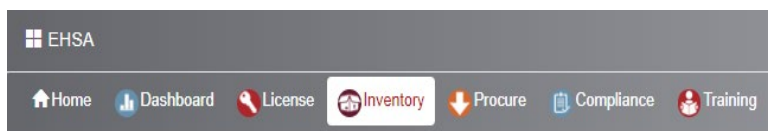
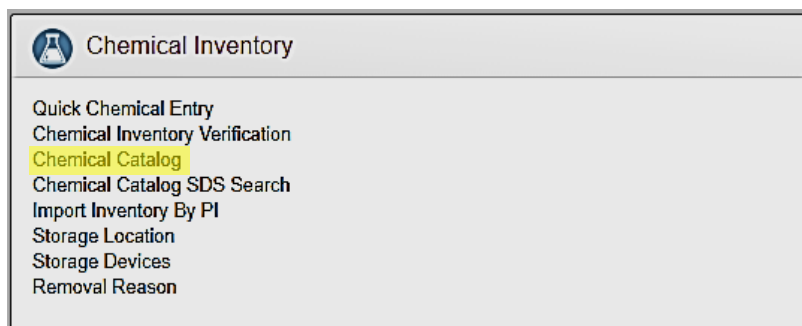


## How to Add Chemicals to the Chemical Catalog

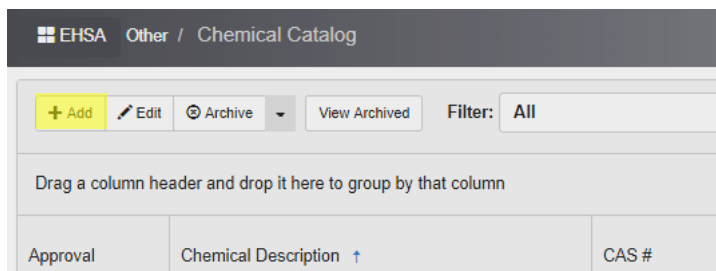
- 1) Go to <https://onsite.uwyo.edu/EHSA/>
- 2) Enter your usual University login information
- 3) Once logged in, select **Inventory** from the list of tabs at the bottom of the page.



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

A screenshot of the "EH&S Assistant" login form. It includes fields for "Login ID" and "Password", both with "Login ID is required" and "Password is required" error messages. A "Sign in" button is located below the password field. The version number "v2.0.6810.25224" is displayed in the top right corner.

- 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.

A screenshot of the chemical entry form. The "Chemical #", "Chemical Description", and "Chemical Formula" fields are highlighted in yellow. The form includes sections for "Synonyms", "User Created CAS?", "CAS #", "Multiple Ingredients", "Expiration Required?", and "Expiration Months?".

Properties			
Flash Point	<input type="text"/>	Vendor	<input type="text"/>
Density Weight	<input type="text" value="1.0000"/> <input checked="" type="radio"/> g/cm <sup>3</sup> <input type="radio"/> kg/m <sup>3</sup>	Catalog #	<input type="text"/>
Density LB/Gal	<input type="text" value="8.3454"/> Density LB/FT <sup>3</sup> <input type="text"/>	Unit	<input type="text"/>
Melting Point	<input type="text"/>	Qty per Unit	<input type="text"/>
Boiling Point	<input type="text"/>	Physical State	<input type="text"/>
Molecular Weight	<input type="text"/>		
pH Level	<input type="text"/>		
Reportable Quantity	<input type="text"/> Lbs		
Total Planning Quantity	<input type="text"/> Lbs		

- 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/>