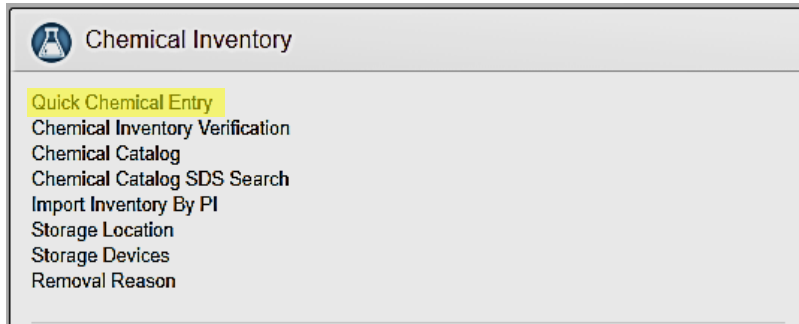


How To Add Chemical Inventory Entry and Barcoding

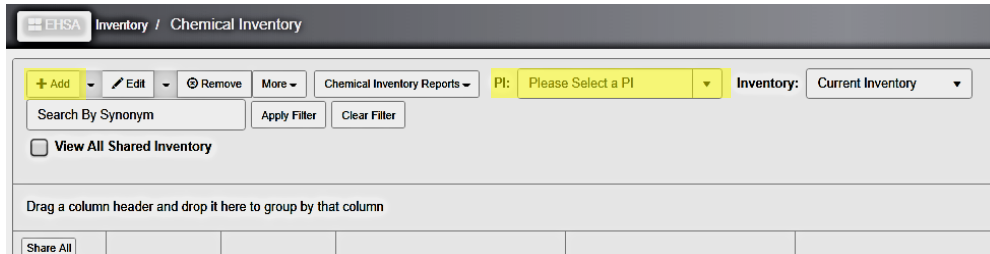
- 1) Go to <https://onsite.uwyo.edu/EHSA/>
- 2) Enter your usual University login information
- 3) Once logged in, select **Inventory** from the list of tabs at the bottom of the page.



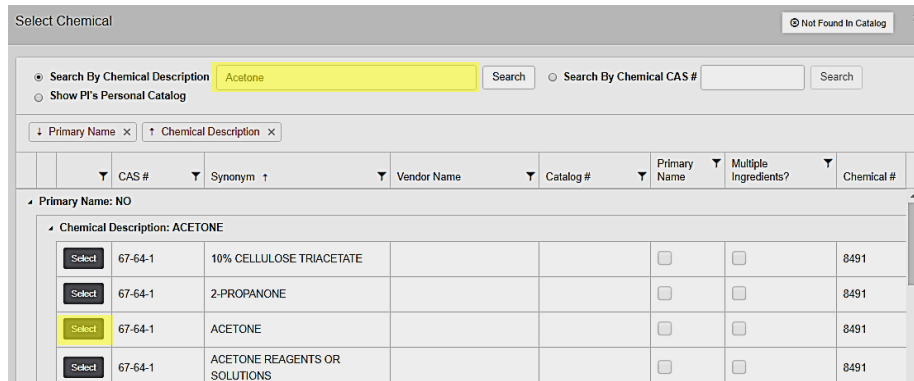
- 4) Select **Quick Chemical Entry** at the top of the Chemical Inventory section

A screenshot of the "EH&S Assistant" login form. It includes a version number "v2.0.6810.25224", a "Login ID" field with a "Login ID is required" error message, a "Password" field with a "Password is required" error message, and a "Sign in" button.

- 5) Select the PI (Primary Investigator) you are working with, by typing Lastname, Firstname in the PI box. Then press the **Add** button.



- 6) The chemical selection box should open automatically. Search for the chemical you want to add by name or CAS#. Press the **select** button once you find it.
 - a) Chemicals can be listed under synonyms. If you cannot find it by searching the name, search with the CAS#. If you still cannot find the chemical, go to Section 2 "Adding Chemicals to Chemical Catalog" and follow the procedure for adding a new chemical.



- 7) Fill in all the information you have about the chemical. All highlighted sections should be filled. Some sections may auto populate, you should change these to match your chemical

Number of container of the exact same chemical

*# of Units	*Qty per Unit	*Volume / Size
<input type="text"/>	<input type="text"/>	<input type="text"/>
*Physical State	Report Denominator	Concentration
<input type="text"/>	<input type="text"/>	<input type="text"/> %

Vendor Information	Location & Storage Information
Vendor <input type="text"/>	*Lab / Location <input type="text"/>
Catalog # <input type="text"/>	Storage Location <input type="text"/>
	Sub-Storage Location <input type="text"/>
	Storage Device <input type="text"/>

Dates			
Receipt Date	<input type="text" value="10/22/2018"/>	Order Date	<input type="text"/>
Expiration Date	<input type="text"/>	Open Date	<input type="text"/>
Last Reconciliation Date	<input type="text"/>		

Hazard Information				
Chemical Formula	<input type="text" value="C3H6O"/>	Molecular Weight	<input type="text" value="58.08"/>	
PHS	<input type="text"/>			
<u>NFPA 704 Codes</u>				
Health	Flame	Reactivity	Physical Hazards Associated With Chemical	Primary Hazard
<input type="text" value="1"/>	<input type="text" value="3"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text" value="3"/>
<u>HMIS</u>				
Health	Flame	Physical	Chronic Health	
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>	

- 8) Select **Save** at either the top of bottom of the page.

- 9) In the dialog box, enter the barcode number 'UWXXXXXX' and press **Continue**
- a) Your PI should have sheets of barcodes for you.
 - b) If you have more than one unit/multiple containers of the same chemical, enter the barcode number and press enter. Repeat for each unit.

Scan or Type Inventory # / Barcode #

Inventory #

	Inventory # ↑	
<input type="button" value="Remove"/>	UW000000	
<input type="button" value="Remove"/>	UW000001	
<input type="button" value="Remove"/>	UW000002	

- 10) Repeat these steps for each chemical to be entered.

Questions, Comments, or concerns please contact:

UW Chemical Safety Specialist

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