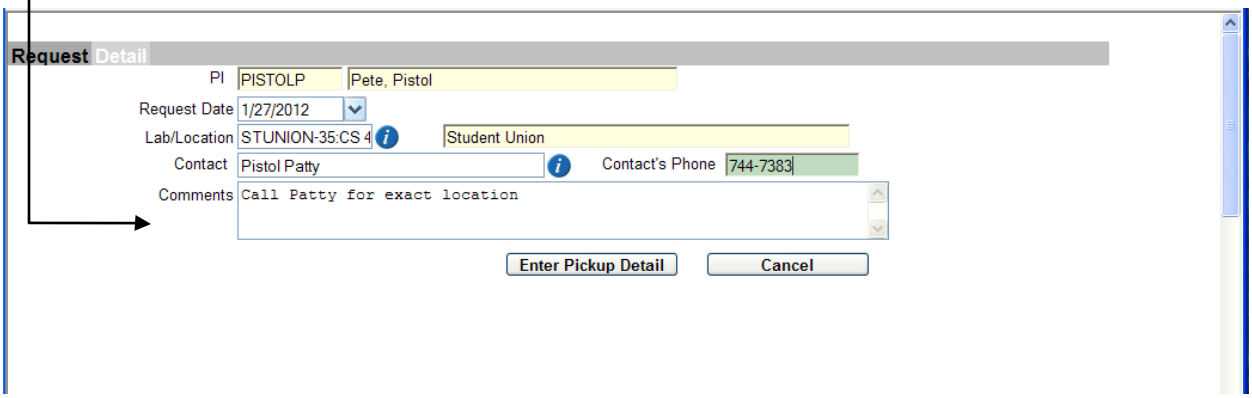
4. Click the Lab/Location for a list of User labs.



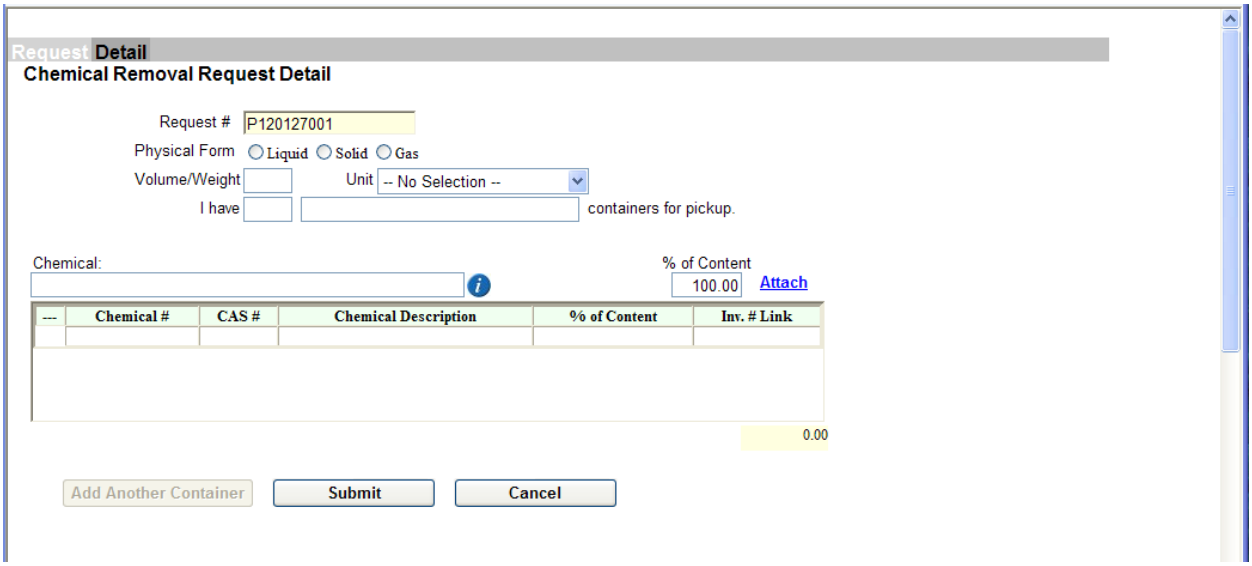
5. Select the lab where the waste is to be picked up. Click **SELECT**. The lab number and building are inserted. If the lab is not listed, click on Pick from All Labs and choose the name of the building where it is located. You may need to enter the first letter of the building name to shorten the search list. Then select the room number.

6. Click the contact 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.



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

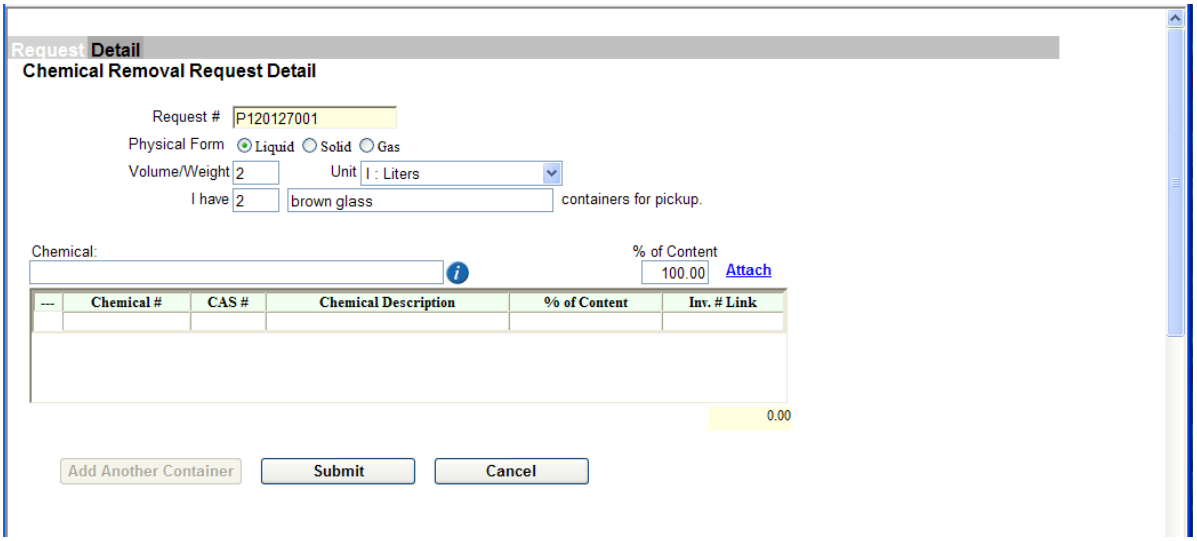


9. The program assigns a Request Number, a combination of the date in reverse order and a numbered request for the day [P120127001].

10. Indicate the Physical Form of the chemical: Liquid, Solid, or Gas.

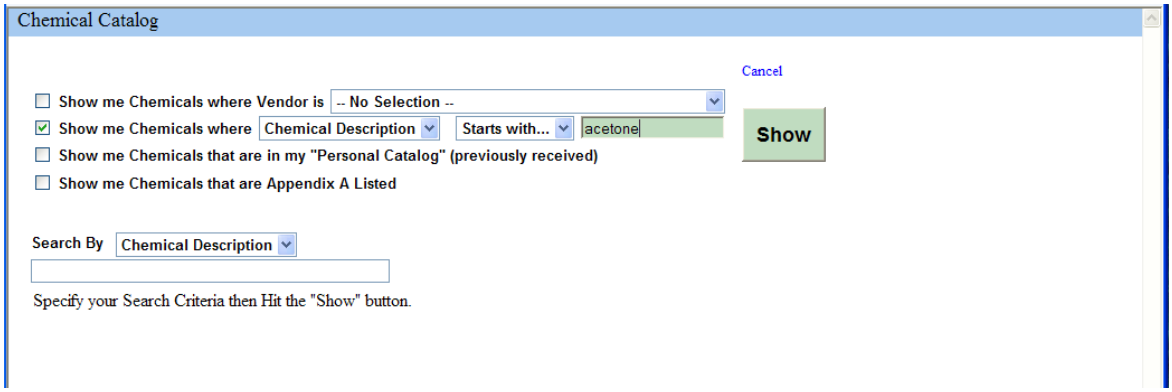
11. Enter the Volume/Weight quantity as well as the Unit of measure.

12. Enter the number of containers and the type of waste containers to be picked up.



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*.



a. Show me Chemicals where Vendor is,

b. Show me Chemicals where (Chemical Description, CAS#, Catalog#, or Chemical#) is,

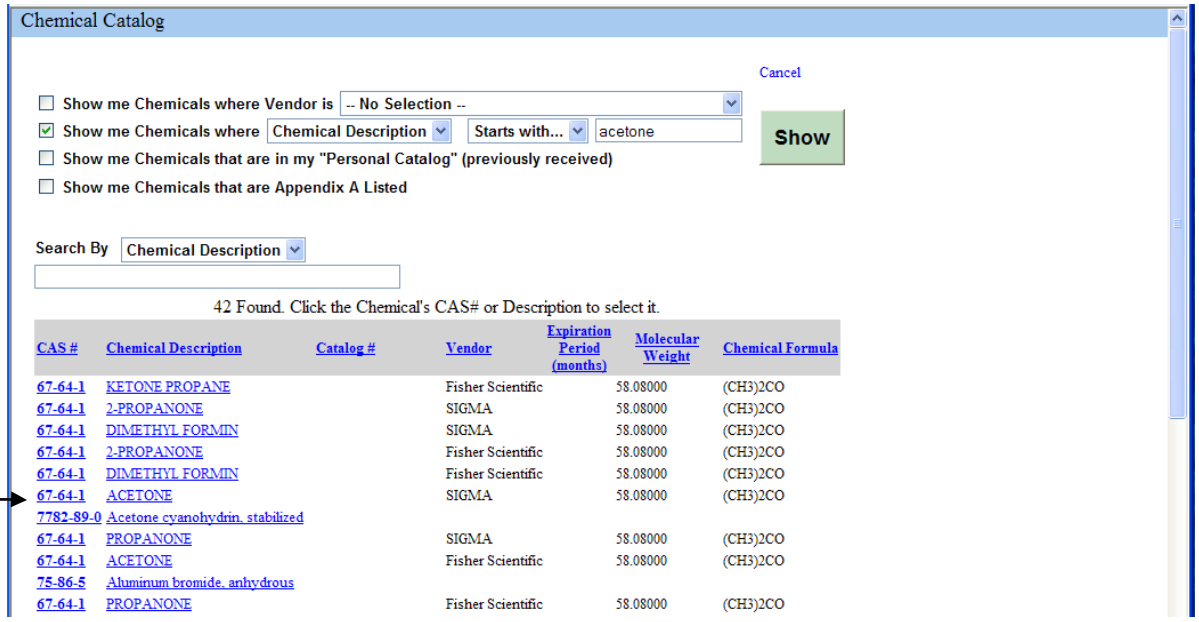
c. Show me Chemicals that are in my "Personal Catalog" (previously received),

d. Show me Chemicals that are Appendix A Listed.

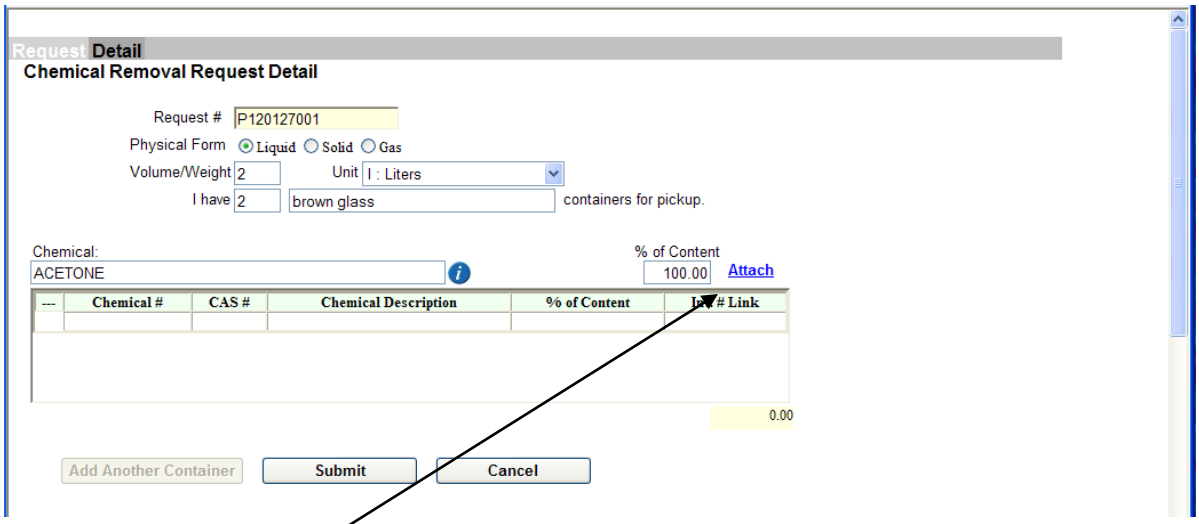
As long as the "Show me Chemicals that are in my Personal Catalog" is marked, you will be searching your Personal Chemical Catalog.

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.

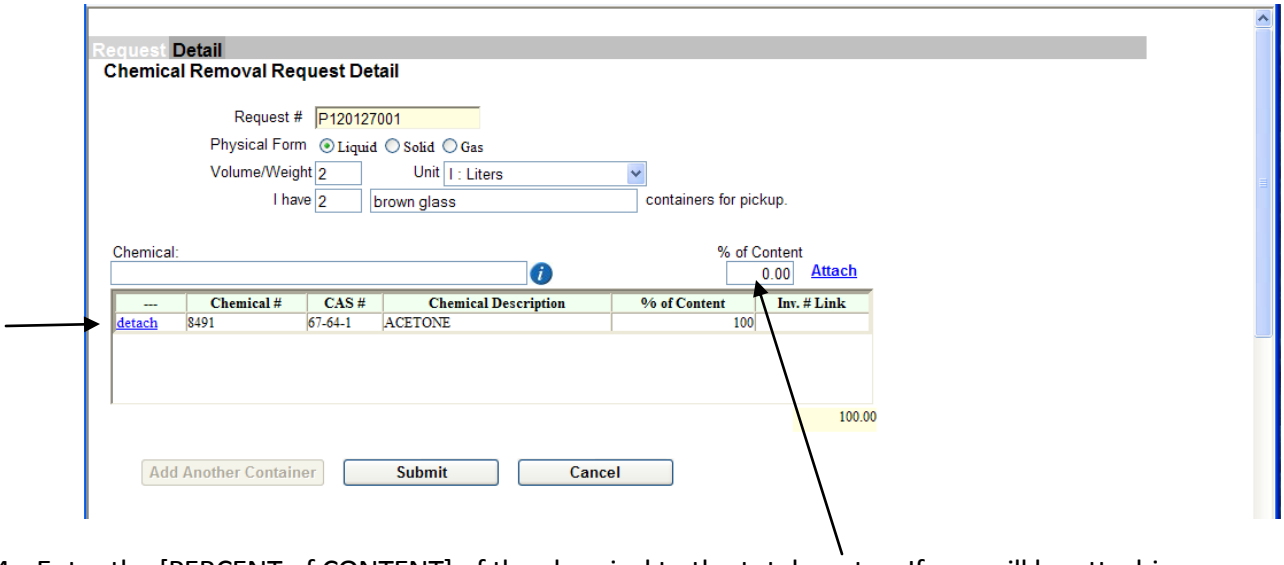
If you choose to search by Chemical Description or CAS#, in the next field you may choose **Starts with**, **Contains**, or **Equals**. After you have made your selections in both fields, tab to the next field, which is blank. Type in the chemical name or CAS# and click on Show. Typing ACE will make it easy to find Acetone, along with other chemicals beginning with those letters. The search will also find chemical synonyms.



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.



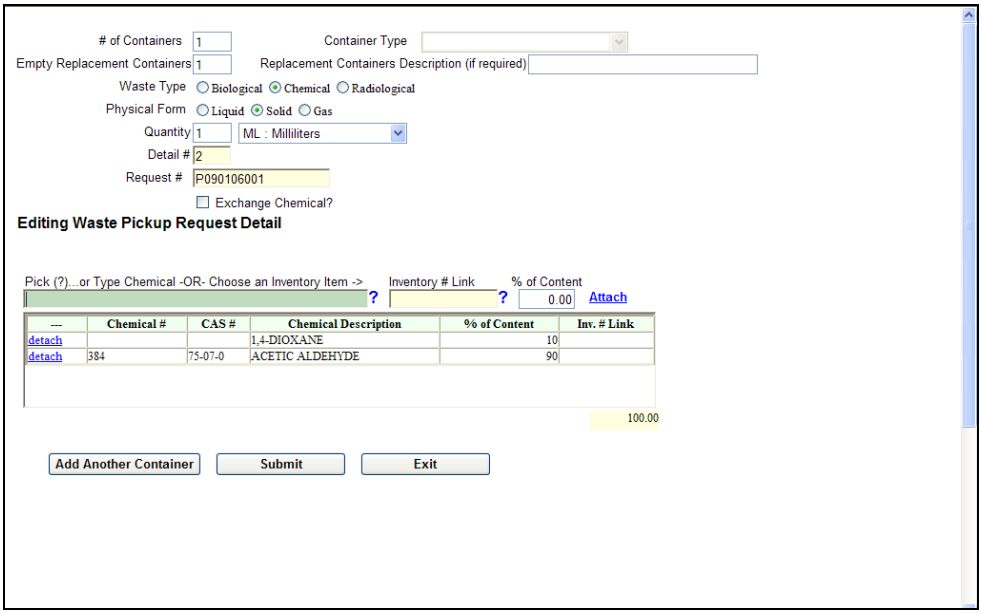
When you click on **Attach**, the chemical is "attached" to the request. (see next page)



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].



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

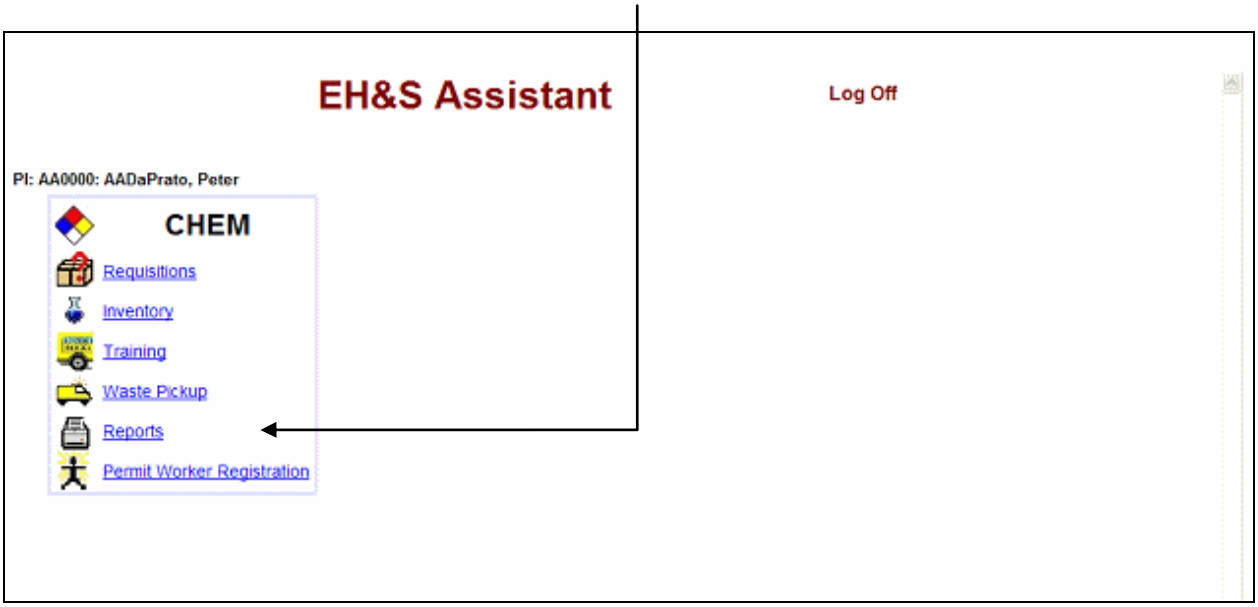
The steps involved in editing or viewing an existing request are identical as adding a request.

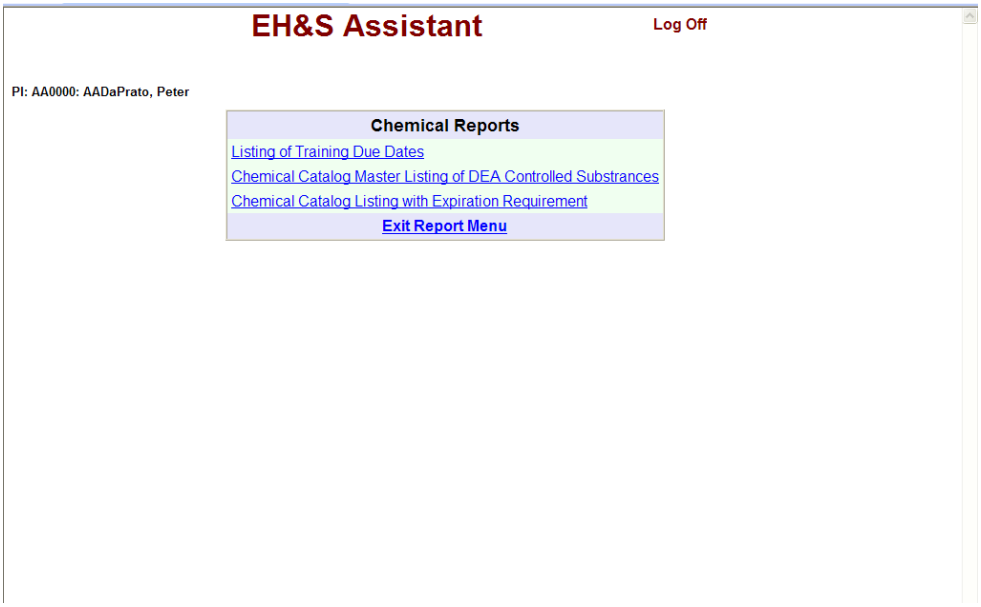
Once the requested waste pickup has been made and the Hazardous Waste Team transfers the waste to the waste area and marks it as [PICKED UP], the waste request will be removed from the list of open pickup requests.

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].***



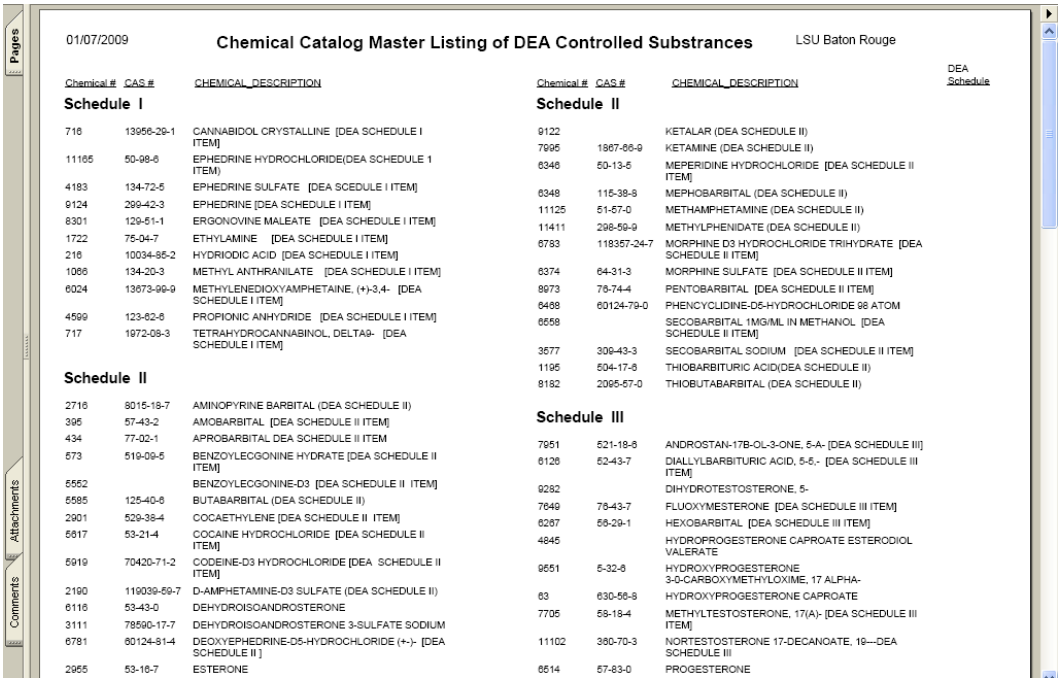


The screen displayed allows for running various reports relative to this user.

Listing of Training Due Dates

1. Click [LISTING OF TRAINING DUE DATES].

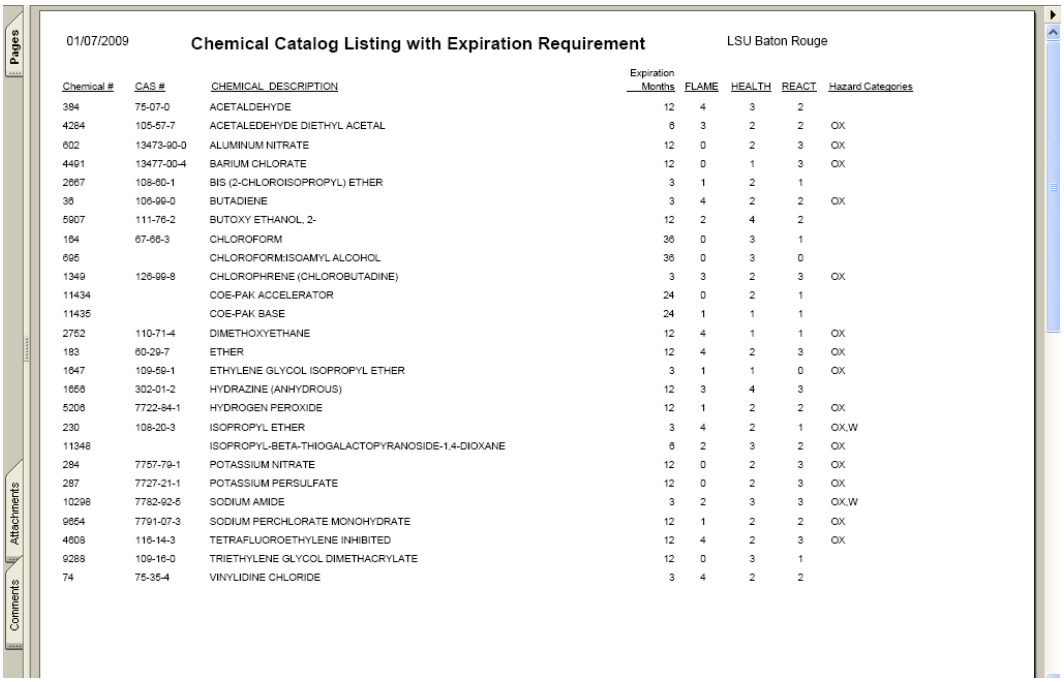
2. Click [CHEMICAL CATALOG MASTER LISTING of DEA CONTROLLED SUBSTANCES].



01/07/2009 **Chemical Catalog Master Listing of DEA Controlled Substrances** LSU Baton Rouge

Chemical #	CAS #	CHEMICAL_DESCRIPTION	DEA Schedule
Schedule I			
716	13956-29-1	CANNABIDOL CRYSTALLINE [DEA SCHEDULE I ITEM]	
11165	50-98-6	EPHEDRINE HYDROCHLORIDE(DEA SCHEDULE 1 ITEM)	
4183	134-72-5	EPHEDRINE SULFATE [DEA SCEDULE 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]	
216	10034-85-2	HYDRIODIC ACID [DEA SCHEDULE I ITEM]	
1066	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	1972-08-3	TETRAHYDROCANNABINOL, DELTA9- [DEA SCHEDULE I ITEM]	
Schedule II			
2716	8015-18-7	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	119039-59-7	D-AMPHETAMINE-D3 SULFATE (DEA SCHEDULE II)	
6116	53-43-0	DEHYDROISOANDROSTERONE	
3111	78590-17-7	DEHYDROISOANDROSTERONE 3-SULFATE SODIUM	
6781	60124-81-4	DEOXYEPHEDRINE-D5-HYDROCHLORIDE (+-)- [DEA SCHEDULE II]	
2955	53-16-7	ESTERONE	
9122		KETALAR (DEA SCHEDULE II)	
7995	1867-66-9	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)	
6783	118357-24-7	MORPHINE D3 HYDROCHLORIDE TRIHYDRATE [DEA SCHEDULE II ITEM]	
6374	64-31-3	MORPHINE SULFATE [DEA SCHEDULE II ITEM]	
8973	76-74-4	PENTOBARBITAL [DEA SCHEDULE II ITEM]	
6468	60124-79-0	PHENCYCLIDINE-D5-HYDROCHLORIDE 98 ATOM	
6558		SECOBARBITAL 1MG/ML IN METHANOL [DEA SCHEDULE II ITEM]	
3577	309-43-3	SECOBARBITAL SODIUM [DEA SCHEDULE II ITEM]	
1195	504-17-6	THIOBARBITURIC ACID(DEA SCHEDULE II)	
8182	2095-57-0	THIOBUTABARBITAL (DEA SCHEDULE II)	
Schedule III			
7951	521-18-6	ANDROSTAN-17B-OL-3-ONE, 5-A- [DEA SCHEDULE III]	
6126	52-43-7	DIALLYLBARBITURIC ACID, 5-5,- [DEA SCHEDULE III ITEM]	
9282		DIHYDROTESTOSTERONE, 5-	
7649	76-43-7	FLUOXYMESTERONE [DEA SCHEDULE III ITEM]	
6267	56-29-1	HEXOBARBITAL [DEA SCHEDULE III ITEM]	
4845		HYDROPROGESTERONE CAPROATE ESTERODIOL VALERATE	
9551	5-32-6	HYDROXYPROGESTERONE 3-0-CARBOXYMETHYLOXIME, 17 ALPHA-	
63	630-56-8	HYDROXYPROGESTERONE CAPROATE	
7705	58-18-4	METHYLTESTOSTERONE, 17(A)- [DEA SCHEDULE III ITEM]	
11102	360-70-3	NORTESTOSTERONE 17-DECANOATE, 19---DEA SCHEDULE III	
6514	57-83-0	PROGESTERONE	

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



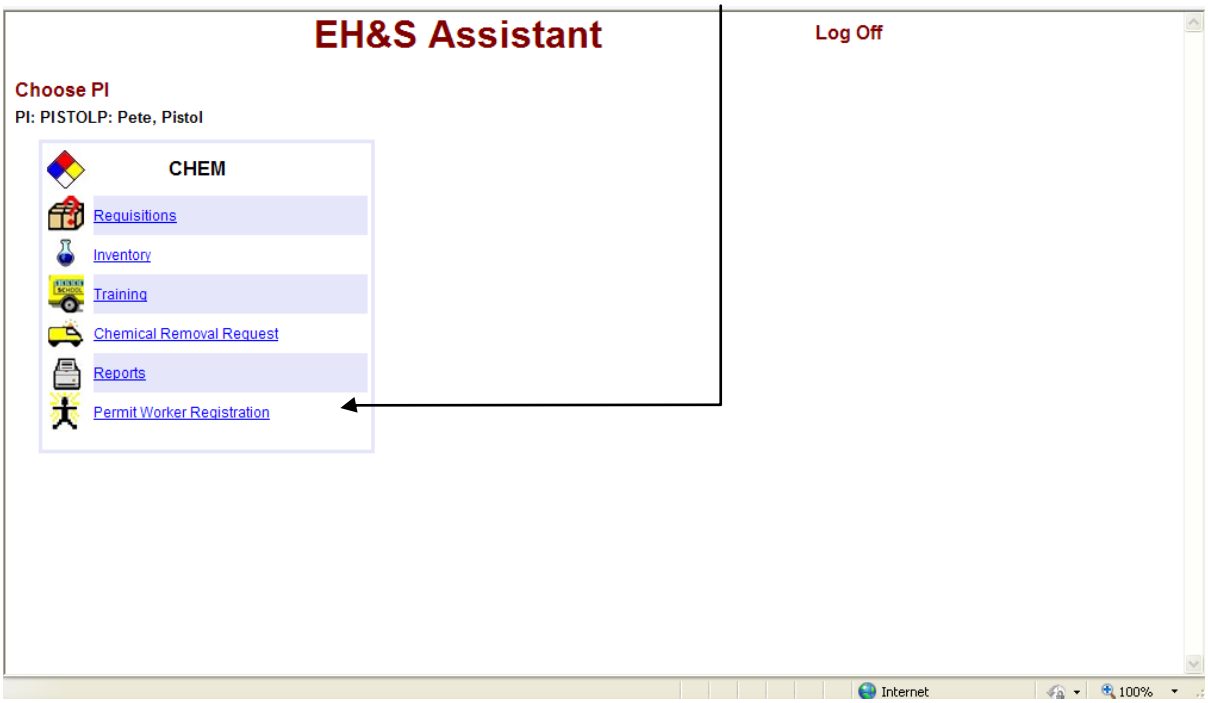
01/07/2009 **Chemical Catalog Listing with Expiration Requirement** LSU Baton Rouge

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	106-99-0	BUTADIENE	3	4	2	2	OX
5907	111-76-2	BUTOXY ETHANOL, 2-	12	2	4	2	
164	67-66-3	CHLOROFORM	36	0	3	1	
695		CHLOROFORM:ISOAMYL ALCOHOL	36	0	3	0	
1349	126-99-8	CHLOROPHRENE (CHLOROBUTADINE)	3	3	2	3	OX
11434		COE-PAK ACCELERATOR	24	0	2	1	
11435		COE-PAK BASE	24	1	1	1	
2752	110-71-4	DIMETHOXYETHANE	12	4	1	1	OX
183	60-29-7	ETHER	12	4	2	3	OX
1647	109-59-1	ETHYLENE GLYCOL ISOPROPYL ETHER	3	1	1	0	OX
1656	302-01-2	HYDRAZINE (ANHYDROUS)	12	3	4	3	
5206	7722-84-1	HYDROGEN PEROXIDE	12	1	2	2	OX
230	108-20-3	ISOPROPYL ETHER	3	4	2	1	OX,W
11348		ISOPROPYL-BETA-THIOGALACTOPYRANOSIDE-1,4-DIOXANE	6	2	3	2	OX
284	7757-79-1	POTASSIUM NITRATE	12	0	2	3	OX
287	7727-21-1	POTASSIUM PERSULFATE	12	0	2	3	OX
10298	7782-92-5	SODIUM AMIDE	3	2	3	3	OX,W
9654	7791-07-3	SODIUM PERCHLORATE MONOHYDRATE	12	1	2	2	OX
4608	116-14-3	TETRAFLUOROETHYLENE INHIBITED	12	4	2	3	OX
9288	109-16-0	TRIETHYLENE GLYCOL DIMETHACRYLATE	12	0	3	1	
74	75-35-4	VINYLIDINE CHLORIDE	3	4	2	2	

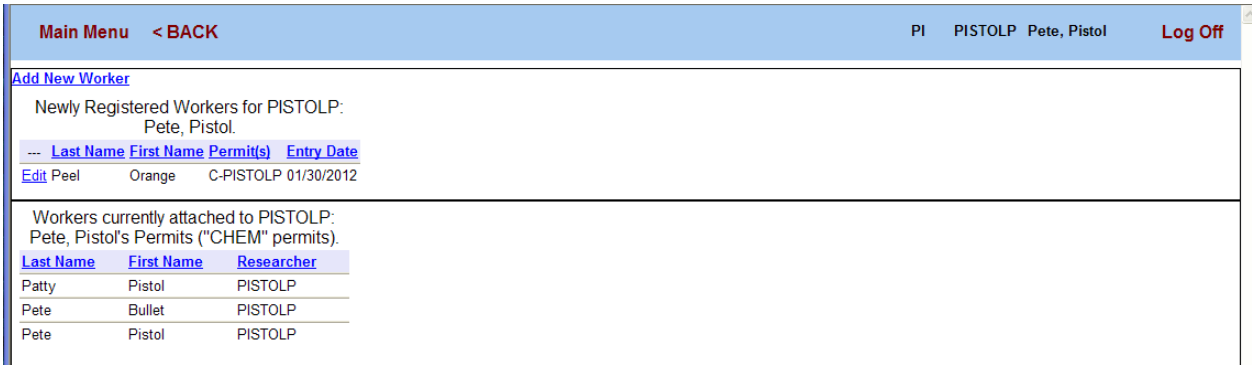
Worker Registration

Adding New Workers

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

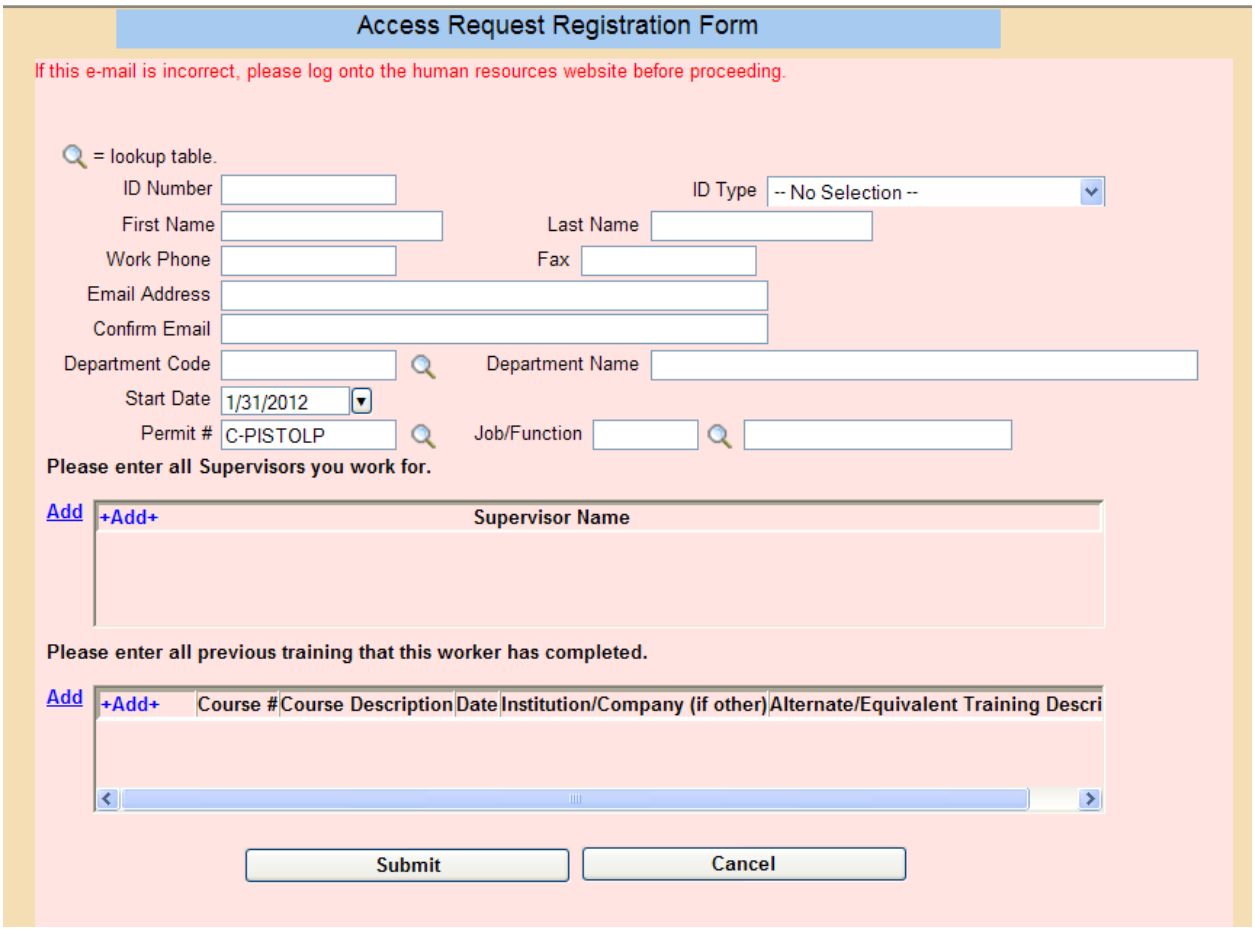


1. The **Adding New Worker** screen will appear. The screen is divided, displaying Newly Registered Workers and Workers Currently Attached to the user.

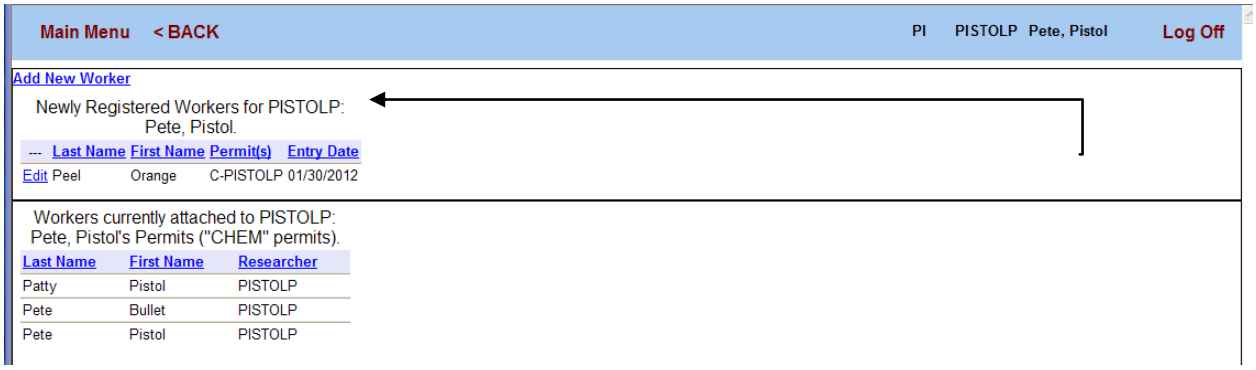


2. Click [ADD NEW WORKER].

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

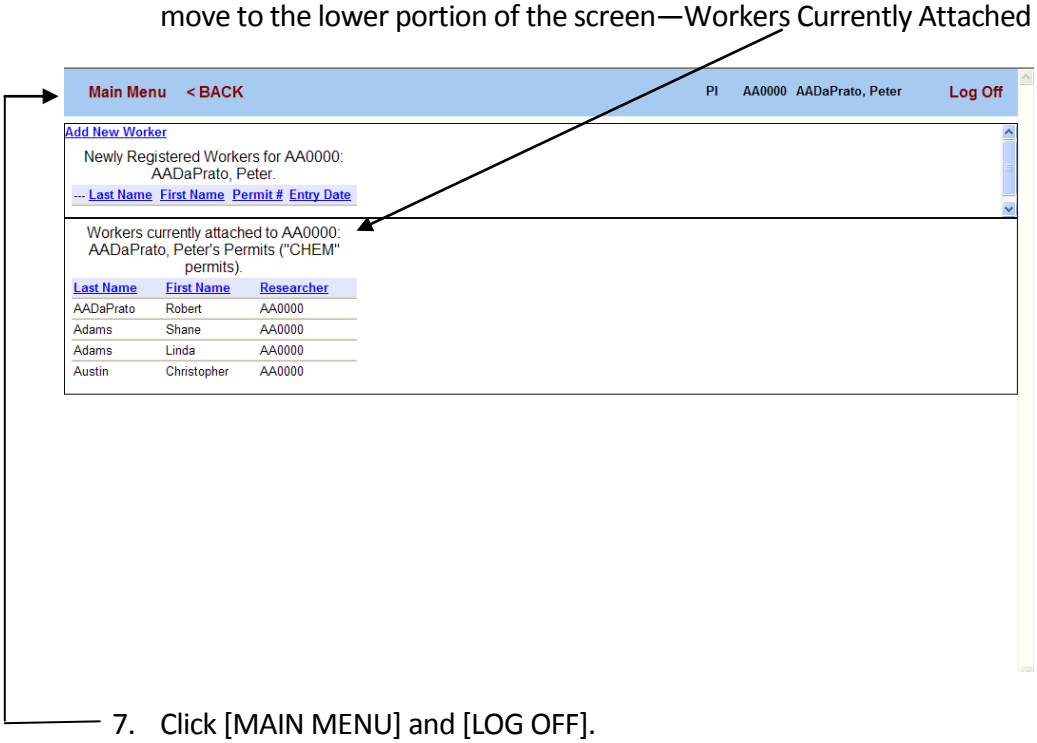


4. When complete, click [SUBMIT].



5. 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.



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.