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.

🕂 EHSA						
A Home	🚹 Dashboard	License	Inventory	🕂 Procure	📋 Compliance	😝 Training

 Select Quick Chemical Entry at the top of the Chemical Inventory section

Chemical Inventory	
Quick Chemical Entry Chemical Inventory Verification Chemical Catalog Chemical Catalog SDS Search Import Inventory By PI Storage Location Storage Devices Removal Reason	

EH&S Assistant	v2.0.6810.25224
Login ID	
Login ID is required Password	
Password is requiredSign in	

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

HEISA Inventory / Chemical Inventory					
Add C Edit C Remove More Search By Synonym View All Shared Inventory	Chemical Inventory Reports - PI: er Clear Filler	Please Select a Pl 🔹	Inventory:	Current Inventory	•
Drag a column header and drop it here to group	y that column				
Share All					

- 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.

Sele	Select Chemical © Not Found In Catalog ×								
Search By Chemical Description Acatone Search Search Search By Chemical CAS # Search Show PI's Personal Catalog									
ļ	Primary Nam	e × † Chemical	Description ×						
	Ŧ	CAS# 🔻	Synonym † T	Vendor Name	Ŧ	Catalog #	Primary T Name	Multiple T Ingredients?	Chemical #
a P	Primary Name: NO								
	Chemical I	Description: ACETO	DNE						
	Select	67-64-1	10% CELLULOSE TRIACETATE						8491
	Select	67-64-1	2-PROPANONE						8491
	Select	67-64-1	ACETONE						8491
	Select	67-64-1	ACETONE REAGENTS OR SOLUTIONS						8491

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 cor the exact same	atainer of e chemical	*# of Units * Physical State *	*Qty per Unit Report Denom	*Volume	/ Size Concent	ration %			
	Vendor Information			Location & Storage I	nformation				
	Vendor		•	*Lab / Location			•		
	Catalog #			Storage Location			 ▼		
				Sub-Storage Location	n	•			
				Storage Device			•		
	Dates								
	Receipt Date	10/22/2018		Order D	ate				
	Expiration Date	ti i		Open Da	ate	ti i			
	Last Reconciliation Date								
	Hazard Information								
	Chemical Formula	СЗН6О		Molecul	ar Weight	58.08			
	PHS	TOA Codos							
	Hea	Ith Flame	Re	eactivity	Physical Hazar	ds Associated With Chen	nical Primary Hazard		
	1	3		0			3		
	HMI	2							
	Her 0	lith Flame 0	Pi	nysical D	Chronic Health				

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 #	4 UW000003						
		Inventor/#					
	-						
	Remove	0000000					
	Remove	0000001					
	Remove	UW000002					
			Ŧ				
Continue	Cancel						

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/