

EH&S Chemical Inventory

Adding Chemicals

This document demonstrates how to add chemicals to the EH&S Chemical Inventory System for the Remcho Lab at Oregon State University

Procedure

1. Login to the Remcho Lab chemical inventory using your ONID account
 1. You can get here through the group wiki (<http://chemistry.oregonstate.edu/remcho/wiki/doku.php?id=start>) or through the EH&S website (<http://fs-ehs.tss.oregonstate.edu/ehsaweb/ehsawebisapi.dll>)
 2. If you do not have access and feel you need it contact Dr. Remcho and he will assist in getting you set up through EH&S
2. Once you have successfully logged in you will see this screen

EH&S Assistant Log Off

PI: REMCHOV: Remcho, Vincent

RAM

Inventory/Disposals

Reports

CHEM

Inventory

Training

Reports

ADMINISTRATION

Labs

Reports

3. Click Inventory (Under CHEM) to bring you to the chemical inventory screen

Main Menu < BACK REMCHOV Remcho, Vincent Log Off

Current Inventory Disposed Inventory Used Chemical Exchange Search Shared Chemistry

Items Received/Ordered on
 All Items
 Show me Chemicals where
 Show Chemicals by Location
 Show Chemicals by 1st Letter
 Show NFPA Chemicals
 Show Chemicals with Expiration Dates

Chemical Description: [] Starts with: [] Show

Add Chemical ---Reports---

Display 10 rows per page

Inventory #	CAS #	Chemical Description	Building Name	Parent CAS	Building Code	Lab	Storage Location	# of Units	Quantity per Unit
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Display 10 rows per page

4. Click on Add Chemical

PI REMCHOV Remcho, Vincent Adding Chemical

Search Catalog Not In Catalog
 Private Share Within Department

Search by CAS #

Search By Chemical Description

Required Fields

Lab i last

Chemical Description i

Physical State
 Gas Liquid Solid

of Units Quantity per Unit Volume/Size -- No Selection --

CAS #

Supplemental Chemical Information

Chemical Formula

Molecular Weight

Storage Location i last

MAX On Hand

MSDS Location last

MSDS Expires

Vendor Information

Vendor i

Catalog #

Receipt Date 6/17/2014 ▼

Open Date ▼

Expiration Date ▼

Contact Information/Comments

Contact i last Contact's Phone

Comments

Save & Add Another Chemical Save/Return Cancel

5. Fill in all the necessary fields including

1. Lab
 1. Clicking on the i logo will bring up a list of available labs. Alternatively clicking "last" will enter the most recently used location ex. LPSC 0296.
2. Chemical Description
 1. This is typically the name of the chemical
3. Physical State

1. Solid, Liquid, or Gas
 4. # of units
 1. How many bottles are you entering
 5. Quantity per unit
 1. How what size is the bottle? ex. 500
 2. Note: If we have multiple sizes of bottles then separate entries must be made
 6. Volume/Size
 1. Units for the quantity per unit entry. ex. grams
 7. CAS # (Chemical Abstracts Services #)
 1. typically found on the bottle. This will allow for the entry of NFPA Codes for hazards
 8. Chemical Formula
 1. This should be populated automatically if you have entered the CAS #
 9. Molecular Weigh
 10. Storage Location
 1. All shelves and refrigerators/freezers are labeled and a full list of options is included at the end of this document)
 2. Clicking on “i” will bring up the list of storage locations that are already in the system. If you do not see the location you are looking for enter it as you see on the included list at the end of this document.
 3. Chemicals are sorted according to a FLINN Scientific storage pattern (included in the WIKI)
 11. Vendor
 1. Click on the “i” and select the vendor ex. Sigma or VWR
 12. Catalog #
 1. This is usually listed on the bottle label, especially on newer bottles
 13. Receipt Date
 1. Date the chemical was received
 14. Opened Date
 1. Date the bottle was first opened
 15. Expiration Date
 1. If known
6. Finally click on save
1. If you are only entering one chemical then click on “Save/Return”
 2. If you are entering multiple chemicals in one session click on “Save & Add Another Chemical”

Storage Locations by Room

LPSC 296	LPSC 294	LPSC 261	LPSC	LPSC 266	LPSC 285	LPSC 262
Main Lab	Balance Room	Small Lab	Hallway	Tool Room	Clean Room	Microscopy
Acids Cabinet Fume Hood #2	Freezer #1	Shelf #1	-80 Freezer			
Bases Cabinet Fumer Hood #4	Freezer #2	Shelf #2				
Flammable Cabinet #1 (Yellow)	Refrigerator #1	Shelf #3				
Flammable Cabinet #2 (Yellow)	Refrigerator #2	Shelf #4				
Flammable Cabinet #3 Fume Hood #3	Shelf #1	Shelf #5				
Flammable Cabinet #4 Fume Hood #1	Shelf #2	Shelf #6				
Shelf A1	Shelf #3	Shelf #7				
Shelf A2	Shelf #4	Shelf #8				
Shelf A3	Shelf #5					
Shelf A4	Shelf #6					
Shelf A5	Shelf #7					
Shelf A6	Shelf #8					
Shelf A7	Shelf #9					
Shelf A8						
Shelf A9						
Shelf A10						
Shelf B1						
Shelf B2						

LPSC 296	LPSC 294	LPSC 261	LPSC	LPSC 266	LPSC 285	LPSC 262
Main Lab	Balance Room	Small Lab	Hallway	Tool Room	Clean Room	Microscopy
Shelf B3						
Shelf B4						
Shelf B5						
Shelf B6						
Shelf C1						
Shelf C2						
Shelf C3						
Shelf C4						
Shelf C5						
Shelf C6						
Shelf D1						
Shelf D2						
Shelf D3						
Shelf D4						
Shelf D5						
Shelf D6						
Shelf E1						
Shelf E2						
Shelf E3						
Shelf E4						
Cabinet A						
Cabinet B						
Cabinet C						
Cabinet D						