



# Chemical Inventory Database Training

Environmental Health & Safety Division  
Chemical Safety Office



## Module 2: Inventory

**VIEWING, SORTING, EDITING, AND REVIEW REPORTING  
CHEMICAL INVENTORY REPORTS & HAZARDOUS WASTE  
STREAMS, AND SATELLITE ACCUMULATION LABELS IN YOUR  
CHEMICAL INVENTORY**



*This training module should take no more than 25 minutes to complete.*



Chemical Safety Office  
Environmental Health & Safety Division  
1405 Goss Lane, CI-1001  
Augusta, Georgia 30912

EHSA Chemical Inventory Database  
On Site Systems Inc.  
23 N. Gore Suite 200  
St Louis, Missouri 63119

# Training Objectives & Agenda

## In this training module you will learn:

1. How to navigate the Inventory Module
2. Inventory sorting and printing options
3. How to add and remove chemicals in your chemical inventory
4. How to add hazardous waste streams and print satellite accumulation labels

## Topics to be covered include:

1. Inventory Screen – Basic Navigation & Viewing Options
2. Preview/Print Inventory Reports
3. Preview/Print Chemical Fact Sheets
4. MSDS Search
5. Updating Chemical inventories – Add, Edit, Delete chemicals from Inventories
6. Satellite Accumulation – Entering Hazardous Waste Streams and Printing Satellite Accumulation Labels

PI: 0911: Bridges, Dee Training



CHEM



[Inventory](#)



[Training](#)



[Waste Pickup](#)



[Permit Worker Registration](#)



[Order from Chemical Stockroom](#)



[Inventory Semi-Annual Review Statement](#)

[Last Inventory Review Date: 01/04/2013](#)



[Reports](#)

# Inventory – Basic Navigation

From the Main Menu, under CHEM, Click on Inventory.

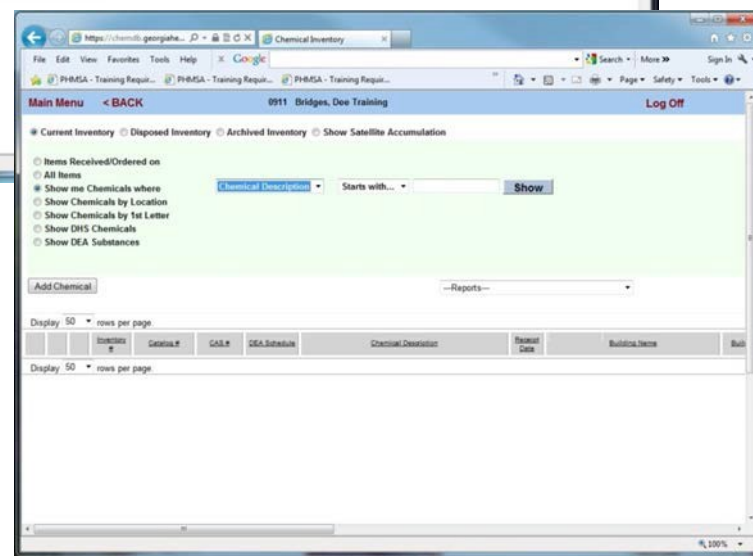
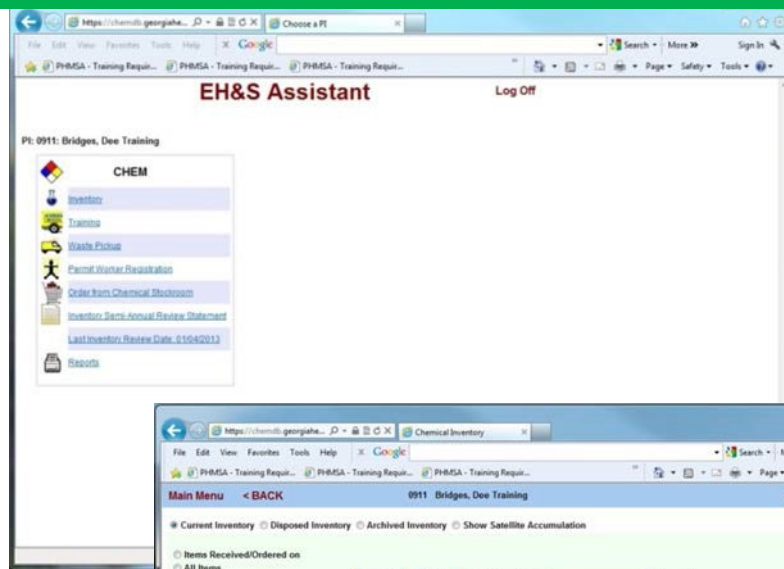
The Inventory Log screen will appear. The Web Browser commands do not function within the Chemical Program.

Use the **[Main Menu]** to go back to the Main Menu where you have the program selection choices, **[<BACK]** to go back to the previous window, and **[Log Off]** to exit the Chemical Program.

Other Commands will be:

- **“Blue” font color** commands, sometimes underlined,
- An **arrow** at the right end of a field indicating pick list,
- A **Menu Bar** or **Selection button**,

Show



# Inventory Viewing Options

From Inventory window you have the following viewing options:

## A. Current Inventory

1. Items Received/Ordered on (Date)
2. All Items
3. Show chemicals where
4. Show Chemicals by Location
5. Show Chemical's by 1<sup>st</sup> Letter
6. Show DHS Chemicals
7. Show DEA Substances,

## B. Disposed Inventory

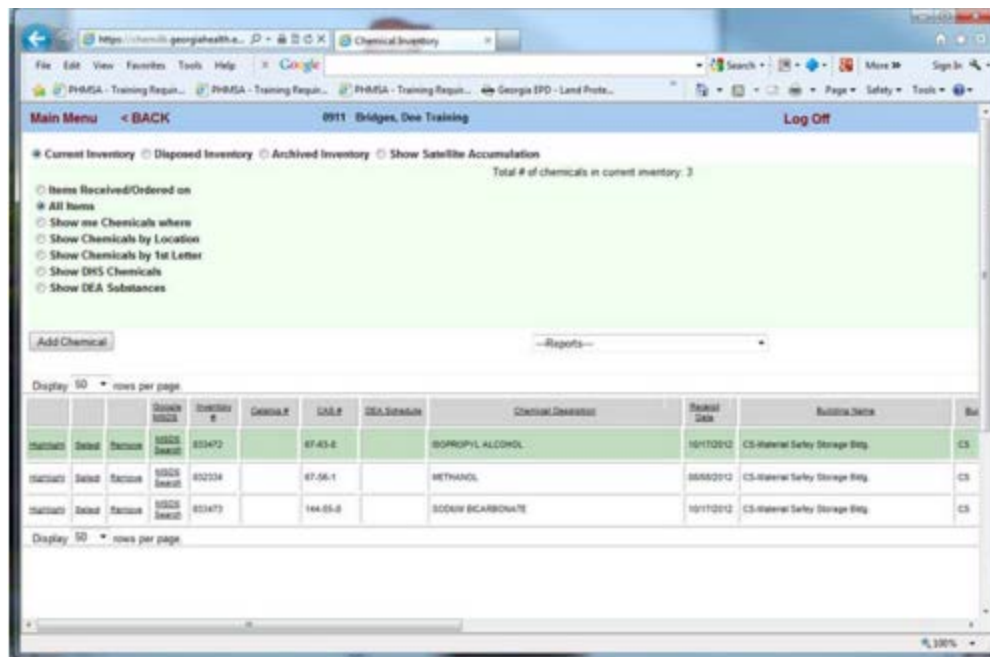
1. Show All Items

## C. Archived Inventory

1. Show All Items

## D. Satellite Accumulation

1. Add, Edit, Delete Hazardous Waste Streams
2. Print Satellite Accumulation Label



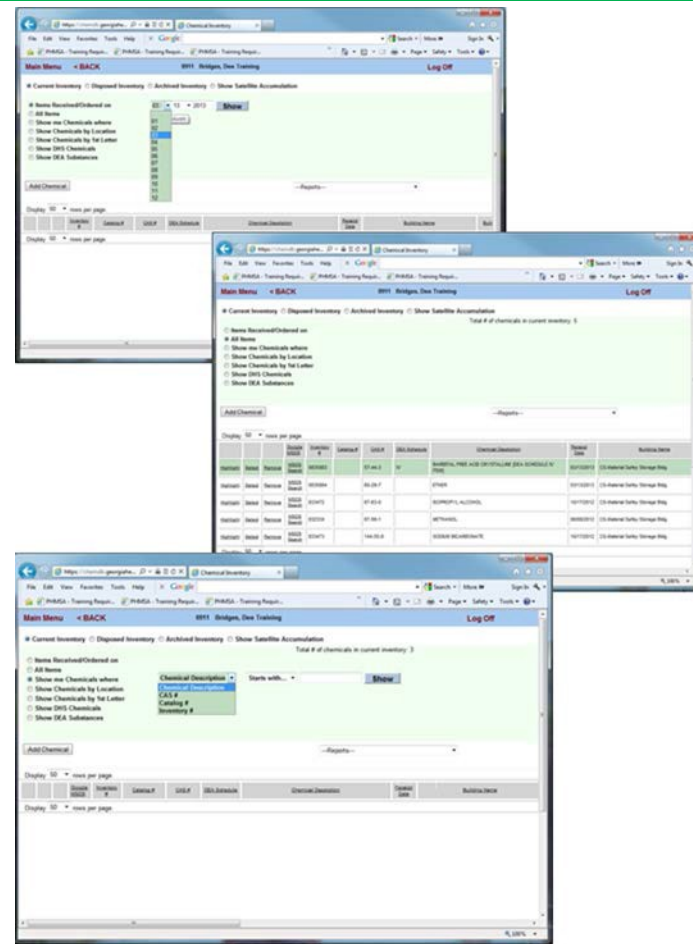
**Click on the Radio Button to the right of the item to select the View you would like to see.**

*Default is the Current Inventory.* The Inventory view selected will appear at the bottom of the screen.

# Inventory Sorting Options

## How to use the sorting options in your Inventory:

1. **Items Received/Ordered on** – displays chemicals ordered/received on a specific date, provides a mechanism for selecting the Month, Day and Year – click on the arrow to the right of each field to select the month, day and year.
2. **All Items** – displays all chemicals listed in your inventory. Mark this item by Clicking on the Radio button to the left, and all of the chemicals in your inventory are displayed at the bottom of the window.
3. **Show me Chemicals where**” - This command is followed by two search parameter selection fields and a blank field. Using this option, you may display a specific chemical, or a group of chemicals that contain or start with the parameter you enter. For example: In the first field you may select Chemical Description, CAS#, In the next field you may choose Starts with, Contains, or Equals, and In the Blank field, you will type Chemical Description/Name or CAS # (include the hyphens when you type this in) – then Click on the “Show” bar. A list of chemicals that match your information will appear – Click on the chemical name or CAS# to select.



# More Inventory Sorting Options

4. Show me chemicals by Location – displays chemicals

grouped by building and room number. Provides a mechanism for selecting the room you wish to display – Click on the arrow to the right of the selection field, select the building/room then click on ‘Show’

5. Show Chemicals by 1st Letter – allows you to view

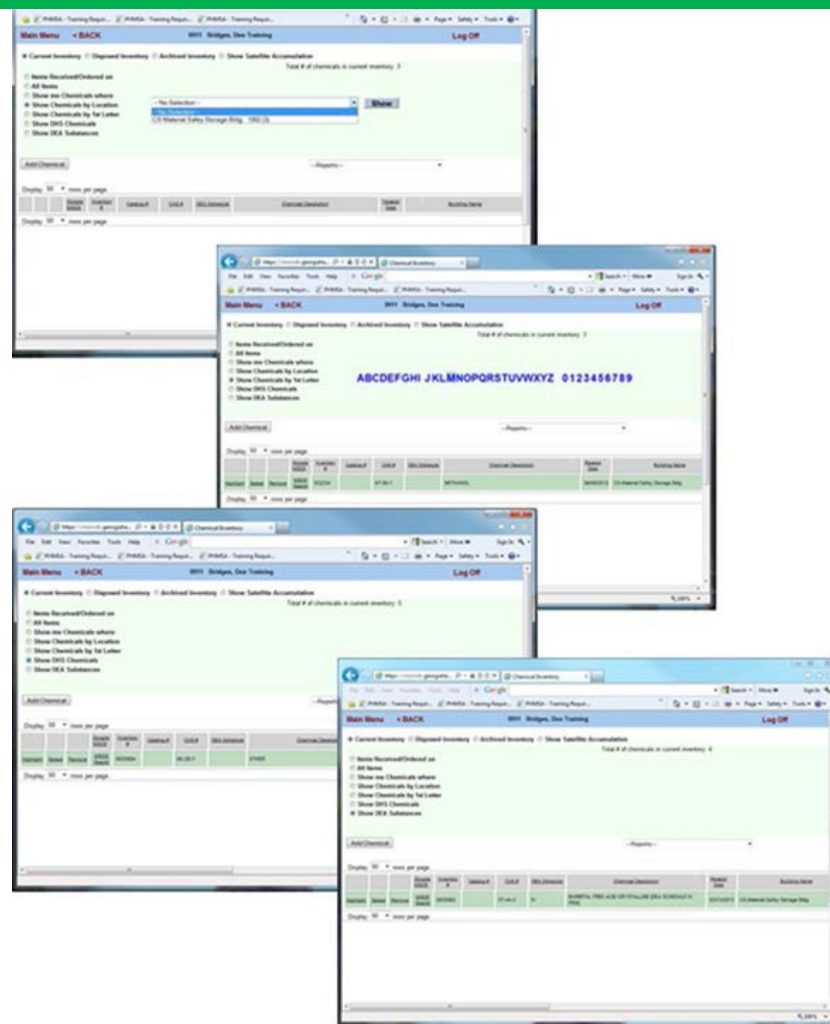
chemicals in alphabetical letter groups – a mechanism appears allowing you to select the alphabetical letter or number the chemical begins with – Click on the radio button to select this item, then Click on the letter or number to display the list.

6. Show DHS Chemicals – will display all items in your

inventory that are regulated by the DHS (Department of Homeland Security) under the Appendix A listed chemicals – Click on the radio button to the left to select this option.

7. Show DEA Substances – will display all

chemicals/drugs regulated - by the DEA (Drug Enforcement Agency)- Click on the radio button to the left to select this option.



# Sort by Column & Rows Per Page

## Sorting by Columns & Rows per page for viewing:

8. You may sort by a specific Column by Clicking on the column header.

### Examples:

- Click on **Inventory #** to sort by Inventory number,
- Click on **CAS#** to sort by CAS number,
- Click on **Chemical Description** to sort by chemical name,
- Click on **Lab** to sort by room number,
- Click on **Storage Location** to sort by where the chemical is stored in the lab,
- Click on **Storage Requirements** to sort by segregation codes

9. You may determine the number of rows per page you would like to display in the window

Click on the arrow to the right of the Display number field and select 10, 25, 50, 75, or 100 by clicking on the number to display that number of rows per page to view.

The screenshot shows a web browser window displaying a chemical inventory table. The table has columns for Inventory #, Lab, Storage Location, CAS#, MW, Mol Weight, Chemical Description, Storage Date, and Storage Location. The table is sorted by Inventory # in ascending order. The first few rows are:

Inventory #	Lab	Storage Location	CAS#	MW	Mol Weight	Chemical Description	Storage Date	Storage Location
000001	0000	0000	000000	100.0	100.0	SODIUM CARBONATE	000000	CS-Material Safety Storage Bldg
000002	0000	0000	000001	100.0	100.0	SODIUM CARBONATE	000001	CS-Material Safety Storage Bldg
000003	0000	0000	000002	100.0	100.0	METHANOL	000002	CS-Material Safety Storage Bldg
000004	0000	0000	000003	100.0	100.0	BISOPROLOL ALCOHOL	000003	CS-Material Safety Storage Bldg
000005	0000	0000	000004	100.0	100.0	BIPHENYL FREE ACID (STALLINE ZEA SCHEDULE V FIVE)	000004	CS-Material Safety Storage Bldg

The screenshot shows the same web browser window as above, but with the 'Display' dropdown menu open. The dropdown menu is currently set to '50' rows per page. The table below it is sorted by Storage Date in ascending order. The first few rows are:

Inventory #	Lab	Storage Location	CAS#	MW	Mol Weight	Chemical Description	Storage Date	Storage Location
000005	0000	0000	000004	100.0	100.0	BIPHENYL FREE ACID (STALLINE ZEA SCHEDULE V FIVE)	000004	CS-Material Safety Storage Bldg
000004	0000	0000	000003	100.0	100.0	BISOPROLOL ALCOHOL	000003	CS-Material Safety Storage Bldg
000003	0000	0000	000002	100.0	100.0	METHANOL	000002	CS-Material Safety Storage Bldg
000002	0000	0000	000001	100.0	100.0	SODIUM CARBONATE	000001	CS-Material Safety Storage Bldg
000001	0000	0000	000000	100.0	100.0	SODIUM CARBONATE	000000	CS-Material Safety Storage Bldg

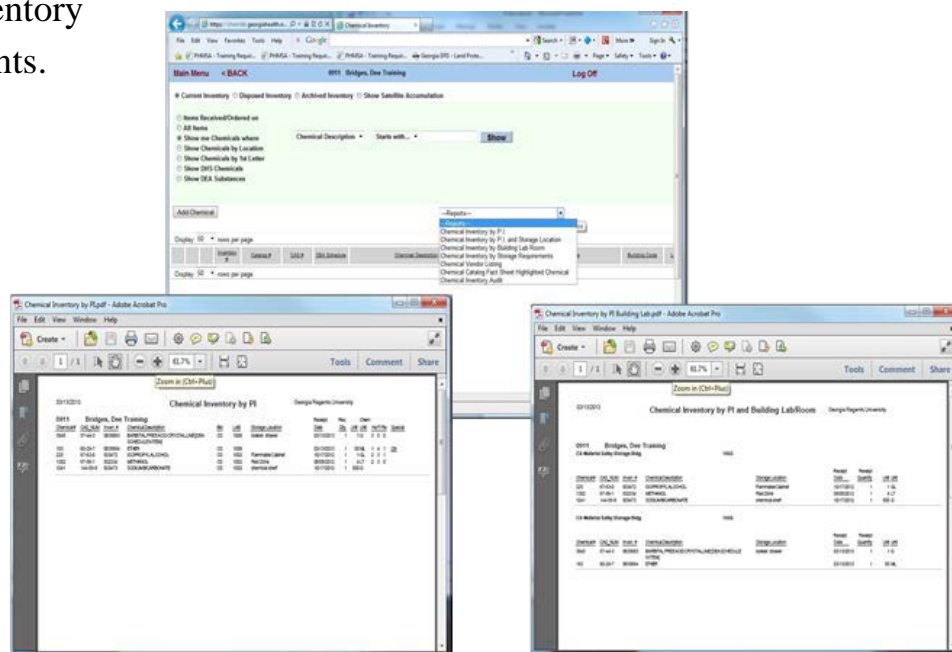
# Preview/Print Inventory Reports

## Viewing/printing Inventory Reports:

1. Chemical Inventory by PI – inventory items are ordered by Inventory #.
2. Chemical Inventory by PI and Storage Location – inventory items are ordered by the storage location in your lab.
3. Chemical Inventory by PI and Building Lab Room – inventory items are grouped by building and Room number.
4. Chemical Inventory by Storage Requirements – inventory
5. items are grouped by hazard segregation requirements.

## To View/Print an Inventory Report:

1. Click on the arrow to the right of [**-- Reports--**]
2. Scroll up or down and Click on the name of the report you wish to run.
3. When the file download window appears, Click on [**Open**] to view the report.
4. When the report is displayed, you may execute “**Print**” or “**Save As**” under the “**File**” Command.





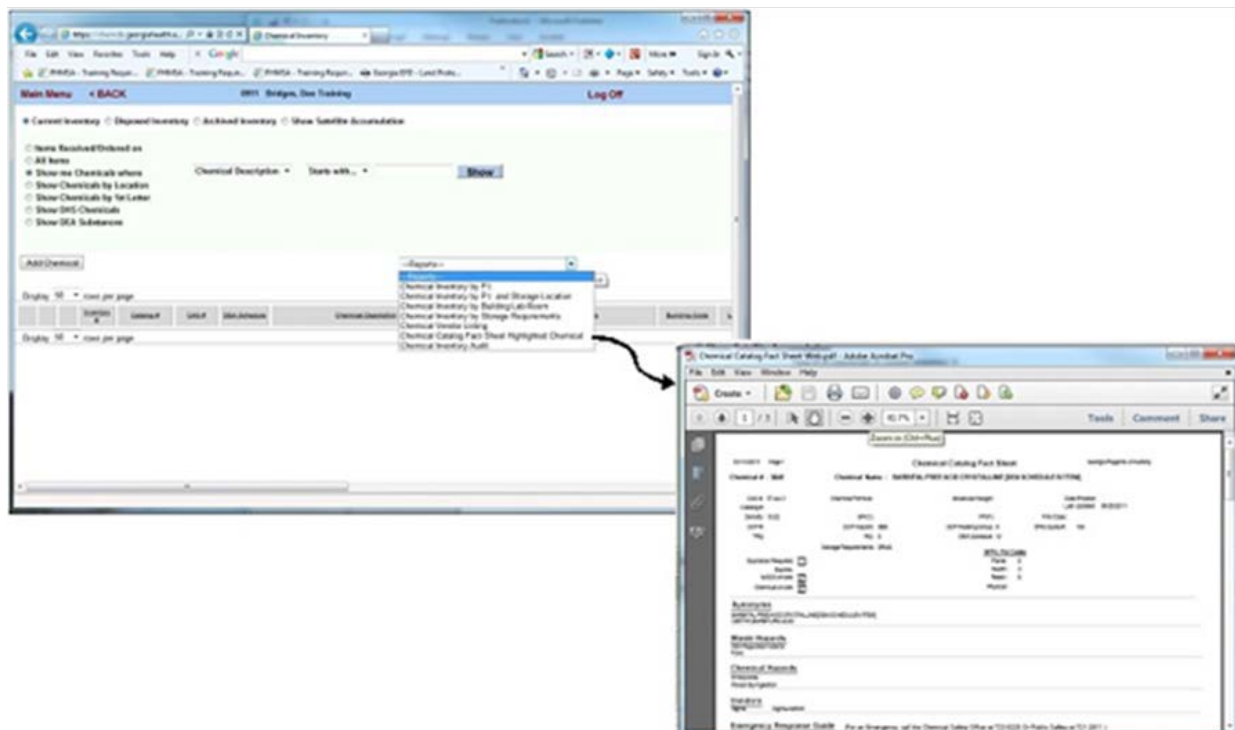
# Preview/Print Chemical Fact Sheets

## View/Print Chemical Fact Sheets

1. Click on the “All Items” to display all of the chemicals in your inventory.
2. Click on “Highlight” to mark the Chemical, go to the [--Reports--] field,

**To preview and print a Chemical Fact Sheet for any item in your inventory:**

3. Click on the arrow to the right of the field and scroll down to the report **“Chemical Catalog Fact Sheet Highlighted Chemical”** to run the report. A “File download” window will appear.
4. Click on **[Open]** when the Chemical Fact Sheet appears, you may execute “Print” under the “File” Command.



# Preview/Print Audit Report

## How to preview and print the Chemical Inventory Audit Report:

1. Go to the [--Reports--] field, Click on the arrow to the right of the field and scroll down to the report “Chemical Inventory Audit” to run the report. A “File download” window will appear when the report is ready.
2. Click on [Open] to view. You may execute “Print” or “Save” under the “File” Command.
3. The Chemical Audit Report can be used to review and update of your chemical inventory and lab placard information.

The screenshot displays two overlapping browser windows. The background window shows a web application interface with a 'Reports' dropdown menu open, highlighting 'Chemical Inventory Audit'. The foreground window shows the generated report for Georgia Institute of Technology, Environmental Health & Safety Division, Chemical Safety Office. The report includes Principal Investigator Information and a table of chemical inventory items.

**Principal Investigator Information**

Information	Department	Report Date	Report Number
Investigator: Bridget Lee Training	Department: Analytical EHS	4/15/2013	1
Report Number: 4102	Office Contact: Bridget Lee		
Office Address: 43 852	Office Phone: 770/725 2798		
Office Phone: 770/725 2798	Emergency Phone: 770/686 8812		
Emergency Phone: 770/725 2798	Department Manager: DUYA WISSE		

**Chemical Inventory Table**

CS 2802	NFL	Rating	Qty	Storage	Material	Stand	Prep
Chemical Name	CAS Number	HF A Special	Qc Dec	Date Rec. Date	3, 3	3, 3	Interf
ISOPROPYLALCOHOL	67-63-2	1 1 1	1 1	48	09/17/12		
ETHANOL	67-56-2	1 1 1	1 4	12	08/02/12		
ISOBUTYLALCOHOL	105-85-8	1 1 1	1 98	0	03/27/12		

**Chemical Inventory Table (continued)**

CS 2800	NFL	Rating	Qty	Storage	Material	Stand	Prep
Chemical Name	CAS Number	HF A Special	Qc Dec	Date Rec. Date	3, 3	3, 3	Interf
BENZYLALCOHOL	100-05-1	1 1 1	1 1	0	03/13/12		
ETHANOL	67-56-2	1 1 1	1 18	36	03/13/12		

# Inventory Audit Report

## Chemical Inventory Audit Report:

- At the top of the report, Principal Investigator Information reflects current laboratory placard information. Contact the Chemical Safety Office to have this information updated as needed.
- Below you will find a list of all your chemicals grouped by building room number . You may use this to review and update your inventory information.
- At minimum, you must review and update your inventory twice a year. Updates should be completed by June 30th and by December 31st of every calendar year.

The screenshot displays two windows from the 'Chemical Inventory Audit' software. The left window is the main menu, and the right window shows the 'Principal Investigator Information' section of a report.

**Principal Investigator Information**

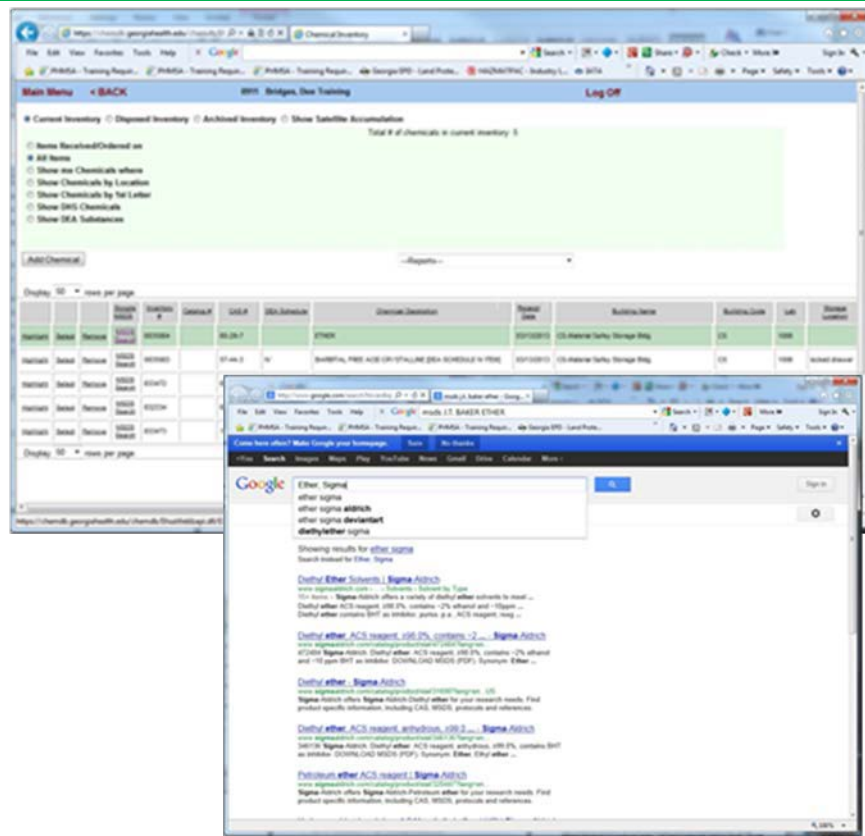
Report Title: 03/03/2015 Report Number: 1

CS1302	Chemical Class	CAS Number	HAZARD	QTY	QTY UNIT	AVG WEIGHT	AVG CONC	AVG DENSITY	AVG SPEC GRAV	AVG VOLUME	AVG WEIGHT	AVG CONC	AVG DENSITY	AVG SPEC GRAV	AVG VOLUME	AVG WEIGHT	AVG CONC	AVG DENSITY	AVG SPEC GRAV	AVG VOLUME
		10000000		1	1	10000000														
		10000000		1	1	10000000														
		10000000		1	1	10000000														

# Safety Data Sheets

## SDS Search to search for Safety Data Sheets

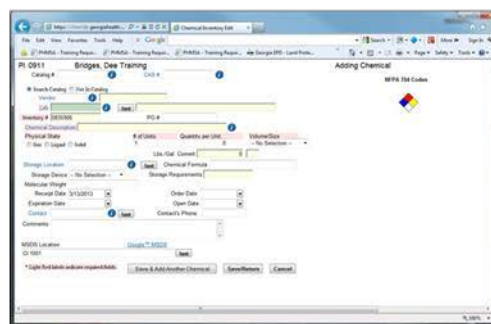
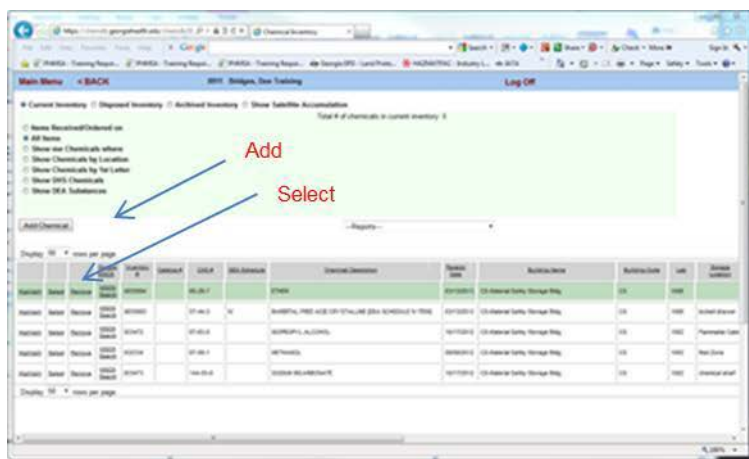
1. Click on [ SDS Search ] to the left of the chemical name in the inventory screen to search for a Safety Data Sheet (SDS), without closing the program.
2. The program activates the web browser and does an automatic search of the Web site for the SDS using Google, and displays the search results.
3. If the items displayed do not match your chemical, you may conduct a search using the Google Search engine, before returning to the Inventory database.
4. All Google search options apply while the search window is open
5. When you are finished searching through Google, close the window to return to the Inventory program.
6. Hard copies of Safety Data Sheets (SDS) are still available through the Chemical Safety Office (CSO). To request a copy of an SDS, call the CSO at 1-2663.



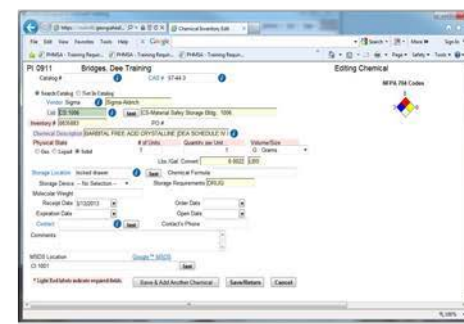
# Adding & Editing Chemicals

## Accessing the Adding & Chemical Windows

1. From the Inventory Window you may add, edit, or delete a chemical from your chemical inventory. The operations performed to Add or Edit a chemical in your inventory are very similar.
2. Click on [+Add Chemical+] to open the [Adding Chemical ] screen.



Adding chemical





Editing Chemical

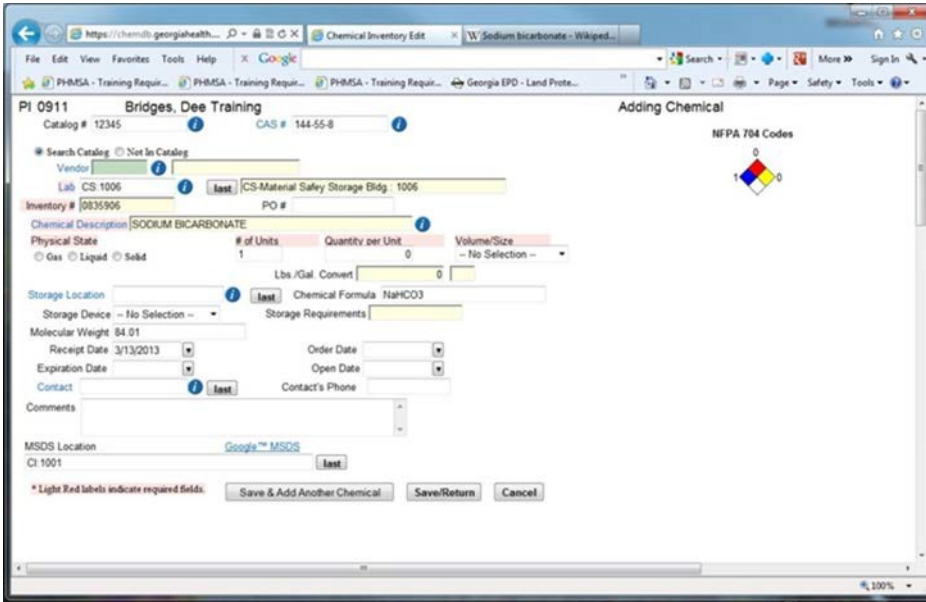
5/15/2013

3. Click on [**Select**] to the left of a chemical description/name to open the [ Editing Chemical ] screen.
4. You may change any item in the **Editing or Adding Chemical** screen except the **Inventory #**. Inventory numbers are assigned by the database and are unique to every item in the inventory.

# Basic Commands

## Certain Basic Commands are universal throughout the program:

5. All fields highlighted in Pink are required in both the Adding Chemical Screen and the Editing Chemical Screen. You must enter data in these fields in order to save. Fields that are not highlighted in pink are optional.
6. Using your **Tab key will take you to each required field**. If you would like to use the optional fields, click on the field
7. Where the icon [  ] appears following a blank field, it indicates that a pick list or search engine is available for that field. Click on the icon [  ] to activate the search engine or open the pick list. For Vendor, Lab, Storage Location, and Contact, there is a pick list. For Chemical Description there is a search system.
8. When there is an arrow to the right of the field, there is a pick list attached to the field. Click on the arrow to select from the pick list. You will find the arrow in Volume/Size, Storage Device, and Date fields for Month and Day. In the Year field, you may also highlight and type the number.



# Catalog # & CAS #

Notice, The fields in the Adding Chemical Screen and the Editing Chemical Screen are identical. If you learn how to work in one, you can work in the other.

Adding chemical


Editing Chemical

## Fields: Catalog # and CAS #

1. **Catalog #** - This is for the Vendor/Supplier Catalog or Product order number. The field is optional, except when using the **“Not In Catalog”** marker to load chemical information as described in paragraph 4 below.
2. **CAS #** - Chemical Abstract Service Number, which specifically identifies the chemical. This number can be found on the MSDS and is often printed on the original container label. The CAS # reads from right to left following the pattern, one number, hyphen, two numbers, hyphen, and several numbers. [Example: 87654-32-1] When the CAS # is entered in this field, the program will auto-search the Database Catalog for a corresponding chemical name and load it in the Chemical Description field.

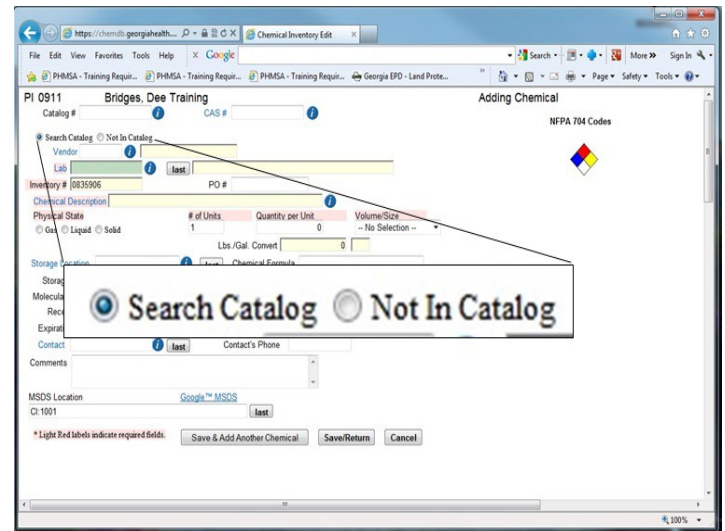
# Search Catalog, Not in Catalog

## 3. “Search Catalog” the Default item, “Search Catalog”

is marked when you open the screen. When this is marked you must search for the chemical by clicking on the question mark [  ] to the right of the Chemical Description field. This opens an engine that allows you to search your “Personal Catalog” or the Database Catalog for the name of your chemical.. The Database Catalog currently contains information for over 13,000 chemicals, and is growing daily.

## 4. “Not in Catalog” was provided to allow users to

continue loading their inventory item after they have conducted a search and determined that the product is not in the database catalog. When this is marked, you may by-pass the search load requirements, and type in the Chemical Description/Name, and it **becomes mandatory for you to enter the Catalog # and the Vendor name.**






# Adding the Vendor

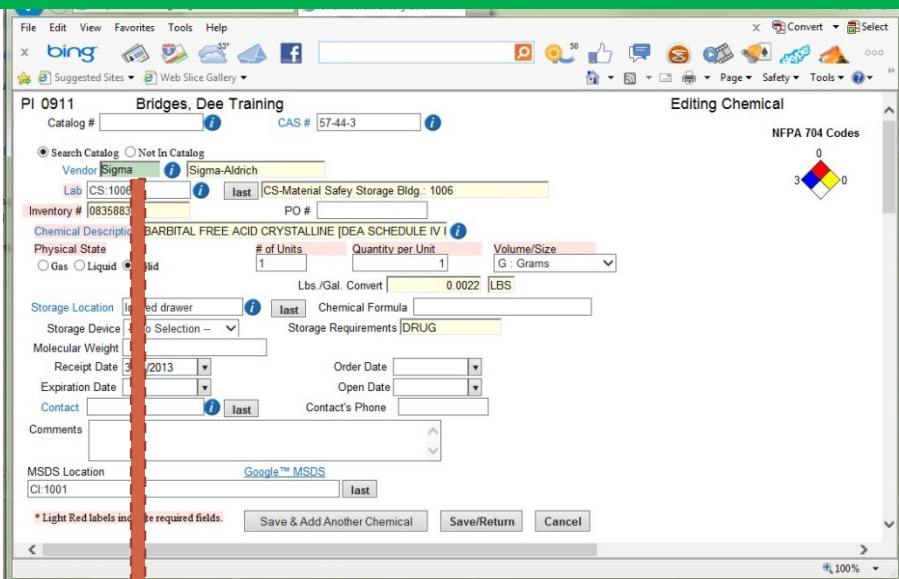
## Searching for the Vendor:

Vendor This is the company or manufacturer you purchased the chemical from.

- Click on the [  ] to open a Vendor pick list. When the Vendor list opens.
- Click on Vendor Code or Vendor name to select.
- Use the scroll bar to the right of the screen to move up and down the list.

If you do not see your vendor on the Pick list, contact Chemical Safety Office with the vendor information and a request to have it added.

You will receive a reply when the request is accomplished



PI 0911 Bridges, Dee Training Editing Chemical

Catalog # [ ] CAS # [57-44-3]

Search Catalog  Not in Catalog

Vendor **Sigma** [i] Sigma-Aldrich

Lab CS-1006 [i] last CS-Material Safety Storage Bldg - 1006

Inventory # 0835883 PO # [ ]

Chemical Description BARBITAL FREE ACID CRYSTALLINE [DEA SCHEDULE IV] [i]

Physical State  Gas  Liquid  Solid # of Units 1 Quantity per Unit 1 Volume/Size G - Grams

Lbs./Gal. Convert 0.0022 LBS

Storage Location [ ] drawer [i] last Chemical Formula [ ]

Storage Device [ ] Selection -- Storage Requirements [DRUG]

Molecular Weight [ ]

Receipt Date [3/2013] Order Date [ ]

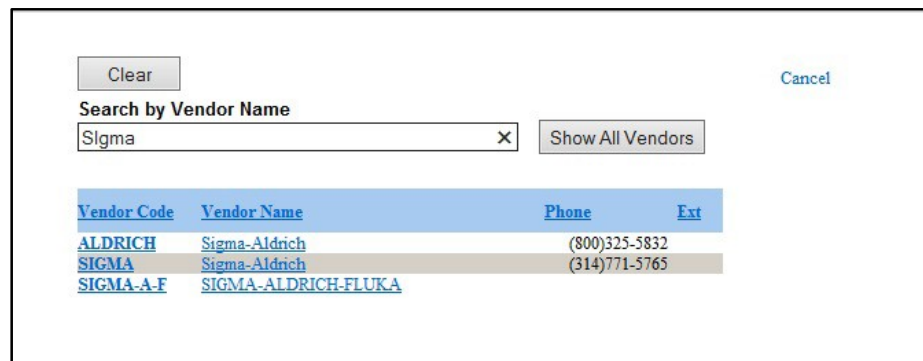
Expiration Date [ ] Open Date [ ]

Contact [ ] [i] last Contact's Phone [ ]

Comments [ ]

MSDS Location [ ] Google™ MSDS [ ] last

\* Light Red labels indicate required fields. Save & Add Another Chemical Save/Return Cancel



Clear [ ] Cancel [ ]


Search by Vendor Name

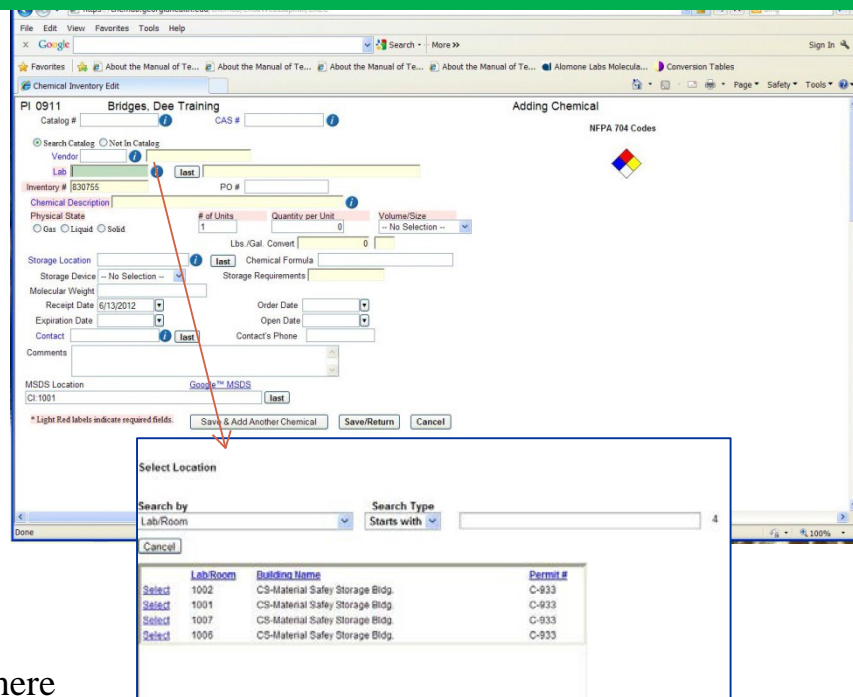
Sigma [x] Show All Vendors [ ]

Vendor Code	Vendor Name	Phone	Ext
<a href="#">ALDRICH</a>	<a href="#">Sigma-Aldrich</a>	(800)325-5832	
<a href="#">SIGMA</a>	<a href="#">Sigma-Aldrich</a>	(314)771-5765	
<a href="#">SIGMA-A-F</a>	<a href="#">SIGMA-ALDRICH-FLUKA</a>		

# Lab, Last, Inventory#, and PO#

## Selecting a Lab:


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 Pick list. Only your authorized labs will be displayed. If you do not see your lab on the lab selection list, contact EH&S Technical Support. (See page 3 for Support Information) When you click on [SELECT] the building and room number for the lab selected will auto-load into Adding Chemical lab field and the name of the building will auto-load in the following field



The screenshot shows the 'Adding Chemical' window with a 'Lab' field containing 'last'. A red arrow points to a 'Select Location' dialog box. The dialog box has a search field and a table of lab options.


Lab/Room	Building Name	Permit #
Select 1002	CS-Material Safety Storage Bldg	C-933
Select 1001	CS-Material Safety Storage Bldg	C-933
Select 1007	CS-Material Safety Storage Bldg	C-933
Select 1006	CS-Material Safety Storage Bldg	C-933

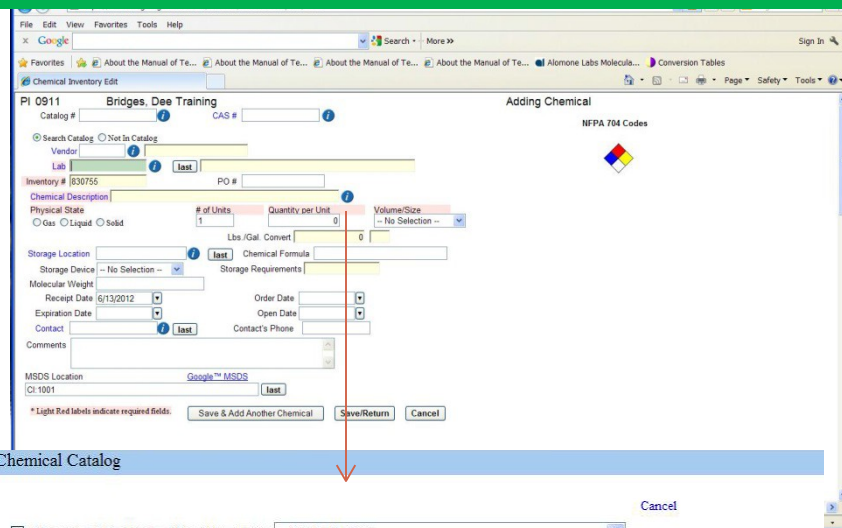
## Last, Inventory # & PO#:

2. 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.
3. **Inventory#** is automatically assigned by the CS Assistant program and is unique to each entry. Tab to the next required field. You may change any field in the Editing or Adding chemical Window, except the Inventory #.
4. **PO#** is your purchase order number – this is optional, you may use it or leave it blank.

# Chemical Description

## Chemical Description / Chemical Name

10. **“Chemical Description.”** The “Chemical Description” is the name of the chemical.
- If you have left the default marker at **“Search Catalog”**; Click on the icon [  ] following the Chemical Description field to activate a search engine to look for the chemical name.
  - If you marked the **“Not in Catalog”**. Click on the blank field for Chemical Description and **type in the Name** of your chemical, then Select a **Vendor** and enter the vendor’s **Catalog #**.
  - You should always search for your chemical first.** It is best to use the “Not in Catalog” option only when the chemical name is not in the database catalog. In order for chemical specific information to attach to your inventory item, it must be linked to the database Chemical Catalog. Adding a chemical to your inventory by selection using the search engine automatically attaches it to the catalog.



The screenshot shows a web application interface for adding a chemical. The main form has several sections: 'Inventory #', 'Physical State' (with radio buttons for Gas, Liquid, Solid), 'Storage Location', 'Receipt Date', 'Expiration Date', 'Contact', and 'MSDS Location'. A red arrow points from the 'Chemical Description' field to a 'Chemical Catalog' search dialog box. The dialog box has a 'Search By' dropdown set to 'Chemical Description' and a 'Show' button.

**Chemical Description**  
CAS #  
Catalog #  
Chemical #

# Contact Information

**For additional information or assistance, contact Chemical Safety at:**

**Phone: 706-721-2663**

**FAX: 706-721-9844**

**email: [CHEMSAFETY@augusta.edu](mailto:CHEMSAFETY@augusta.edu)**