

## Purpose

The purpose of this guide is to assist Principal Investigators (PI) in managing their chemical inventory in EHS Assistant. EHS Assistant is the online database of the Environmental Health, Safety, and Risk Management Office that enables PI's to review and edit critical regulatory and safety information regarding their laboratories, including chemical inventory.

## Responsibilities

All PIs are required to use EHS Assistant to manage their chemical inventory. Chemical Inventories must be updated any time significant changes in volume or type occur. Significant changes are changes such as increasing the volume of a chemical already in inventory, complete removal of a chemical from inventory, or adding a new chemical to your inventory. PIs are not required to track daily changes to volume as long as the volume of that chemical are generally kept constant due to use and replacement. The PI must, at minimum, respond to the bi-annual reminder to review their chemical inventory and verify its accuracy.

EHSRM staff will use the verified chemical inventories from all PIs to compile all required federal and state regulatory reports in accordance with EPCRA, CFATS, and the Texas Hazard Communication Act. A copy of the reports will also be submitted to local emergency response agencies.

## Procedures

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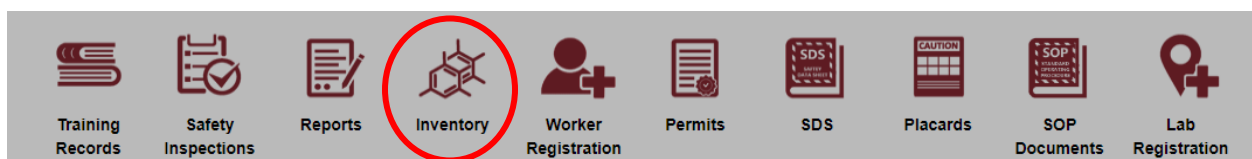
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### Login

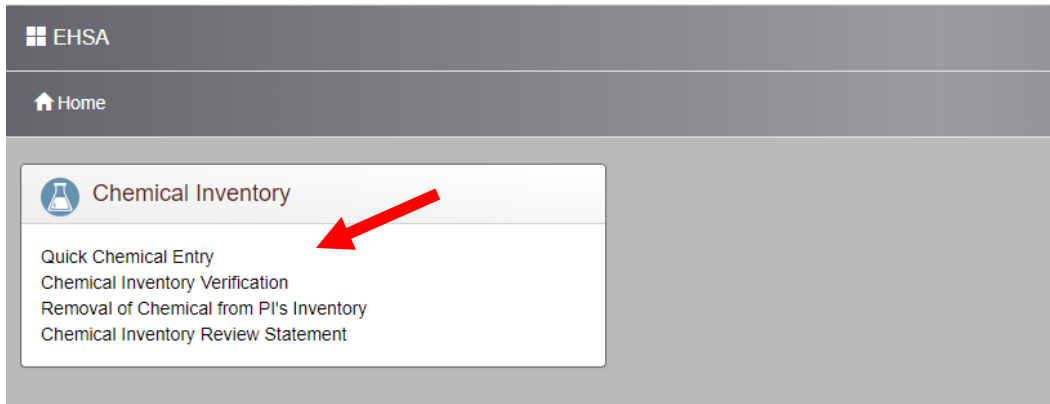
Log in to EHS Assistant (<https://assistant.ehsrm.txstate.edu>) using your Net ID and password.

Click on the Inventory icon.

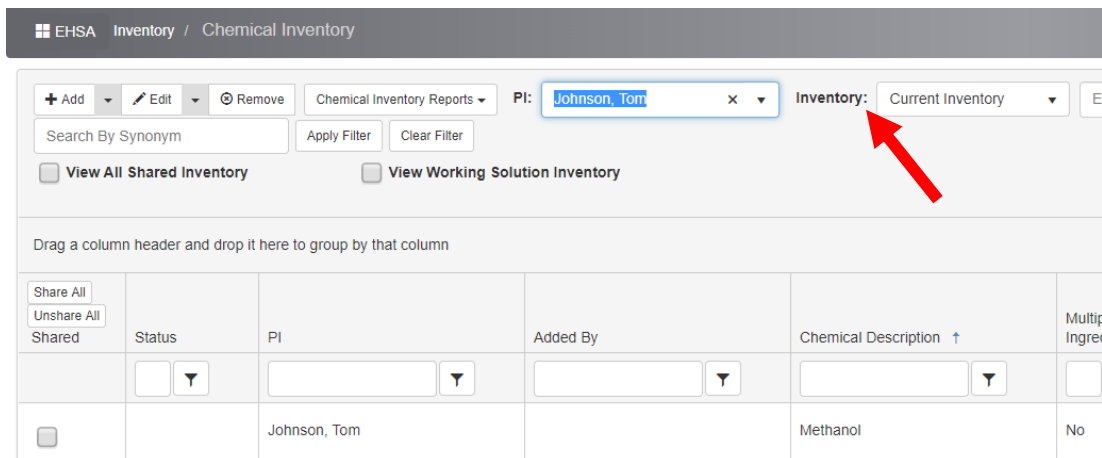


# EHS Assistant How-To Guide Chemical Inventory Management

At the Chemical Inventory box, click on “Quick Chemical Entry.”



The chemical inventory for the Principal Investigator will appear in the working list. If you have access to several research or teaching lab inventories, select the PI whose inventory you wish to view in the drop-down list at the top of the page. Once a PI is selected, you will be able to view the chemical inventory in the list below.



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To search for a chemical in your inventory by name, use the Chemical Description box and type the first few letters of the name and Enter. Options will come up to review. If there are too many, type more of the chemical name. You can also search by CAS Number by scrolling to the right and using the search box in the same manner.

Inventory Bar Code	Status	PI	Added By	Chemical Description	Multiple Ingredient
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="met"/>	<input type="text"/>
0007568		Johnson, Tom		Sodium Metavanadate	No
0007564		Johnson, Tom		Methanol	No

Chemical Description	Multiple Ingredients?	PHS	SDS	Cas #	Qty per Uni
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="67"/>	<input type="text"/>
Methanol	No			67-56-1	8

Double click on the chemical or highlight it and click the **Edit** button to view the full chemical information listing for your laboratory and to edit the information. For example, you could edit the volume, the storage location, vendor information, or update a safety data sheet. We will go over this information in the next section, **“Add a Chemical.”**

## EHS Assistant How-To Guide Chemical Inventory Management

### Add a Chemical

To add a chemical, click on the **+Add** button at the top left of the screen.

A search box will pop up where you can search for a chemical by name, by CAS number, or by your personal catalog. If the chemical you searched for shows up, click the Select button.

	CAS #	Synonym	Vendor Name	Catalog #	Primary Name	Multiple Ingredients?	Chemical #
Select	77-76-9	ACETONE DIMETHYLACETAL			<input type="checkbox"/>	<input type="checkbox"/>	3841
Select	77-76-9	DIMETHOXYPROPANE, 2,2-			<input type="checkbox"/>	<input type="checkbox"/>	3841
<b>Chemical Description: ACETONE</b>							
Select	67-64-1	10% CELLULOSE TRIACETATE			<input type="checkbox"/>	<input type="checkbox"/>	8491
Select	67-64-1	2-PROPANONE			<input type="checkbox"/>	<input type="checkbox"/>	8491
Select	67-64-1	ACETONE			<input type="checkbox"/>	<input type="checkbox"/>	8491

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This will open the Chemical Information box. Notice in the images on the following page that much of the chemical information detail is filled in for you, such as chemical description (name), CAS Number, Receipt Date, Hazard Information, and contact information.

**Basic Information** Status

\*P.I.  \*Permit #

PO #  Lot Number

**Chemical Information**

\*Chemical Description

Found in Catalog  Not in Catalog

Cas #

Additional CAS Numbers  Working Solution?

# of Units  Qty per Unit  Volume / Size

\*Physical State  Report Denominator  Concentration  %

**Dates**

Receipt Date

Expiration Date

Container Open Date

Last Reconciliation Date

**Hazard Information**

Chemical Formula  Molecular Weight

PHS

**NFPA 704 Codes**

Health	Flame	Reactivity	Physical Hazards Associated With Chemical	Primary Hazard
<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text" value="3"/>

**HMS**

Health	Flame	Physical	Chronic Health
<input type="text" value="2"/>	<input type="text" value="4"/>	<input type="text" value="2"/>	<input type="text"/>

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You will need to enter the remaining chemical information, most importantly, the number of units, the volume, the expiration date (if one is printed on the bottle), and the date the container was opened.

**Chemical Information**

\*Chemical Description  Select Chemical

Found in Catalog      Not in Catalog

Cas #

---

Additional CAS Numbers  Working Solution?

---

\*# of Units

\*Qty per Unit

\*Volume / Size

\*Physical State

Report Denominator

Concentration  %

Enter the number of units, for example, if you have 2 containers of acetone that are both 1 Liter in size, enter 2 in # of Units, and enter 1 in Qty per Unit, and choose Liters from the dropdown menu.

You must choose a volume size from the dropdown. If you cannot find the correct volume unit in the dropdown, you will need to convert the volume units of your chemical into a unit listed in the dropdown menu. This information is required.

**Dates**

Receipt Date

→ Expiration Date  
→ Container Open Date

Last Reconciliation Date

List the date the chemical was opened. Enter the expiration date if there is one listed on the container. Note that the expiration date is required if the chemical has an expiration date listed on the container. All peroxide-forming substances must have an expiration date listed.

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In the next box, you can add a Safety Data Sheet for your chemical or review/change one that is already associated with the new chemical you added to your inventory. We will discuss Adding, Reviewing, and Changing a Safety Data Sheet in more detail the next section.

Finally, review your contact information and add comments if desired. Click the Save button at the bottom to save the chemical information to your inventory.

**Contact Information**

Contact Johnson, Tom

Phone #

Email c\_j182@txstate.edu

**Record Addition Information**

Added By sm18396

Name Cockrell, Shea

Phone #

Email

**Comments**

Save Cancel

### Adding, Reviewing, or Changing a Safety Data Sheet

One feature of EHS Assistant is the ability to associate an electronic Safety Data Sheet (SDS) to each chemical in your inventory. If you used the search feature to select a new chemical to add to your inventory, then a Safety Data Sheet may already be associated with it.

If you already have the chemical information detail box open, then scroll down to the SDS Information and Documentation box:

SDS Information & Documentation

Google Search

Chemical Documentation

+ Add Edit Archive Row View Document / File View Archived

Upload Date ↓	Expiration Date	Document / File Name	Chemical Catalog
08-20-2013		590088 Sodium metavanadate.pdf	Yes

SDS URL  View SDS

If you do not already have the Chemical Information Detail Box open, then from your main chemical inventory list, double click on the chemical you would like to add, view, or change the SDS on.

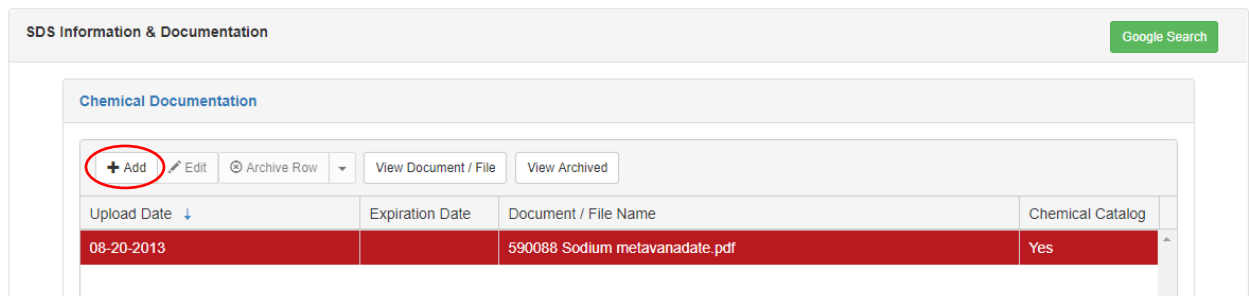
If an SDS is already associated with the chemical, it will appear in the Chemical Documentation box list. Highlight the documentation line and click the **View Document/File** button to view the SDS. This will open a new window with the SDS. **Review the SDS** and ensure it is the appropriate document for your chemical.

To **Change or Add a new Safety Data Sheet**, you can either choose an electronic file already saved on your computer, or you can search for an SDS using the Google Search function.

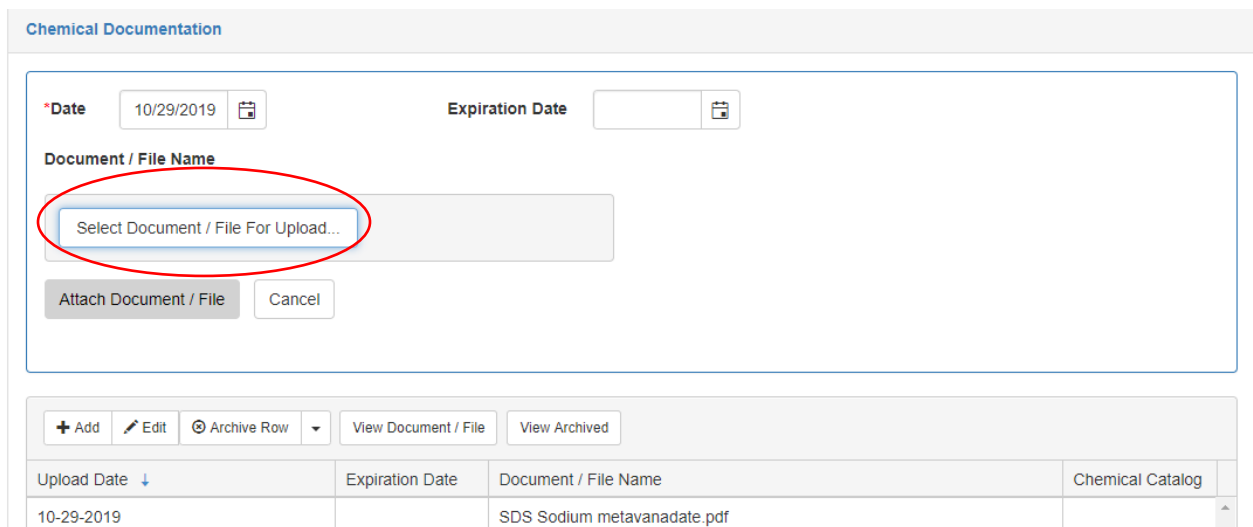


# EHS Assistant How-To Guide Chemical Inventory Management

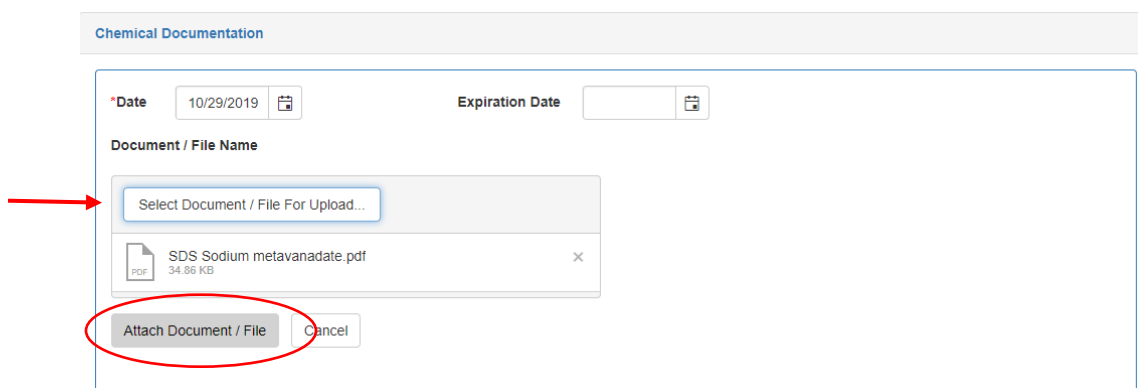
To upload an SDS you have saved, Click the +Add button.



This expand the Chemical Documentation window. Click the **Select Document/File for Upload** button.



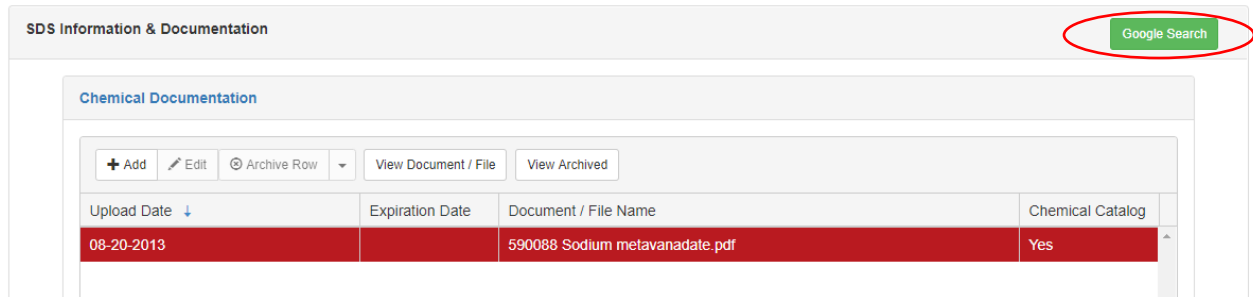
This will open your File search box. Find the SDS file you want to upload and open it in the search box. The new file will appear in the Chemical Documentation box. Click the Attach Document/File button to save the SDS in the Documentation List.



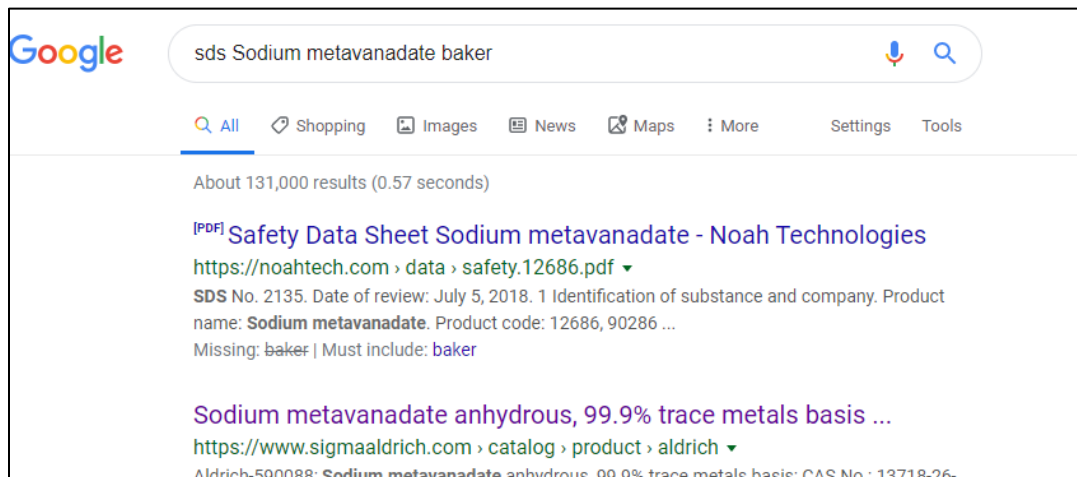
# EHS Assistant How-To Guide

## Chemical Inventory Management

If you do not have a Safety Data Sheet already saved on your computer, you can use the Google Search function to search for a new SDS. Click on the green Google Search button in the upper righthand corner of the SDS Information & Documentation Box.



A Google search window will open. Click on the link you would like to view.



Find the SDS in the link and open it. You can now copy the URL and paste it into the SDS URL box in the SDS Information & Documentation box in EHS Assistant.



Click Save at the bottom of the page to save the link in the Chemical Information Detail box.

## EHS Assistant How-To Guide Chemical Inventory Management

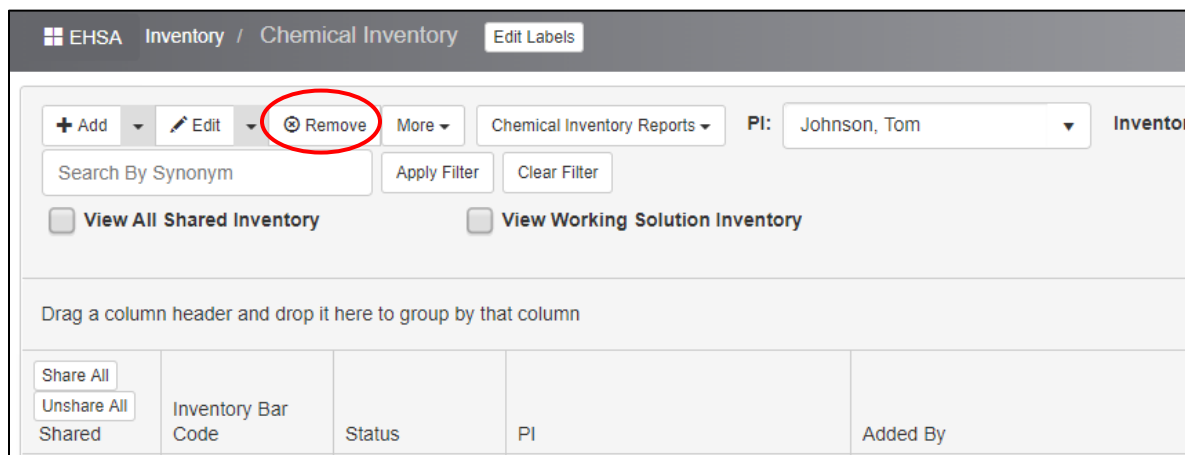
### Remove a Chemical

To remove a chemical from your inventory, login to EHS Assistant and click on the Chemical Inventory button (refer to instructions on pages 1 and 2 of this guide).

Click once on the chemical entry that you would like to remove to highlight it (shown in dark blue below).

Share All Unshare All Shared	Inventory Bar Code	Status	PI	Chemical Description	Multiple Ingredients?	PHS	SDS	Cas #	Hazard
<input type="checkbox"/>	0007563		Johnson, Tom	lithium dodecyl sulfate (LDS Sample Buffer Non-reducing)	No	No Selection		2044-56-6	
<input checked="" type="checkbox"/>	0007564		Johnson, Tom	Methanol	No	No Selection		67-56-1	
<input type="checkbox"/>	0007566		Johnson, Tom	Ponceau S High	No	No Selection		6226-79-5	

Click on the  **Remove** button at the top left of the screen.



The screenshot shows the EHS Assistant interface for Chemical Inventory. At the top, there is a navigation bar with 'EHS Assistant' and 'Inventory / Chemical Inventory'. Below this is a toolbar with buttons for '+ Add', 'Edit', 'Remove' (circled in red), and 'More'. There are also dropdown menus for 'Chemical Inventory Reports' and 'PI: Johnson, Tom'. Below the toolbar is a search bar labeled 'Search By Synonym' and buttons for 'Apply Filter' and 'Clear Filter'. There are two checkboxes: 'View All Shared Inventory' and 'View Working Solution Inventory'. Below this is a text prompt: 'Drag a column header and drop it here to group by that column'. At the bottom, there is a table with columns: 'Share All', 'Unshare All', 'Shared', 'Inventory Bar Code', 'Status', 'PI', and 'Added By'.

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Choose the reason for removal of the container(s) from your inventory from the pop up's drop down list. If you use all of a container and do not plan to replace it, choose "Used." If a container was disposed as a hazardous waste, choose "Waste." If you gave the container to another lab, choose "Transferred."

You can choose more than one entry by clicking the box highlighted in yellow to the right hand side of the screen.

Inventory Bar Code	Chemical Description	Multiple Ingredients?	PHS	Select For Removal
0007563	lithium dodecyl sulfate (LDS Sample Buffer Non-reducing)	No	No Selection	<input type="checkbox"/>
0007564	Methanol	No	No Selection	<input checked="" type="checkbox"/>
0007566	Ponceau S High	No	No Selection	<input type="checkbox"/>

After you have chosen the container(s) you wish to remove, click the Remove button.

Inventory Bar Code	Chemical Description	Multiple Ingredients?	PHS	Select For Removal
0007563	lithium dodecyl sulfate (LDS Sample Buffer Non-reducing)	No	No Selection	<input type="checkbox"/>
0007564	Methanol	No	No Selection	<input checked="" type="checkbox"/>
0007566	Ponceau S High	No	No Selection	<input type="checkbox"/>

The chemical has now been removed from your inventory.

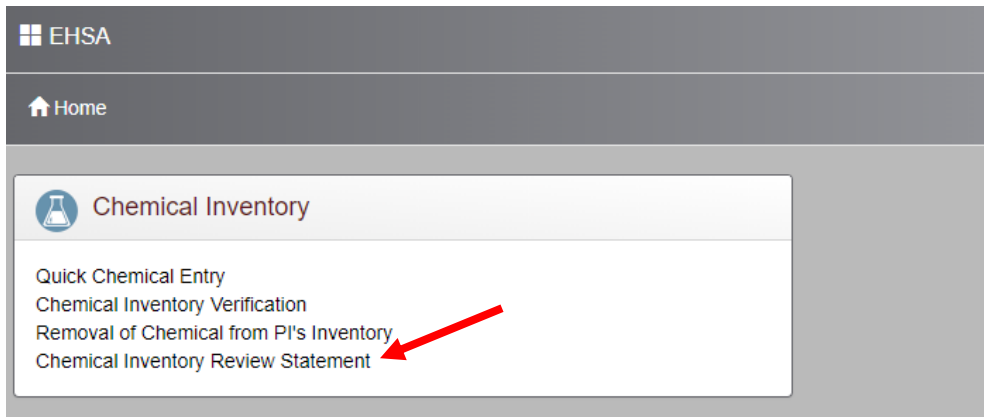
### Biennial Chemical Inventory Review Confirmation

Twice per year, you will receive an e-mail from [TXStEHSRMReport@txstate.edu](mailto:TXStEHSRMReport@txstate.edu). The e-mail will let you know that it is time for you to review your chemical inventory to ensure it is accurate and up-to-date for the University's regulatory reporting requirements.

Before taking action on the review statement, please go to **Quick Chemical Entry**, and review your inventory to ensure that what you are reporting is accurate, as this information is used for the University's federal and state regulatory reporting obligations.

To confirm that your chemical inventory is current and correct, login to EHS Assistant and click on the Chemical Inventory button (refer to instructions on pages 1 and 2 of this guide).

Click on **Chemical Inventory Review Statement**.



Read the statement, ensure that your permit number is checked and the date is current, and click the **Submit** button. Notification will be sent to EHSRM that your inventory is current.

