How to Add Chemicals to the Chemical Catalog

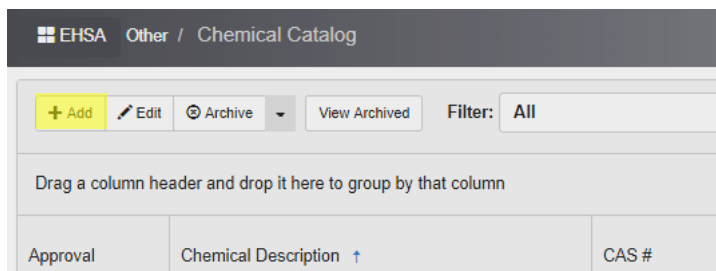1) Go to https://onsite.uwyo.edu/EHSA/

2) Enter your usual University login information

3) Once logged in, select **Inventory** from the list of tabs at the bottom of the page.
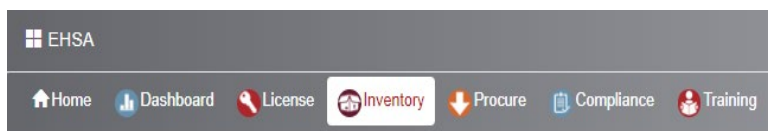
4) Select **Chemical Catalog** at the top of the Chemical Inventory section
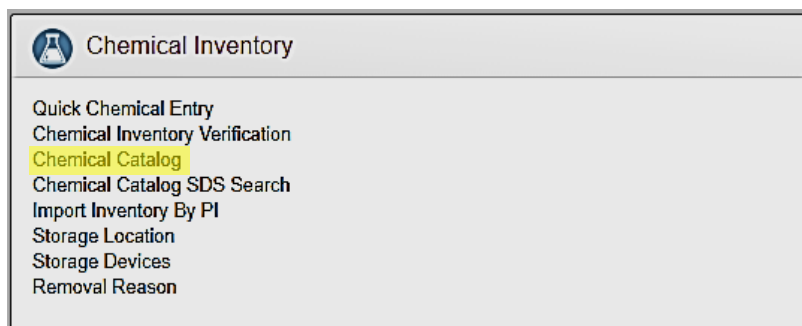
5) Search for your chemical again, by name and CAS#. If the chemical is still not found push **Add** in the upper right-hand corner.

6) Fill in all the information you have about the chemical. A lot of the information can be found in the SDS. All highlighted areas should be filled in.

7) Once you have filled in all applicable information, select **Save.**

8) From here, your chemical catalog entry will be send for approval. The chemical will not appear in the catalog until it is approved. New chemicals should be approved within a week of their submission. Once approved, please inventory and barcode the chemical.

Questions, Comments, or concerns please contact:

UW Chemical Safety Specialist, or

UW Safety Office http://www.uwyo.edu/safety/