



Chemical Inventory Database Training

Environmental Health & Safety Division
Chemical Safety Office



Module 5: Reports

USER REQUESTED SPECIALIZED REPORTS, ACCESS NAVIGATION & PARTICIPATION



This training module should take no more than 10 minutes to complete.



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Introduction

Reports: Specialized Reports Available to Users

The Reports option from the Main Menu provides specialized reports that were specifically requested from laboratory Principal Investigators and other chemical users.

These reports are provided for quick access or are not available in other parts of the program.

Database users are invited to contribute suggestions, comments, and recommendations for additions to this section.

The screenshot displays the EH&S Assistant web application. At the top right, a 'CHEM' menu is visible with options: Inventory, Training, Waste Pickup, Permit Worker Registration, Order from Chemical Stockroom, Inventory Semi-Annual Review Statement, Last Inventory Review Date: 01/04/2013, and Reports. The main content area shows the user is logged in as 'PI: 0911: Bridges, Dee Training'. Below this, a 'Chemical Reports' section lists various report types with blue hyperlinks: Preliminary Chemical Inspection Report, Listing of Training Due Dates, Employee Verification, Chemical Inventory Listing of Homeland Security Appendix A, Time Sensitive Chemical Inventory Listing, Chemical Inventory Listing with Expiration Dates, Chemical Inventory Listing for 3 & 4 Rated Chemicals, Chemical Inventory Listing of Controlled Substances by P.I., Acute Hazardous Chemical Inventory Listing (P Listed), Chemical Inventory Listing of DOT Hazard Class BIO-Web, Chemical Catalog Master Listing of DEA Controlled Substances, and Internal Permit Number. An 'Exit Report Menu' button is located at the bottom of the list. The browser address bar shows 'https://chemdb.georgiahe...' and the page title is 'EH&S Assistant'.

Reports Available

The following reports are available:

1. Preliminary Chemical Inspection Report
2. Listing of Training Due Dates
3. Employee Verification
4. Chemical Inventory Listing of Homeland Security Appendix A
5. Time Sensitive Chemical Inventory Listing
6. Chemical Inventory Listing with Expiration Dates
7. Chemical Inventory Listing for 3 & 4 Rated chemicals
8. Chemical Inventory Listing of Controlled Substances by P.I.
9. Acute Hazardous chemical Inventory Listing (P Listed)
10. Chemical Inventory Listing of DOT Hazard Class BIO-Web
11. Chemical Catalog Master Listing of DEA Controlled Substances
12. Internal Permit Number

Preview/Print Reports

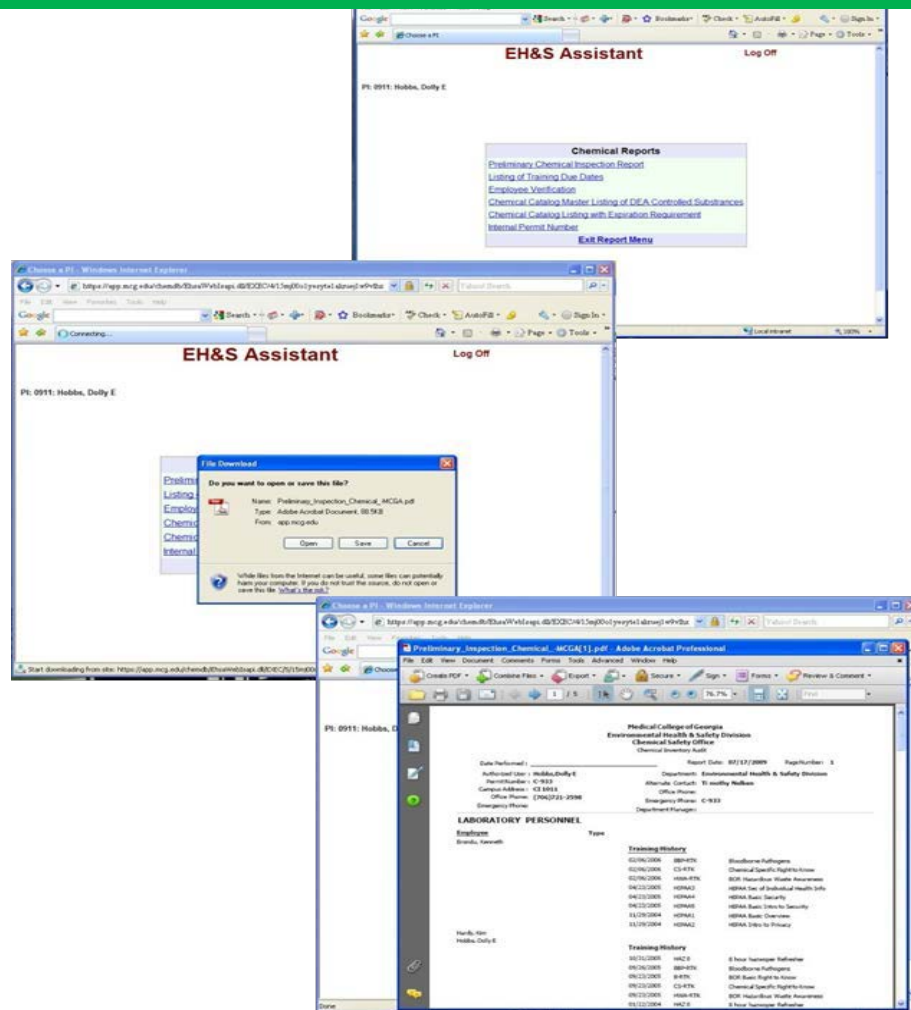
To Preview/Print a Report:

To preview/print a report, Click on the report name.

When the Adobe reports menu appears, Click on Open.

When the report opens, use the commands at the top of the preview screen to print or save the report.

To contribute, comment, or make recommendations for improvements to the program, you may e-mail any Chemical Safety Office Staff member.



Additional Information

For more information or assistance, contact Chemical Safety at:

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