CEMS
Chemical Environmental Management System

Chemical Inventory Management

Chemical Inventory Dashboard

Adding Chemical Inventory

Updating Chemical Inventory

Global Chemical Inventory Manager

- Given to users with update chemical inventory privilege

Chemical Inventory Dashboard Layout

Chemical Inventory Layout

Chemical Inventory

- add inventory
- adopt chemicals from surplus inventory
- containers in transition
- update inventory

my inventory: -- select location -- ▾   view all

- recently added inventory
- recently disposed inventory
- view all inventory

Click to view containers pending movement from one owner to another

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

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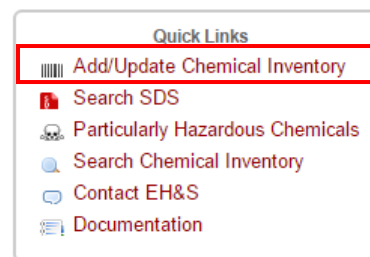
Adding Chemical Inventory

- 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.

Quick Links
- |||||| Add/Update Chemical Inventory
- 🅱 Search SDS
- ☠ Particularly Hazardous Chemicals
- 🔍 Search Chemical Inventory
- 💬 Contact EH&S
- 🗇 Documentation
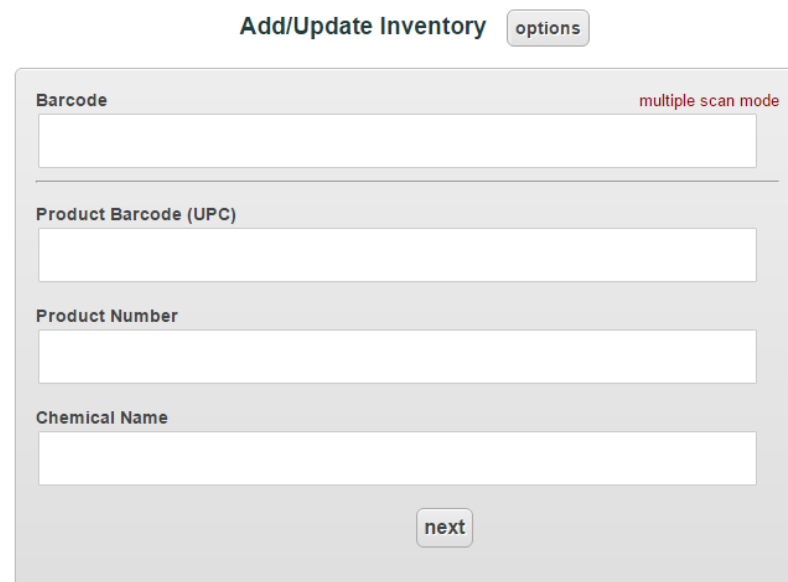
How to Add Chemical Inventory: Form I

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 `next` button.

Add/Update Inventory `options`

Barcode multiple scan mode

Product Barcode (UPC)

Product Number

Chemical Name

`next`

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
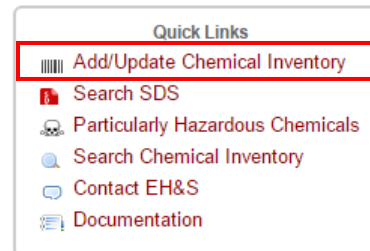- Add any notes in the *Container Notes* field

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.

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

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

Select Options

Barcode	Chemical Name	Owner	Location	
4001	Perylene-3,4,9,10-tetracarboxylic dianhydride	Bill Barker	Roberts 116	✕
96344	Fluorolube Grease	Bill Barker	Baker 733	✕
100931	1,1,1,2-Tetrafluoroethane	Jerome Klepper	Parker 123	✕

cancel   proceed

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 `save` button to set the update settings.

Step 3: Click the `proceed` 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

cancel   save