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
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

8) Select Save at either the top or bottom of the page.
9) In the dialog box, enter the barcode number ‘UWXXXXX’ 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.

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/](http://www.uwyo.edu/safety/)