Chemical Inventory Training Tutorial

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Login to the Chemical Inventory Web Site

STEP 1: Type: [https://ehsaweb.wusm.wustl.edu](https://ehsaweb.wusm.wustl.edu) in your web browser address bar.

STEP 2: Click the Login button to proceed to WUSTL Key Login Page

Click “Login”.

Please use your WUSTL KEY to log into EHS Assist web site.

EHS Chemical Inventory: [Submit trouble Tickets](#) | [Self-paced Training](#) | [Tutorial Handout (pdf)](#) | [Policy](#) | [Guidelines](#)

If you have not yet created your WUSTL KEY, you may still use your current SIS ID and Password. You will be redirected to the Create WUSTL Key Page.

If you do not have any WUSTL KEY, click [here](#) to create your WUSTL KEY.

Please call at ext. 59845 or 72679 for further inquiry.
STEP 3: Enter your WUSTL key login ID and Password. All Users must have WUSTL KEY to access to the Chemical Inventory website.

Granting Access to a Lab Contact/Lab Worker

Primary Investigators (PI) already have access to the system

PI or designated Lab Personnel can grant access to other Lab personnel by following STEPS below.

STEP 1: On the Chemical Inventory system Main Menu page, click Permit Worker Registration.
STEP 2: On the Lab Worker List page, click Add New Worker.

STEP 3: On the New User Access page, Search/lookup the lab staff’s by last name. As you type last name, lookup list will appear. Click the appropriate lab personnel name to proceed to the next page. You can also enter Lab staff’s employeeID and press Submit to proceed.
STEP 4: On the **Access Request Registration Form**, please verify the Lab staff’s e-mail address. An e-mail confirmation will be sent to this e-mail address.

*(If the information is incorrect, we encourage users to revise the appropriate data in their [HRMS Self-Service](#) account.)*

Step 4: Validate Lab personnel information

[access request form image]

STEP 5: Once the information has been reviewed, select an **Access Role** by clicking the magnifying glass icon.

Step 5: Magnifying glass: access Role Lookup Screen

[access request form image]
Select an Access Role to the user by clicking “Select” link next to the Group name column. Role permission rights are as follows:

a. **Lab Contact** – acts as a representative for the PI. This role has permission to allow/deny/edit access of other Lab Staff. Lab contact can also add/edit/delete inventory data.
b. **Lab Worker** – This role has permission to add/edit/delete inventory data
c. **Read Only** – this role only has permission to view the inventory data.

### Step 5: Selecting Access Role Screen

The **Access Request Registration Form** will reappear with the **Access Role** field populated. Press **Submit button**.

### Step 5: Final Submit

Please **Review** the contact information. If any information is wrong, please correct by editing the information in your HRMS Self-Service account. Access confirmation will be e-mailed to this e-mail address. **Please note:** Changes made to your employee HRMS Self-Service account will be reflected on this system in approximately 24 hours.

- **First Name**: Eric
- **Last Name**: Knoll
- **Addl/Campus Box**: OLIN RESIDENCE HALL
- **Work Phone**: 362-6870
- **Email Address**: knolle@wusm.wustl.edu
- **Department Code**: 0136
- **Primary Department Name**: Environmental Health & Safety
- **Select Access Role**: Lab Contact

**Click “Submit”.**
A confirmation email notification page will appear. Press “OK” button to send email confirmation to the user. (Note: Please check your JUNK email folder, if you have not received any confirmation e-mail)

Step 5: E-mail Confirmation

The user’s name will appear at the newly registered workers page. At this point, user is granted access to the system.
Add Chemical Inventory

STEP 1: On the Chemical Inventory System **Main Menu** page, click **Inventory link**.

Choose PI

PI: Test, Ima

- **Inventory**
- **Help**
- **Reports**
- **Help**
- **Permit Worker Registration**
- **Help**

Click the "Inventory" link.
STEP 2: On the Chemical Inventory List page, click Add Chemical button. Add chemical form will appear.
STEP 3: Fill out the Add Chemical form with necessary required fields

Enter Chemical Description Field: Chemical description field can be filled either by selecting from chemical lookup list or by entering a complete chemical name.

3A: Selecting from Chemical lookup list: As you type the chemical name, a lookup list will appear. You may select an appropriate chemical name from the lookup list.

OR

Entering/Typing Complete Chemical Name: Enter the complete chemical name

3B: Selecting from Advanced Search: The “Advanced Search” allows you to search the “Chemical Catalog” by chemical description, catalog number, smiles notations, or will allow you to search your “Personal Catalog”; current and past received inventory items.
Fill in the information desired in the “Advanced Search” options and click “Show” to produce a list of possible chemicals. Clicking a chemical in the list will populate the “Add Chemical” form. The “Chemical Factsheet” is available for those items included in the “Chemical Catalog”.

### Chemical Catalog Advanced Search

<table>
<thead>
<tr>
<th>CAS #</th>
<th>Chemical Description</th>
<th>Catalog #</th>
<th>Vendor Smiles</th>
<th>Fact Sheet</th>
</tr>
</thead>
<tbody>
<tr>
<td>67-63-0</td>
<td>Isooctyl alcohol ≥99.7%, FCC</td>
<td>W92907_ALDRICH</td>
<td>OC(C)C</td>
<td>Chemical Factsheet</td>
</tr>
<tr>
<td>67-63-0</td>
<td>Isooctyl alcohol meets EP, BP, USP testing specifications</td>
<td>19782_STAL</td>
<td>OC(C)C</td>
<td>Chemical Factsheet</td>
</tr>
<tr>
<td>67-63-0</td>
<td>Isooctyl alcohol meets USP testing specifications</td>
<td>19030_STAL</td>
<td>OC(C)C</td>
<td>Chemical Factsheet</td>
</tr>
</tbody>
</table>

Complete the “Add Chemical” form.

**Lab**

Select Lab from the Lab drop down selection. If Lab is not available in drop down selection, click “Lab not found? Click here...” link to submit a form to make a request to add a lab.

<table>
<thead>
<tr>
<th>Lab</th>
<th>Chemical Catalog</th>
</tr>
</thead>
<tbody>
<tr>
<td>Busch Lab: 00151</td>
<td></td>
</tr>
<tr>
<td>BJC Institute of Health (BPB1): 07110</td>
<td></td>
</tr>
</tbody>
</table>

**Physical State**

Check a physical state for the chemical

- Gas
- Liquid
- Solid

Select a “Physical State”.

Environmental Health & Safety, Washington University in St. Louis, Campus Box 1010, One Brookings Drive, St. Louis, Missouri 63130-4899, (314) 362-6816, Fax: (314) 935-9266, http://ehs.wustl.edu
Number of Containers: Enter number of containers
Quantity per Container: Enter Quantity per Container
Unit of Measure: Select a unit of measure

Supplemental Chemical Information
Enter "# of Containers", "Quantity per Container" and "Unit of Measure".

Molecular Weight
Stored Location

STEP 4: Press either "Save & Add Another Chemical" or "Save/Return" buttons to add the chemical to your inventory
Adding/Receiving Requisitions Chemical to the chemical inventory

Approved chemical purchase order information will be available to the chemical inventory system next business day of the approved PO date. Once the lab or department personnel receives the PO delivery, lab personnel can login to the chemical inventory system and press “Receive All” button to add all chemical PO to the inventory.

STEP 1: Click Requisitions link to view requisitions list from main menu.

NOTE: If you receive a warning message like the following screen, it means you must enter required information before you add your chemical PO to the inventory list.
Click “Edit” link to start entering necessary required fields for a requisition item.

**Editing Chemical Inventory Item**

**STEP 1:** From the **Main Menu** page, click **Inventory** link.
STEP 2: On the Chemical Inventory List page, click edit for the chemical that you want to edit for.

STEP 3: Enter or Update necessary form fields and Press “Save…” button to save your changes.
Remove Chemical inventory Item from Inventory

STEP 1: From the Main Menu page, select Inventory.

STEP 2: On the Chemical Inventory page, identify the chemical items that you would like to remove and select removal reasons from the drop down. By Pressing “Remove” button will remove the items.
Sharing Chemical Inventory Information

Chemical inventory information can be shared within the Primary Investigator’s department

**STEP 1:** From the **Main Menu** page, click **Inventory link**.

**Choose PI**

**Pl:** Test, Ima

- Click the “Inventory” link.
- Click the “Help” button.

**STEP 2:**
- Check **“Check All”** check box to share all chemical inventory information within PI’s department.
- Check **“Uncheck All”** NOT to share any chemical inventory information.
- A single chemical inventory item can be shared by checking a single chemical item share check box.
- A single chemical item can be “Uncheck” Not for sharing.
Click "Check All" to share all chemical information.

Click "UnCheck All" to remove sharing for all chemicals.

Uncheck a single item NOT to share.

Check a single item to share.
Search Shared Chemical Inventory Information

STEP 1: From the Main Menu page, click Inventory link.

Choose PI
PI: Test, Ima

Click the “Inventory” link.

STEP 2: check “Search Shared” radio button to view all shared chemical inventory information within the PI’s department.

Select “Search Shared....” to view chemical information shared by other labs within your department.
Search/Filter Chemical Inventory List

STEP 1: From the Main Menu page, click Inventory link.

Choose PI
PI: Test, Ima

STEP 2: Search Chemical(s) by Search keyword:
- Check “Show Chemicals where” radio button.
- Select your desired search field option: “Chemical Description”, “CAS #”, “Catalog #”, “Inventory #”, “Bar Code #” or “Comments”.
- Select a filter option: “Starts with..”, “Contains..” or “Equals”.
- Enter the search keyword or phrase and press “Show” button.
Search/Filter by Storage location:
- Check “Show Chemical by Storage Location” radio button. Storage location drop down list will appear.
- Select a storage location and press “Show” button. This will show list of chemical inventory item(s) for selected storage location.

Select “Show Chemicals by Storage Location”.

Search/Filter by Lab Location:
- Check “Show Chemical by Lab Location” radio button. Lab Location drop down list will appear.
- Select a lab location and press “Show” button. This will show list of chemical inventory item(s) for selected Lab location.

Select “Show Chemicals by Lab Location”. 
Search/Filter by Items Received/Ordered Date(s):
- Check "Items Received/Ordered Between" radio button.
- Select between date(s) month, day from drop down selection and enter year.
  Pressing "Show" button will show list of chemical inventory item(s) for Received/Orders dates range.

Search/View Disposed Inventory List:
- Check the "Disposed Inventory" radio button to view the disposed chemical inventory item.
Reports

STEP 1: From the Main Menu page, click Report link.

Choose PI
PI: Test, Ima

- Inventory
- Reports
- Permit Worker Registration

Click the “Reports” link.

STEP 2: Click a report from the report menu list. A PDF format report will generate.

Chemical Reports

- Chemical Inventory Bar Code Label (1.5x0.6) - Zebra Printers
- Current Chemical Inventory List - PDF

Exit Report Menu

Click report.