



CEMS **Chemical Environmental Management System**

Chemical Inventory

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Chemical Inventory Management

- A Chemical owner is given the Chemical Inventory Manager role

Chemical Inventory Dashboard

The screenshot displays the 'Chemical Inventory' dashboard. At the top, the title 'Chemical Inventory' is highlighted with a callout box stating 'Chemical Inventory Dashboard'. Below the title, a search bar contains the text 'adopt chemicals from surplus inventory', with a callout box pointing to it that says 'Click to view all adoptable chemicals'. The dashboard lists several options: 'department of homeland security report', 'EPA list of lists report', 'HandyCEMS', 'update inventory', 'my inventory: -- select location -- view all', and 'upload & merge inventory'. A callout box points to 'HandyCEMS' with the text 'Function of Chemical Manager: Click for a mobile application assisting in inventory scanning'. Another callout box points to 'upload & merge inventory' with the text 'Function of Chemical Manager: Click to update inventory through a csv (Excel) file'.

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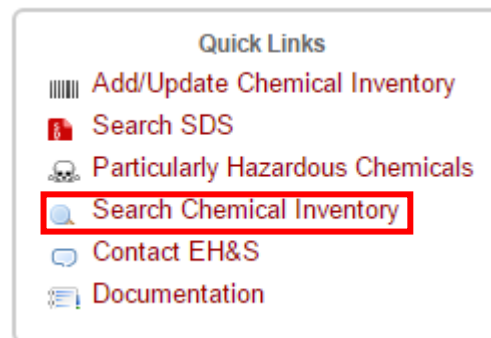


Search/Adopt Chemical Inventory

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/Adopt 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

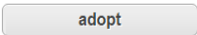


Search/Adopt Chemical Inventory

How to Adopt Chemical Inventory

☐ Chemicals marked with **surplus** are available for adoption.

Step 1: Click the  button to view the chemical record.

Step 2: Click on the  button to go to the chemical adoption form.

Step 3: You will be presented with the contact information of the current owner. You are to contact the owner to arrange a pick up.

Step 4: After the container has been picked up, update the chemical owner and the new chemical location.

View Chemical Inventory

Chemical Information

Chemical Name
Balsam Canada

Manufacturer
Fisher Scientific

ProdNo
B10

Note: updates affect 3 containers. If the assigned chemical/product is wrong for this record, reassign the chemical record.


Safety Data Sheet auto download upload

2012-08-15

Older Versions

Hazard Classifications
hazard statement/code

NFPA



CAS
8007-47-4 100%

Container Information

Barcode
102832

Owner
John Doe

Location
Practice Virtual
Shelf

Quantity
100 ml

Container Type
GLASS BOTTLE
 open hide secondary

Date Acquired 2006-07-06 Expiration Date 2009-07-05

Surplus Date
2017-03-23

Last Evaluation Date
2016-04-01

Container Notes
Physically Evaluated by KM on 2MAR2016



Search/Adopt Chemical Inventory

How to Search Chemical Inventory by Room

□ Under the Chemical Inventory dashboard will be more options for searching through your chemical inventory.

Step 1: Click the “**my inventory**” drop down menu to bring up a list of rooms you have control over.



Step 2: Select a room to view the chemicals you own in that room.

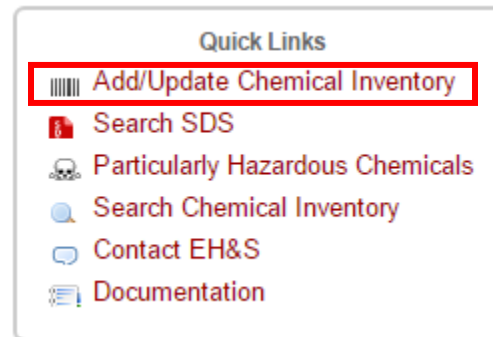
Step 3: You will be brought to the chemical inventory from that room. From here you can edit, view, and browse through the list



Update Chemical Inventory

Navigate to Update Chemical Inventory Page

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



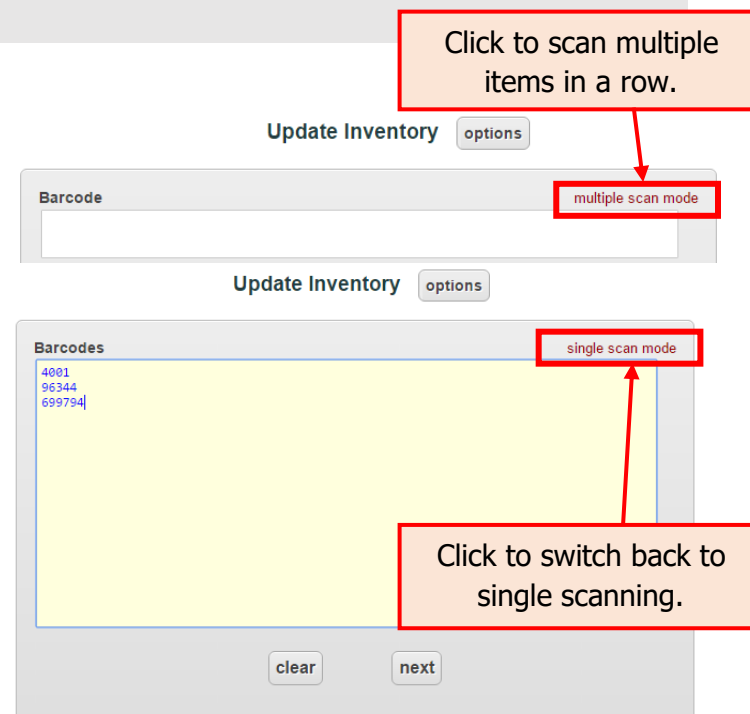
Step 2: Click on the *Add/Update Chemical Inventory* link within the Quick Link section to start the updating process at form I.

How to Update Chemical Inventory: Form I

Step 1: Enter one barcode into the *Barcode* text box.

Step 2: Click the `next` button to review and update the entered barcode.

Note: If you would like to update multiple items at once, you can select the *multiple scan mode* link.



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Update Chemical Inventory

How to Update Chemical Inventory: Form II

NOTE: This step is for multiple scan mode. Single scan mode will take you directly to the next step.

Step 1: Review the chemical list for accuracy. Click Cancel if the list is not accurate.

Step 2: Click to clear any chemicals that you do not own.

Step 3: To update the chemical inventory, select the barcode of the chemical that you would like to update.

Review Inventory

Barcode	Chemical Name	Owner	Location	
4001	Perylene-3,4,9,10-tetracarboxylic dianhydride	Bill Barker	Roberts 177	<input type="button" value="x"/>
96344	Fluorolube Grease	Bill Barker	Baker 266	<input type="button" value="x"/>
699794	<i>not allowed to edit</i>			

Message for users attempting to update a chemical they do not own.



Update Chemical Inventory

How to Update Chemical Inventory: Form III

Step 1: Update the necessary information. If your container needs to be marked refill, empty, or surplus simply select those buttons on the right side of the screen.

Step 2: Once the information is properly updated, click the save button and you will be redirected back to Form I.


View Chemical Inventory


Chemical Information

Chemical Name
Perylene-3,4,9,10-tetracarboxylic dianhydride

Manufacturer
Aldrich

ProdNo
P11255

Safety Data Sheet
2012-10-08 
Older Versions

NFPA


CAS
128-69-8 100%

Molecular Formula
C24H8O6

Chemical Notes
S24/25-Avoid contact with skin and eyes.

Container Information



Barcode
4001


Owner
Bill Barker open v ..

Location
Roberts 177 ..
optional sublocation

Quantity
5 g v ..

Container Type
GLASS BOTTLE v ..
 open hide secondary

Date Acquired 1998-08-27  **Expiration Date** 2001-08-26 

Last Evaluation Date
2016-06-16 

Container Notes

last updated by: Laurene Heaps

mark refill

mark empty

surplus

print label

save

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Sign Management

□ Users can manage and verify their own signs

How to View the Signs You Are Responsible For

Step 1: Find the *Signs* dashboard shown to the right.

Signs

all signs I am responsible for -- location (date last verified) -- ▾

please update or verify -- location (date last verified) -- ▾

Step 2: The *all signs I am responsible for* dropdown list will

show the rooms you have a sign for. Choose a room to view your sign.

How to Verify the Signs You Are Responsible For

Step 1: Find the *Signs* dashboard shown above.

Step 2: The *please update or verify* dropdown list shows a list of signs that the NFPA Door Manager requested you verify. Click a sign within the dropdown menu to view a sign.

Step 3: Verify the sign is correct. If the sign is correct, click on the button below the sign to the right. If the sign is not correct, click on the button below the sign to the left. Verify the Hazards for each chemical match the pictograms shown. To find out how to verify Hazardous Chemicals and their fact sheets, see the Particularly Hazardous Chemical Section.



Sign Management

If the sign is NOT accurate

Step 1: After clicking the button you will be asked to submit an update request.

Step 2: Correct the sign:

- In the case of an incorrect pictogram, click on the dropdown menu above the pictogram and select a new one.
- In the case of incorrect table information, correct the table by filling in the form below the pictogram.

Step 3: Choose the number of signs you want to be printed.

Step 4: Submit the request to the NFPA Door Sign Manager.



FOR FIRE OR FIRST AID DIAL 911

Location: Baker 698
or provide custom:

(0) containers found

Additional Information:

Special Instructions: (precautions or equipment needed for entrance)

SDS Location:

Spill Kit Location:

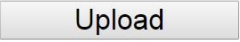
Emergency Contact	Department	Office	Office Phone	Alternate Phone	
<input type="text" value="Frank Pearl"/>	<input type="text" value="Chemistry"/>	<input type="text" value="Long Hall 122"/>	<input type="text" value="565-5656"/>	<input type="text" value="343-6443"/>	<input type="button" value=".."/>
<input type="text" value="Sam Cook"/>	<input type="text" value="Materials Science"/>	<input type="text" value="Long Hall 622"/>	<input type="text" value="565-5657"/>	<input type="text" value="393-6440"/>	<input type="button" value=".."/>
<input type="text" value="Allison Smith"/>	<input type="text"/>	<input type="text" value="Long Hall 127"/>	<input type="text" value="565-5650"/>	<input type="text" value="343-6440"/>	<input type="button" value=".."/>

Number signs needed

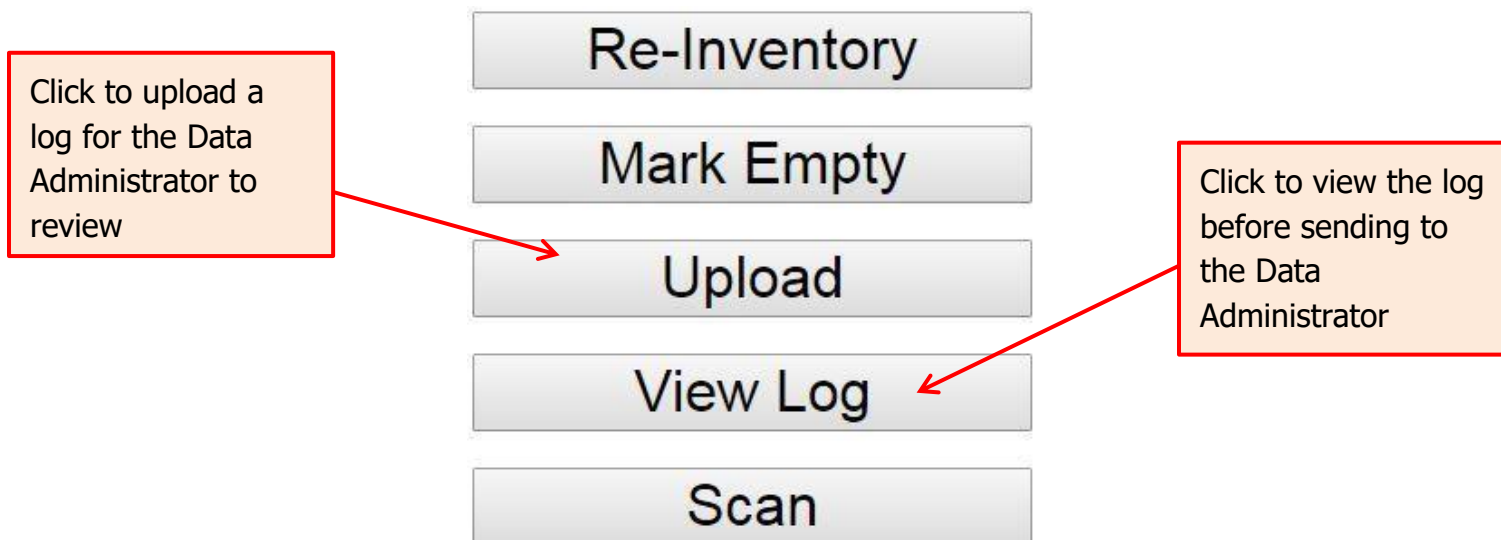
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HandyCEMS

- Allows for portable digital assistance when equipped with a barcode scanner for making changes to chemical inventory
- Remember to upload scan logs when done with HandyCEMS by clicking on the  button

HandyCEMS Homepage




HandyCEMS

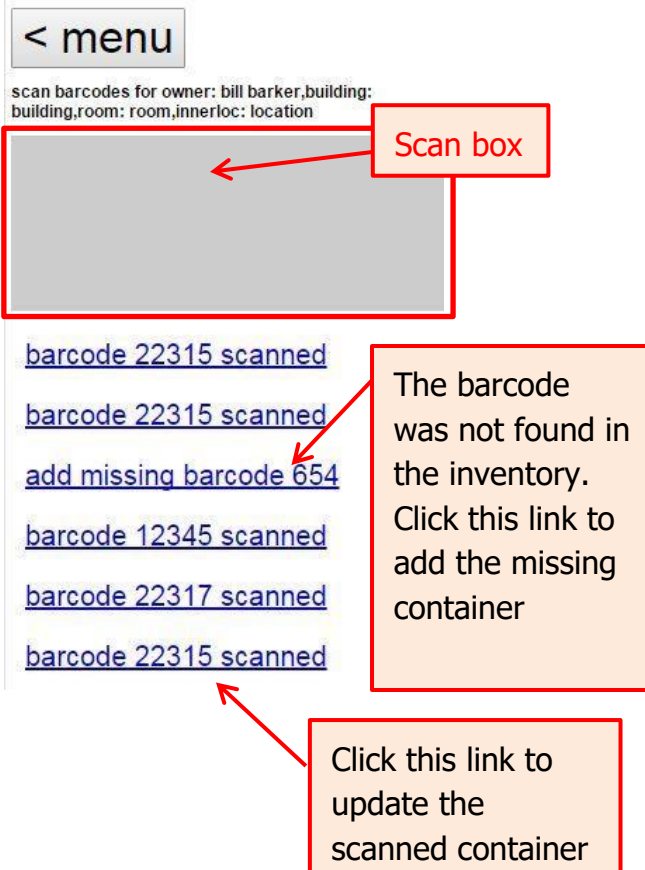
How to Update/Add Chemical Inventory Using HandyCEMS

Step 1: Click the  button to open the page to start scanning barcodes.

Step 2: Start scanning all barcodes. Links to the chemical container will appear below the **scan box**.

Step 3: Click on the link of the barcode you want to update.

Step 4: Continue to update the container and click the  button to save changes and update chemical inventory.




The screenshot shows the HandyCEMS interface. At the top left is a '< menu' button. Below it is a header: 'scan barcodes for owner: bill barker, building: building, room: room, innerloc: location'. A large grey rectangular area is labeled 'Scan box' with a red arrow pointing to it. Below the scan box is a list of scanned barcodes: 'barcode 22315 scanned', 'barcode 22315 scanned', 'add missing barcode 654', 'barcode 12345 scanned', 'barcode 22317 scanned', and 'barcode 22315 scanned'. A red arrow points from the 'add missing barcode 654' link to a text box that says: 'The barcode was not found in the inventory. Click this link to add the missing container'. Another red arrow points from the 'barcode 22315 scanned' link at the bottom to a text box that says: 'Click this link to update the scanned container'. At the bottom of the screenshot is a 'save changes' button.



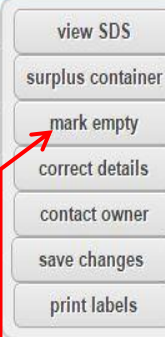
HandyCEMS

How to Mark a Container as Empty or to Re-enable a Container

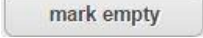
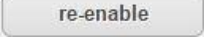
Step 1: Click on the  button to open a page to start scanning barcodes.

Step 2: Start scanning barcodes, links to update the chemical container will appear below the **scan box**.

Step 3: Click on the link of the bar code you want to mark empty/re-enable.

Chemical Inventory Container		find barcode
Barcode	22535	
Chemical Name	"ClearPro" Clear Thin Spread Floor Tile Adhesive ..	
CAS	64742898	
NFPA	1/1/0/- (health/flammability/reactivity/special)	
Product Number	6613-430	
Manufacturer	Henry Company ..	
Owner	Bill Barker	
Location	Robinson 120	
Inner Location		

Click to mark the container as empty

Step 4: Click on the  or  buttons in the right hand corner

of the container record to update container status. If a container is already marked as empty, then the re-enable button will replace the mark empty button.



Upload & Merge with CSV File

□ Data can be uploaded and merged through CSV Files.

How to Upload Data via a CSV File

Step 1: Click on the [upload & merge inventory](#) link that is located in the *Chemical Inventory* section of the Home Page.

Step 2: Click the button to choose a file to parse.

Upload CSV file to merge with inventory

The first line in CSV file must be header:

barcode,chemical_name,manufact,cas_list,qty,qty_unit,owner_last_name,owner_first_name,building_name,room_name,innerloc

No file chosen

test run

When checked, clicking upload will perform a test run to check for errors while parsing

First line of the CSV file must be equal to this line

Step 3: Click the button to upload and merge data into header destinations.

