



CEMS **Chemical Environmental Management System**

Chemical Inventory Management

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For support contact UNHCEMS at cems-info@sr.unh.edu. For more information about UNHCEMS please visit <http://www.cems-info.sr.unh.edu/>.



Global Chemical Inventory Manager

- Given to users with update chemical inventory privilege

Chemical Inventory Dashboard Layout

The screenshot shows the 'Chemical Inventory' dashboard. At the top is a header 'Chemical Inventory'. Below it are several menu items: 'add inventory', 'adopt chemicals from surplus inventory', 'containers in transition', and 'update inventory'. A section titled 'my inventory:' contains a dropdown menu with '-- select location --' and a 'view all' button. Below this are more menu items: 'recently added inventory', 'recently disposed inventory', and 'view all inventory'. Three callout boxes with red borders and arrows point to specific features: one points to the 'Chemical Inventory' header, another points to 'containers in transition', and a third points to 'recently added inventory'.

Chemical Inventory Layout

Click to view containers pending movement from one owner to another

Click to view containers that have been recently marked empty within the past 90 days

Click to view containers that have been recently added within the last 90 days



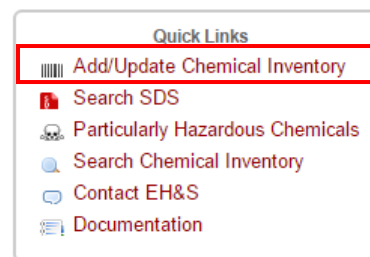
Adding Chemical Inventory

- Available when given the Update Inventory role

Navigate to Add Chemical Inventory Page

Step 1: Find the **Quick Link** section on the Home Screen.

Step 2: Click on the *Add/Update Chemical Inventory* link within the **Quick Link** section to go to the first form when adding chemical inventory.



How to Add Chemical Inventory: Form I

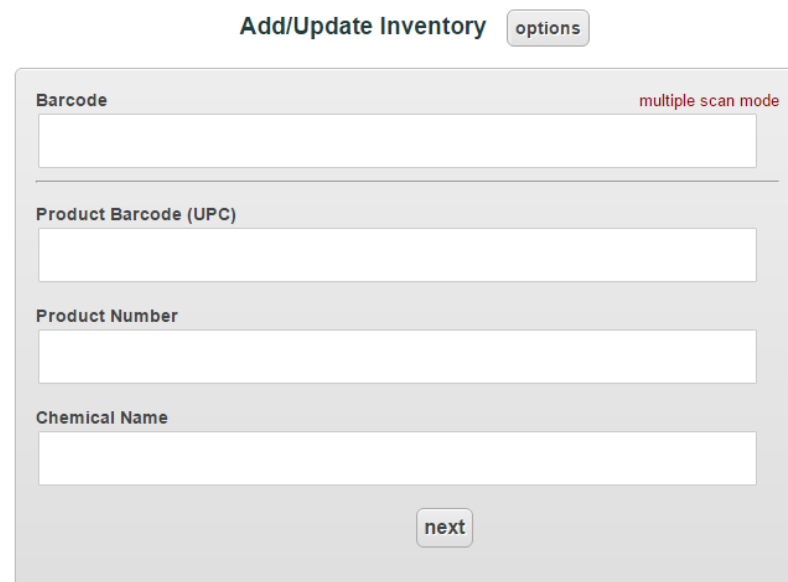
Step 1: Enter the barcode you plan on using to label the container.

Step 2: Attempt to identify the chemical by entering the Product Barcode.

Step 3: If you could not identify the product using the barcode, use the Product Number of the chemical you are adding.

Step 4: If both steps before this have failed, enter the name of the chemical.

Step 5: Click the button.

A screenshot of the 'Add/Update Inventory' form. The form has a title 'Add/Update Inventory' and an 'options' button. It contains four input fields: 'Barcode' (with a 'multiple scan mode' label), 'Product Barcode (UPC)', 'Product Number', and 'Chemical Name'. At the bottom of the form is a 'next' button.

Adding Chemical Inventory

How to Add Chemical Inventory: Form II

Step 1: Under Chemical Information

- Check that the *Chemical Name* is correct
- Fill in or verify the *Manufacturer* is correct
- Fill in or verify the product number (*ProdNo*)
- Upload an SDS if needed
- Fill in any missing information

Step 2: Under Container Information

- Verify the barcode is correct
- Set the owner of the container
- Set the location of the container
- Fill in the quantity and measurement
- Set the type of container the chemical is stored in
- Fill in the *Date Acquired* and *Expiration Date* fields
- Add any notes in the *Container Notes* field

back Add Chemical Inventory

Chemical Information

Chemical Name
Potassium Sodium Tartrate

Manufacturer
Mallinckrodt


ProdNo
2367

Note: updates affect 6 containers.

Safety Data Sheet auto download

2000-03-01

Hazard Classifications
hazard statement/code

NFPA


CAS
304-59-6 100%

Molecular Formula
KNaC4H4O6·4H2O

Shelf Life
days

Container Information

Barcode
345678765

Owner
Bill Barker open

Location
Baker 919
optional sublocation

Quantity
1 lb

Container Type
PLASTIC BOTTLE
 open hide secondary

Date Acquired
2017-04-04

Expiration Date
YYYY-MM-DD

Container Notes

save

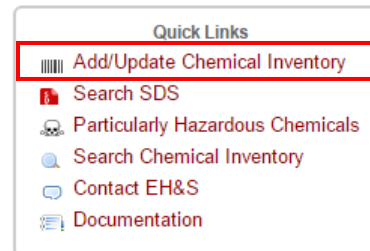


Updating Chemical Inventory

Navigate to Update Chemical Inventory Page

Step 1: Find the **Quick Link** section on the Home Screen.

Step 2: Click on the *Add/Update Chemical Inventory* link within the **Quick Link** section to go to the first form when adding chemical inventory.



Update Chemical Inventory: Form I

Step 1: Enter the barcode that you would like to update or select *multiple scan mode* if you have several barcodes you would like to update.

Step 2: Hit the **next** button.

Add/Update Inventory options

Barcode multiple scan mode

Product Barcode (UPC)

Product Number

Chemical Name

next

Update Inventory options

Barcodes single scan mode

4001
96344
699794

clear next



Updating Chemical Inventory

How to Update Chemical Inventory: Form II (Single Scan Mode)

- Single Scan Mode will immediately take you to the Chemical Inventory sheet for that container.

Step 1: Under Chemical Information

- Check that the *Chemical Name* is correct
- Verify the *Manufacturer* is correct
- Verify the product number (*ProdNo*)
- Upload an SDS if needed
- Fill in or update any missing information

Step 2: Under Container Information

- Verify the barcode is correct
- Set the owner of the container
- Set the location of the container
- Fill in the quantity and measurement
- Set the type of container the chemical is stored in
- Fill in the *Date Acquired* and *Expiration Date* fields
- Add any notes in the *Container Notes* field

back View Chemical Inventory

Chemical Information

Chemical Name
1,1,1,2-Tetrafluoroethane

Manufacturer
Genetron Refrigerants

ProdNo
R-134A

Note: updates affect 7 containers. If the assigned chemical/product is wrong for this record, reassign the chemical record.

Safety Data Sheet auto download

2006-05-22

Hazard Classifications
hazard statement/code

NFPA

CAS
811-97-2 100%

Molecular Formula
C2H2F4

Shelf Life
 days

Storage State
gas

Chemical Notes

Container Information

Barcode
100937

Owner
Jerome Klepper open

Location
Parker 123
optional sublocation

Quantity
1 cylinder

Container Type
CYLINDER
 open hide secondary

Date Acquired
2006-05-22

Expiration Date
YYYY-MM-DD

Last Evaluation Date
2006-05-22

Container Notes

History



Updating Chemical Inventory

How to Update Chemical Inventory: Form II (Multiple Scan Mode)

Review Inventory

Click this button to edit all the selected barcodes with the same information

Barcode	Chemical Name	Owner	Location	
4001	Perylene-3,4,9,10-tetracarboxylic dianhydride	Bill Barker	Roberts 116	<input type="button" value="X"/>
96344	Fluorolube Grease	Bill Barker	Baker 733	<input type="button" value="X"/>
100931	1,1,1,2-Tetrafluoroethane	Jerome Klepper	Parker 123	<input type="button" value="X"/>

Click on a barcode to open the Chemical Inventory sheet for the associated container

Click these buttons to remove the associated row from the list of selected chemicals




Updating Chemical Inventory



How to Update Chemical Inventory: Form III (Multiple Scan Mode)



Step 1: Based on the purpose of this update change or select the necessary options.


Step 2: Click on the  button to set the update settings.


Step 3: Click the  button on form II to update the selected containers.


Container Add/Update Options


Set Owner
first last  


Set Location
building room  


Set Inner Location
-- no change -- 
 clear


Set Evaluation Date
-- no change -- 

Set Refill Date
-- no change -- 

Set Surplus
-- no change -- 

Set Hidden
-- no change -- 

Mark Empty
-- no change -- 

Mark In-transition
-- no change -- 

Append Note

