



CEMS **Chemical Environmental Management System**

Basic User

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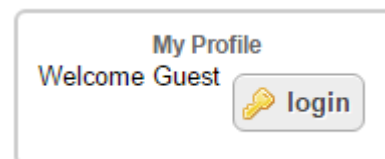


Getting Started

Logging in

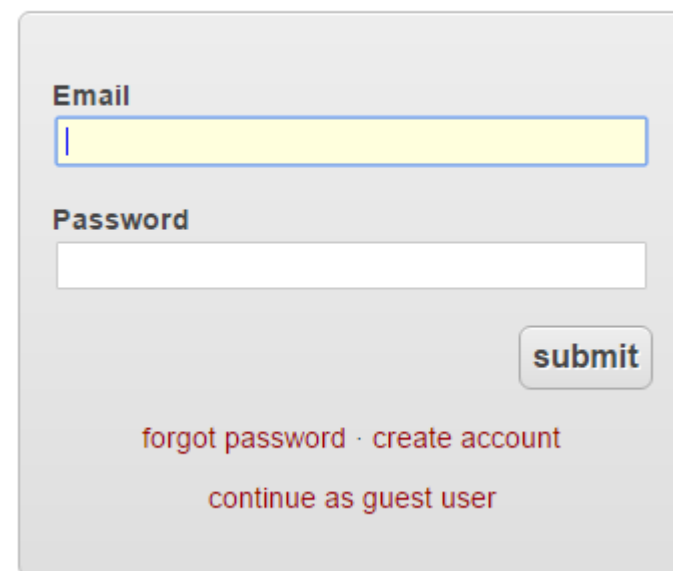
Step 1: If you are a UNH hosted site, visit <https://cems.unh.edu>. Otherwise, please contact your administrator about your URL.

Step 2: Click the  login link from the *My Profile* section of the homepage.



Step 3: If you already have an account sign in with your E-mail address or Username. If you do not have an account, click the [create account](#) link.

Sign-In



Email

Password

[forgot password](#) · [create account](#)
[continue as guest user](#)

Note: Continuing as a guest user will give you the basic privileges.



Getting Started

UNHCEMS Home Screen Layout

The screenshot shows the UNHCEMS Home Screen Layout. At the top, there are navigation tabs for "Dashboard" and "Current Tabs". The main content area is divided into several sections:

- Profile Information:** A section titled "My Profile" containing user details for John Doe, including Name, Email, Status, Work Ph, Alt Ph, Office, and Dept. It includes "update profile" and "change password" buttons, and a "logout" button.
- Commonly Used Links:** A section titled "Quick Links" containing links for "Search SDS", "Particularly Hazardous Chemicals", "Contact EH&S", and "Documentation".
- Your Saved Recordset Searches:** A section titled "My Saved Searches" containing a search record for "Acetone - All".
- Colleagues:** A section titled "My Colleagues" containing a table of colleagues.

Below the main content area, there are two expandable sections: "Hazardous Waste" and "Training".

User Dashboard Links:
Each user will have different dashboard options based on their assigned role.

Name	Roles
Cassou, Zachary	supervisor

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



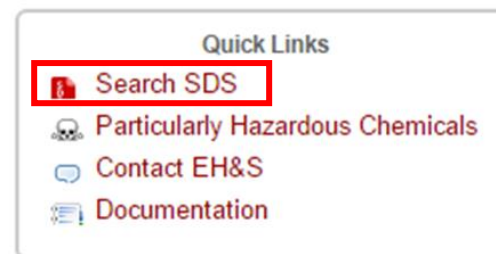
Safety Data Sheet Search

➤ Safety Data Sheet Search is available to all users.

How to Navigate to the SDS Search Page

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

Step 2: Click on the **Search SDS** link within the *Quick Link* section to begin the search process



How to Search for an SDS

Step 1: Enter the desired search criteria into the text fields.

Step 2: Click the button to perform the search.

Note: The **exact match** button, when checked, will perform a search for the exact name you have entered. When unchecked, the search results will display names that contain the text you have entered.

Safety Data Sheet Search

Chemical Name exact match

Product Number

Molecular Formula

CAS

Manufacturer

Container Barcode



Safety Data Sheet Search

Browse through SDS Archive

Dashboard SDS Archive

Filter and Sort Options

Filter: [Chemical Name] contains 'acetone'

Sort: [Chemical Name]

Result(s) (1 - 25) of 487

	Chemical Name	Manufacturer	Product Number	NFPA	Hazard Classifications	Pictogram
	(Dimethylamino)Acetone, 99%	Aldrich	107697			
	1,1,1,5,5,5-Hexafluoroacetylacetone 99%	Acros Organics	21853			
	1,1,1-Trifluoroacetone, 98+%	Acros Organics	AC139740250			
	1,1,1-Trifluoroacetone, 98+%	Alfa Aesar	A13556			
	1,1,1-Trifluoroacetone, 98+%	Aldrich	T62804			
	1,1,1-Trifluoroacetone, 98+%	Acros Organics	AC139740000			
	1,1,1-Trifluoroacetone, 98+%	Acros Organics	AC139740050			
	1,1,1-Trifluoroacetone, 98+%	Acros Organics	AC139741000			
	1,1-Dichloroacetone, 98%	Aldrich	227145			
	1,1-Diphenylacetone, 98%	Aldrich	D204404			
	1,3-Dibromoacetone	Alfa Aesar	31229			

View the SDS for Chemicals

Click Column titles to hide, sort, filter, and add new columns.

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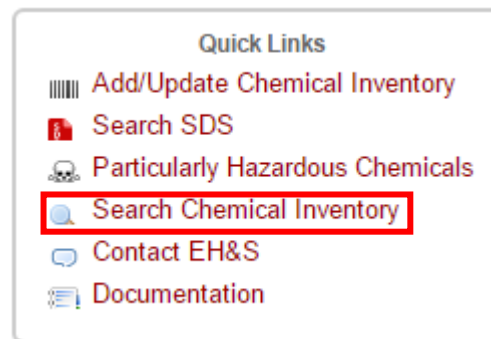


Search Chemical Inventory

Navigate to Search Chemical Inventory Page

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

Step 2: Click on the **Search Chemical Inventory** link within the *Quick Link* section to begin the search process.



How to Search Chemical Inventory

Step 1: Enter the desired search criteria into the text fields.

Step 2: Select the  button to execute the search.

Note: If you check the **only search surplus** button, you will only see inventory that is in surplus and available to be adopted.

Search Inventory

Barcode

Chemical Name
 exact match

Product Number

Owner
first last v ..

Location
building room v ..

Molecular Formula

CAS

Manufacturer

only search surplus



Search Chemical Inventory

Chemical Inventory Recordset




- After a search is performed, the Chemical Inventory Recordset list will appear.
- From here you can browse and filter through the chemicals shown.

Chemical Inventory RecordSet

Chemical Inventory Result(s) (1 - 3) of 3

Query: Chemical Name contains "acetone"

Filter: [Date Inactive] is undefined

Barcode	Chemical Name	CAS %	Building	Room	Inner Location	Hazards	NFPA	Owner	Manufacturer	Quantity
 94288	1,3-Dihydroxyacetone	62147493:100%	Anderson	107			2/0/0/-	Barker, Bill	Aldrich	25 g
 95979 surplus	Tris(Dibenzylideneacetone)Dipalladium	52409220:100%	Martin	366			0/0/0/-	Abe, Mayme	Aldrich	1 g
 704400 surplus	Acetone-D6	666524:99%	Martin	366			1/3/0/-	Abe, Mayme	Cambridge Isotope Laboratories	10 g

Click column title to
hide, sort, filter and
add new columns

Open
Record

Chemical marked as
surplus



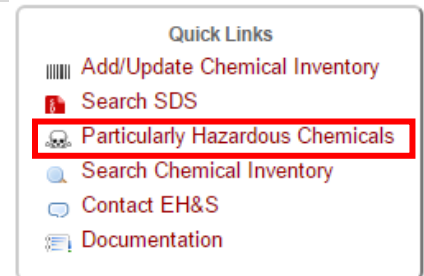
Particularly Hazardous Chemicals

- Particularly Hazardous Chemicals list identifies certain chemical as hazardous and recommends special handling procedures for these substances.

How to Navigate to the Particularly Hazardous Chemicals List

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

Step 2: Click on the **Particularly Hazardous Chemicals** link within the *Quick Link* section to bring up the Particularly Hazardous Chemicals recordset.



Browsing Particularly Hazardous Chemicals Recordset

Particularly Hazardous Chemicals	Chemical Name	Hazards
factsheet		Select Carcinogen, DHS
factsheet		Prop 65 Reproductive toxin: D
factsheet		Reproductive Toxin, Select Carcinogen, Prop 65 Reproductive toxin: F, Prop 65 Reproductive toxin: D, Prop 65 Reproductive toxin: M
factsheet	50-29-3 Dichlorodiphenyltrichloroethane (DDT)	Probable Carcinogen, Prop 65 Reproductive toxin: F, Prop 65 Reproductive toxin: D, Prop 65 Reproductive toxin: M
factsheet	50-32-8 Benzo[a]pyrene	Probable Carcinogen
factsheet	50-35-1 Thalidomide	Prop 65 Reproductive toxin: D
factsheet	50-36-2 Cocaine	Prop 65 Reproductive toxin: F, Prop 65 Reproductive toxin: D
factsheet	50-41-9 Clomiphene citrate	Prop 65 Reproductive toxin: D
factsheet	50-55-5 Reserpine	Probable Carcinogen
factsheet	50-76-0 Actinomycin D	Prop 65 Reproductive toxin: D
factsheet	50-78-2 Aspirin	Prop 65 Reproductive toxin: F, Prop 65 Reproductive toxin: D
factsheet	51-21-8 Fluorouracil	Prop 65 Reproductive toxin: D
factsheet	51-28-5 2,4-Dinitrophenol	Explosive when dry

Factsheets contain possible hazards and instructions for handling accidents

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Request Waste Removal

How to Navigate to the Hazardous Waste Removal Request Form

Step 1: Find the Hazardous Waste dashboard from the home screen.



Step 2: Click the [request waste removal](#) link to pull up a hazardous waste removal request.

How to Submit a Hazardous Removal Request

Step 1: Enter a Principal Investigator. The drop down box will show a list of users that have had a waste record generated for them.

Step 2: Select a department and location for pick-up.

Step 3: Provide the chemical substance and the quantity of that substance then click the [submit](#) button.

Principal Investigator (request on behalf of)	Aaron, Marlen ▼	other:	<input type="text"/>
Department	-- select department -- ▼	other:	<input type="text"/>
Pick-up Location	Johnson 108 ▼	other:	<input type="text"/>
item #	chemical substance (identify all constituents and concentrations)	# containers / amount / unit OR specify other	
1	acetone	1 ▼ 5 ▼ bottle ▼	other: <input type="text"/>



Training

How to Navigate to the Training Dashboard

Step 1: Training requirements are located under the *Training* dashboard of the home screen.

How to Complete a Training requirement

Step 1: Review your training requirements in the compliance matrix. See the **Notation Key** for symbol decoding.

Step 2: Courses that will complete your training requirement will be automatically added to the Training dashboard. Click the **start online training** link to begin training.

The screenshot shows the Training Dashboard interface. At the top, there is a 'Training' tab and a 'Training Dashboard' label. Below this is a 'Compliance Matrix' table with columns for 'Hazard Communication/GHS', 'Laboratory and Chemical Safety', 'Personal Protective Equipment', and 'Powered Industrial Truck'. The row for 'Laboratory and Chemical Safety' shows 'X' marks under the last three columns. A 'Notation Key' box is overlaid on the right, listing symbols: a white box for 'not required', a green checkmark for 'completed', a green checkmark with a white box for 'completed, not required', a yellow exclamation mark for 'due', and a red 'X' for 'overdue'. Below the matrix is a link to 'contact an administrator about training'. A 'Courses That Complete My Training Requirements' table lists 'Laboratory and Chemical Safety 2015' with a 'start online training' link. A 'My Course Enrollments' section shows 'none found' and links to 'view available courses' and 'view certificates'. Annotations with red boxes and arrows point to the 'Training Dashboard' label, the 'Notation Key', the 'start online training' link, and the 'view available courses' link.

Hazard Communication/GHS	Laboratory and Chemical Safety	Personal Protective Equipment	Powered Industrial Truck
✓	X	X	X

Course Name	Training Requirement	Due Date	
Laboratory and Chemical Safety 2015	Laboratory and Chemical Safety	1/14	<input type="checkbox"/> start online training

My Course Enrollments view available courses view certificates
none found



Training

Step 3: After clicking on the [start online training](#) link you will be brought to the course syllabus. Review the Syllabus.

If the training course is a classroom session, user can register.

Laboratory and Chemical Safety 2015

Fundamentals of Laboratory and Chemical Safety Training 2015. This training is comprised of 5 sections:

1. Hazard Recognition
2. Controlling Hazards in the Laboratory
3. Hazard Communication
4. Emergency Procedures and Emergency Equipment
5. Specific Recommendations and Further Training Programs

Please review the PowerPoint and take the test. Grades of 90% and higher pass. You can retake the test once.

Instructor: Horacio Necaie <Horacio.Necaie@xyz.edu>
Fulfilled Training Requirements: Laboratory and Chemical Safety

[start online training](#)

Course Syllabus
Example

Step 4: Click the [start online training](#) button to start the training.

Step 5: Once you complete the requirements to pass the course, your compliance matrix will show that your training requirement has been completed.

