

Environmental Health and Safety

Chemical Inventory Training Tutorial

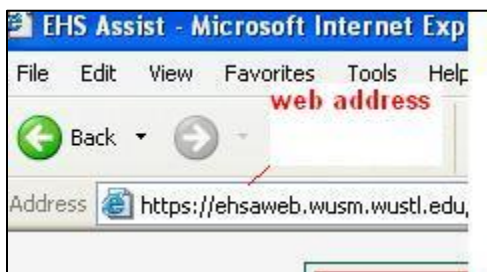
Table of Content

Login
Granting Access
Add Chemical Inventory
Adding/Receiving Requisitions chemical to inventory
Edit Chemical Inventory
Remove Chemical inventory Item from Inventory
Share Chemical Inventory
Search Shared Chemical
Search/Filter Chemical Inventory
Reports

Environmental Health and Safety

Login to the Chemical Inventory Web Site

STEP 1: Type: <https://ehsaweb.wusm.wustl.edu> in your web browser address bar.



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



Washington University in St. Louis

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.

WUSTL connect

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.

Environmental Health and Safety

STEP 3: Enter your WUSTL key login ID and Password. All Users must have WUSTL KEY to access to the Chemical Inventory web site.



The image shows a login form titled "WUSTL KEY" with a lock icon. It contains two input fields: "WUSTL KEY ID" and "WUSTL KEY Password". Below the first field is a link "Forgot WUSTL KEY ID?". Below the second field is a link "Forgot WUSTL KEY Password?". To the right of the password field is a "Login" button with a downward arrow. A "WUSTL KEY" logo is also present.

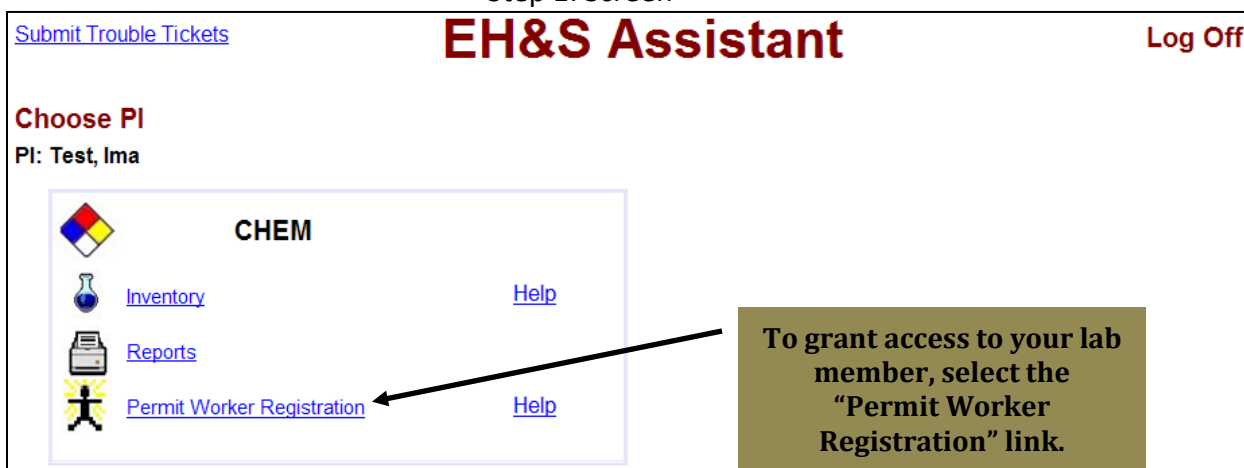
Granting Access to a Lab Contact/Lab Worker

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 1: Screen

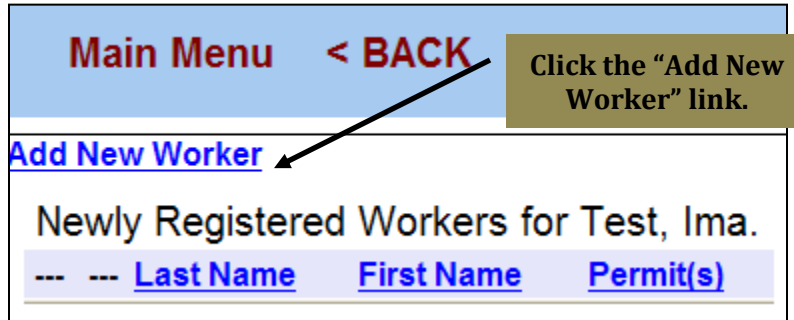


The screenshot shows the "EH&S Assistant" main menu. At the top left is a link "Submit Trouble Tickets" and at the top right is "Log Off". The main heading is "EH&S Assistant". Below it, the text "Choose PI" and "PI: Test, Ima" is displayed. A central box titled "CHEM" contains four menu items: "Inventory" (with a flask icon), "Reports" (with a printer icon), "Permit Worker Registration" (with a person icon), and "Help" (with a question mark icon). A callout box with an arrow points to the "Permit Worker Registration" link, containing the text: "To grant access to your lab member, select the 'Permit Worker Registration' link."

Environmental Health and Safety

STEP 2: On the **Lab Worker List** page, click **Add New Worker**.

Step 2: Screen



Main Menu < BACK

Click the "Add New Worker" link.

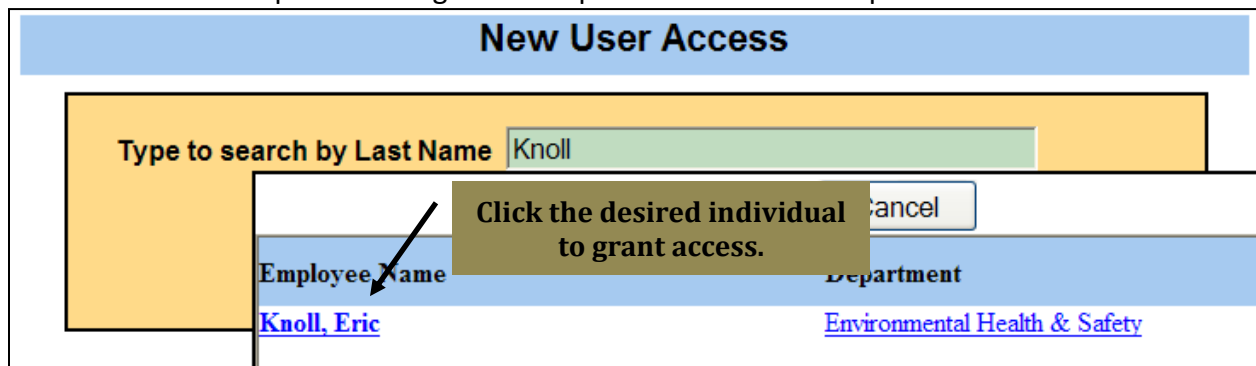
[Add New Worker](#)

Newly Registered Workers for Test, Ima.

---	---	Last Name	First Name	Permit(s)
-----	-----	---------------------------	----------------------------	---------------------------

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 3: Selecting from Lab personnel name lookup list



New User Access

Type to search by Last Name Knoll

Cancel

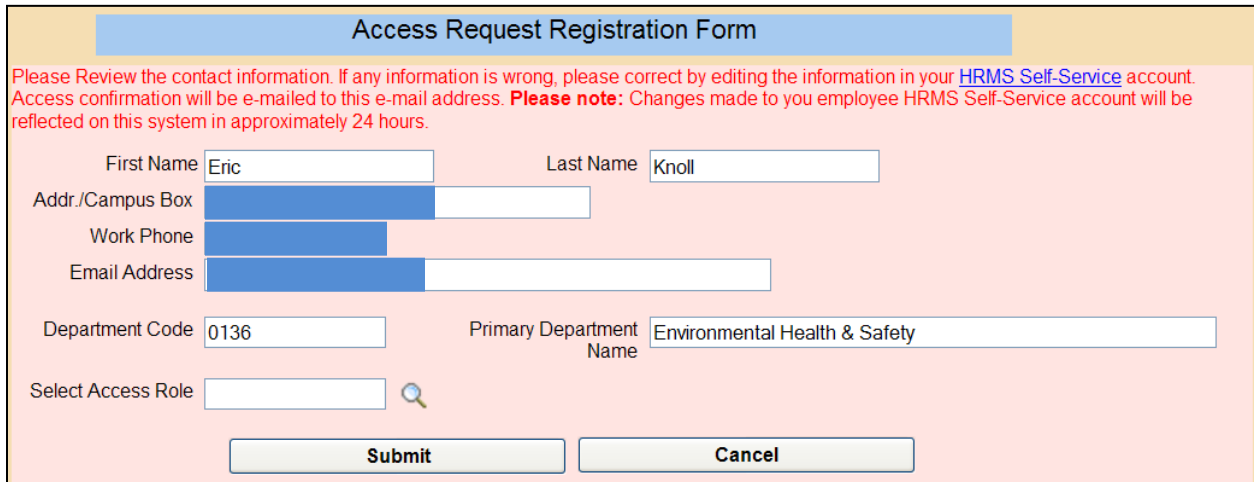
Click the desired individual to grant access.

Employee Name	Department
Knoll, Eric	Environmental Health & Safety

Environmental Health and Safety

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 Registration Form

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 you employee HRMS Self-Service account will be reflected on this system in approximately 24 hours.


First Name Last Name


Addr./Campus Box

Work Phone

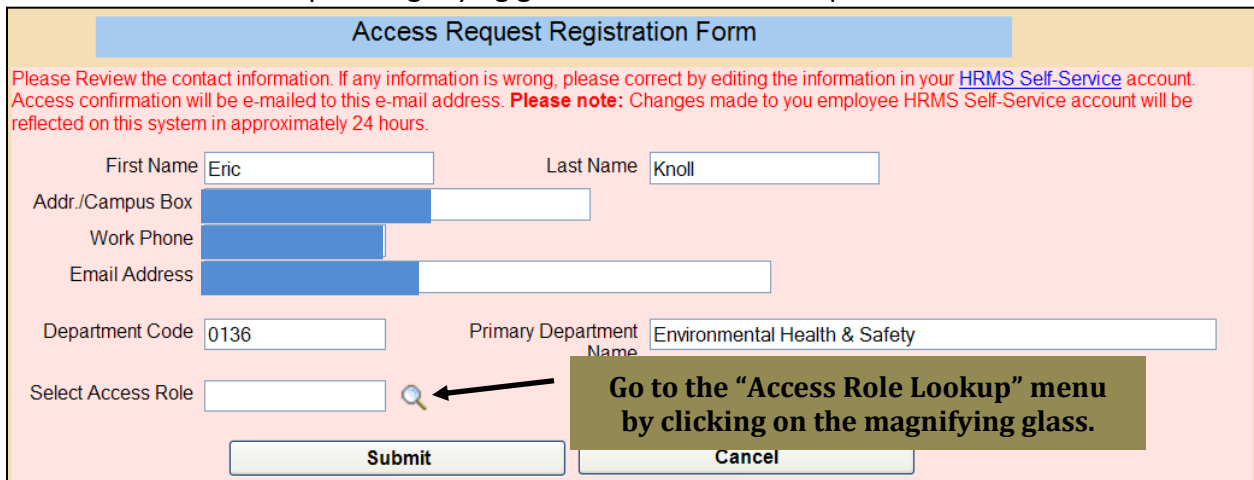
Email Address

Department Code Primary Department Name

Select Access Role 

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 Registration Form

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 you employee HRMS Self-Service account will be reflected on this system in approximately 24 hours.

First Name Last Name

Addr./Campus Box

Work Phone

Email Address

Department Code Primary Department Name

Select Access Role 

Go to the "Access Role Lookup" menu by clicking on the magnifying glass.

Environmental Health and Safety

Select an Access Role to the user by clicking “Select” link next to the Group name column

Role permission rights are as follows:

- 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.
- Lab Worker** – This role has permission to add/edit/delete inventory data
- Read Only** – this role only has permission to view the inventory data.

Step 5: Selecting Access Role Screen

Pick a Group Name

	<u>Group Name</u>	<u>Security Role Description</u>
Select	Lab Contact	* Chemical Inventory (Add, Edit and Dispose Chemical Inventory Items) * Permit Worker Registration(Allow/Deny/Edit access permission for existing/new worker)
Select	Lab Workers	* Chemical Inventory (Add, Edit and Dispose Chemical Inventory Items)
Select	Read Only	* Chemical Inventory (Read Only)

Click a "Select" link to select a user's group permission or role.

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

Step 5: Final Submit

Access Request Registration Form

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 you employee HRMS Self-Service account will be reflected on this system in approximately 24 hours.

First Name Last Name

Addr./Campus Box

Work Phone

Email Address

Department Code Primary Department Name

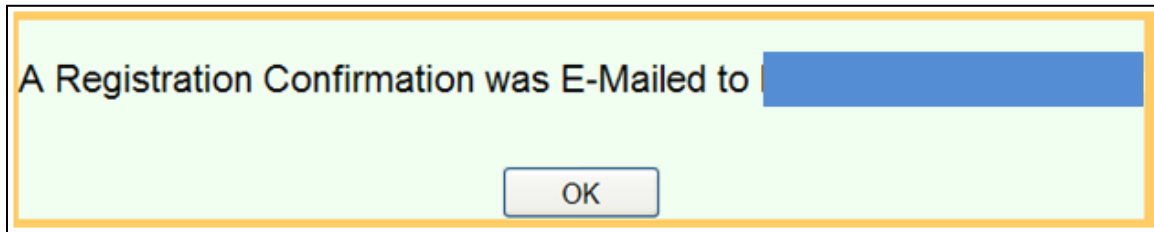
Select Access Role

Click "Submit".

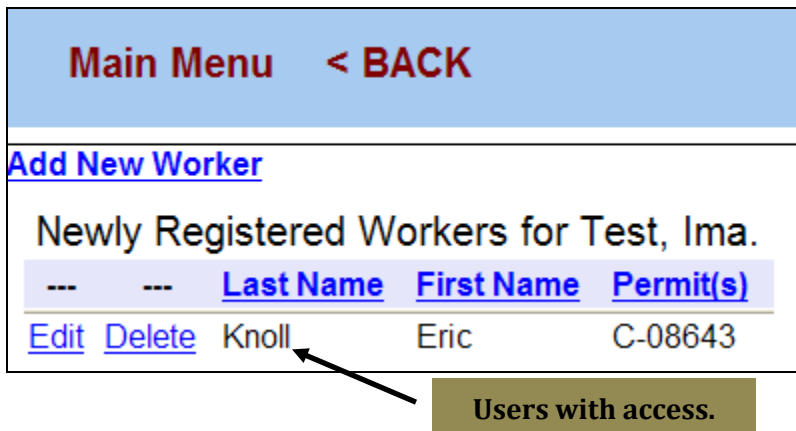
Environmental Health and Safety

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.



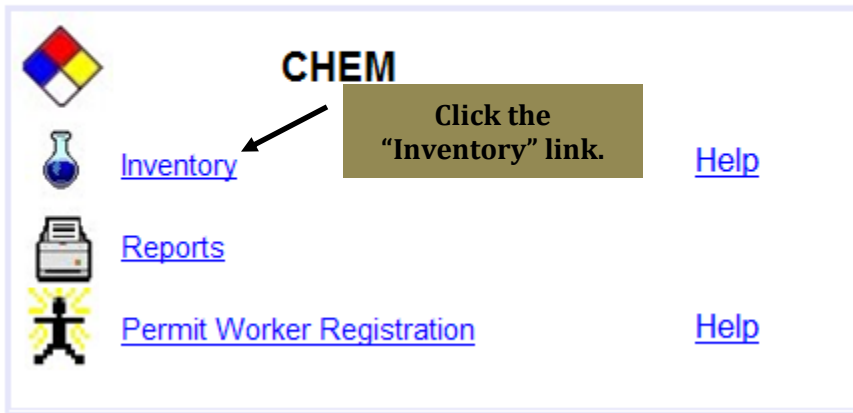
Environmental Health and Safety

Add Chemical Inventory

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

Choose PI

PI: Test, Ima



The screenshot shows a web interface for the CHEM system. At the top left is a diamond-shaped hazard symbol. Below it are three icons: a flask, a printer, and a person with a radiation symbol. To the right of these icons are the links "Inventory", "Reports", and "Permit Worker Registration". Each link has a "Help" link to its right. A callout box with an arrow points to the "Inventory" link, containing the text "Click the 'Inventory' link." The word "CHEM" is displayed in large, bold letters above the links.

Environmental Health and Safety

STEP 2: On the **Chemical Inventory List** page, click **Add Chemical** button. Add chemical form will appear.

Main Menu < BACK
Test, lma

Current Inventory
 Disposed Inventory
 Search Shared Environmental Health & Safety

- Items Received/Ordered Between
- Items Received/Ordered on
- All Items
- Show me Chemicals where
- Show Chemicals by Lab Location
- Show Chemicals by 1st Letter
- Show Chemicals by Storage Location

Click "Add Chemical".

Add Chemical

Share: Check All Uncheck All

1 | 2 Page 1 of 2. Display 50 rows per page.

Share		Remove	Inventory #	Catalog #	CAS #		
<input type="checkbox"/>	Highlight	Edit	<input type="text" value=""/>	11104328	48639_SUPELCO	95-50-1	1,2-Dichlorobenz methanol, ampul
<input type="checkbox"/>	Highlight	Edit	<input type="text" value=""/>	11103488		456-48-4	3-Fluorobenzalde

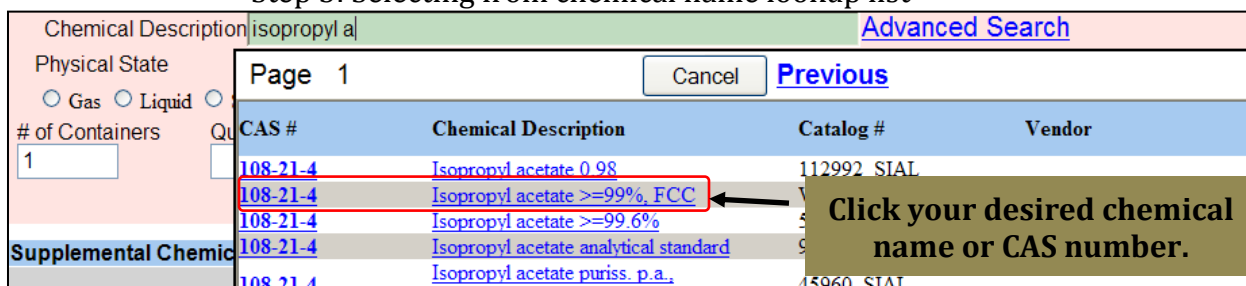
Environmental Health and Safety

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.

Step 3: Selecting from chemical name lookup list



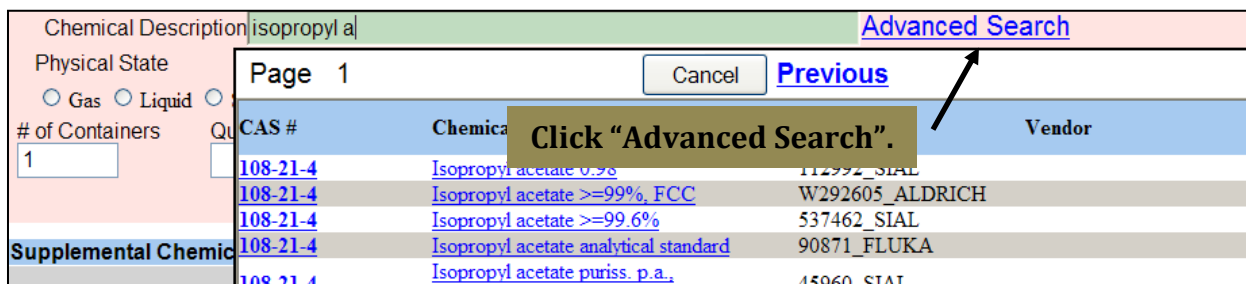
CAS #	Chemical Description	Catalog #	Vendor
108-21-4	Isopropyl acetate 0.98	112992	SIAL
108-21-4	Isopropyl acetate >=99%, FCC		
108-21-4	Isopropyl acetate >=99.6%		
108-21-4	Isopropyl acetate analytical standard		
108-21-4	Isopropyl acetate puriss. p.a.,	45960	SIAT

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.



Environmental Health and Safety

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

Cancel

Fill in the appropriate options and click “Show”.

Show me Chemicals where **Chemical Description** Starts with... isopropyl al **Show**

Show me Chemicals that are in my “Personal Catalog” (previously received)

3 Found. Click the Chemical's CAS# or Description to select it.

CAS #	Chemical Description	Catalog #	Vendor	Smiles	Fact Sheet
67-63-0	Isopropyl alcohol >=99.7%_FCC	W292907_ALDRICH		OC(C)C	Chemical Factsheet
67-63-0	Isopropyl alcohol meets EP_BP_USP testing specifications	I9782_SIAL		OC(C)C	Chemical Factsheet
67-63-0	Isopropyl alcohol meets USP testing specifications	I9030_SIAL		OC(C)C	Chemical Factsheet

Click an item to populate the “Add Chemical” form.

“Chemical Factsheet”.

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.

Lab:

BJC Institute of Health (BRB1): 07110

Busch Lab: 00151

Physical State

Check a physical state for the chemical

Physical State

Gas Liquid Solid

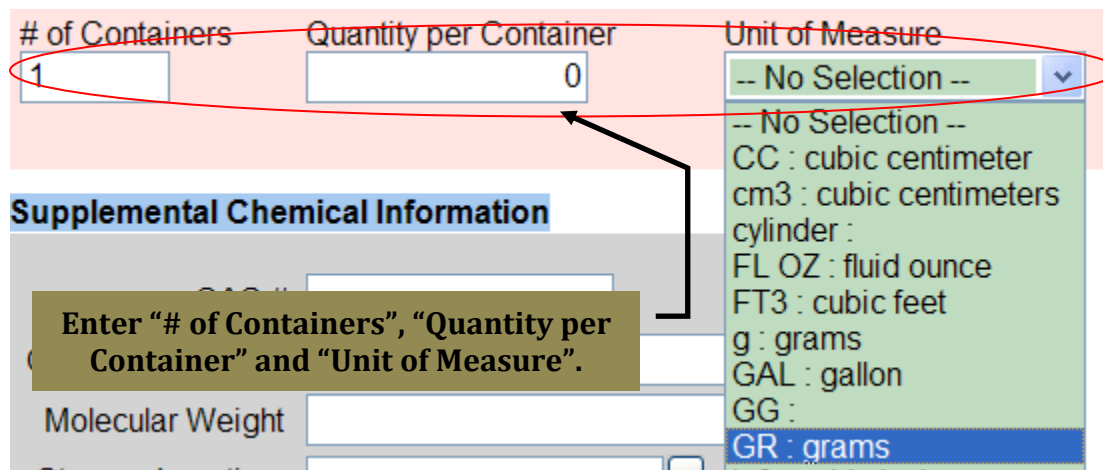
Select a “Physical State”.

Environmental Health and Safety

Number of Containers: Enter number of containers

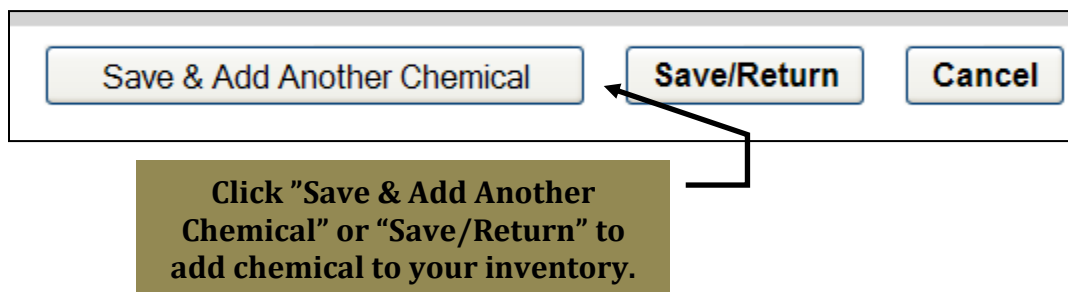
Quantity per Container: Enter Quantity per Container

Unit of Measure: Select a unit of measure



The screenshot shows a form with three input fields: "# of Containers" (containing '1'), "Quantity per Container" (containing '0'), and "Unit of Measure" (a dropdown menu). A red oval highlights these three fields. A callout box with an arrow pointing to the "Unit of Measure" dropdown contains the text: "Enter '# of Containers', 'Quantity per Container' and 'Unit of Measure'." The dropdown menu is open, showing options: "-- No Selection --", "CC : cubic centimeter", "cm3 : cubic centimeters", "cylinder :", "FL OZ : fluid ounce", "FT3 : cubic feet", "g : grams", "GAL : gallon", "GG :", and "GR : grams". Below the form, a section titled "Supplemental Chemical Information" is partially visible, showing fields for "Molecular Weight" and "Chemical Name".

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



The screenshot shows a button bar with three buttons: "Save & Add Another Chemical", "Save/Return", and "Cancel". A callout box with an arrow pointing to the "Save/Return" button contains the text: "Click 'Save & Add Another Chemical' or 'Save/Return' to add chemical to your inventory."

Environmental Health and Safety

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.



The screenshot shows two parts of the CHEM system interface. On the left is the main menu with a 'Requisitions' link. On the right is a detailed view of the requisitions list. A callout box points to the 'Receive All' checkbox in the detailed view.

Click “Receive All” at the main screen or check “Receive All” when viewing requisitions.

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.

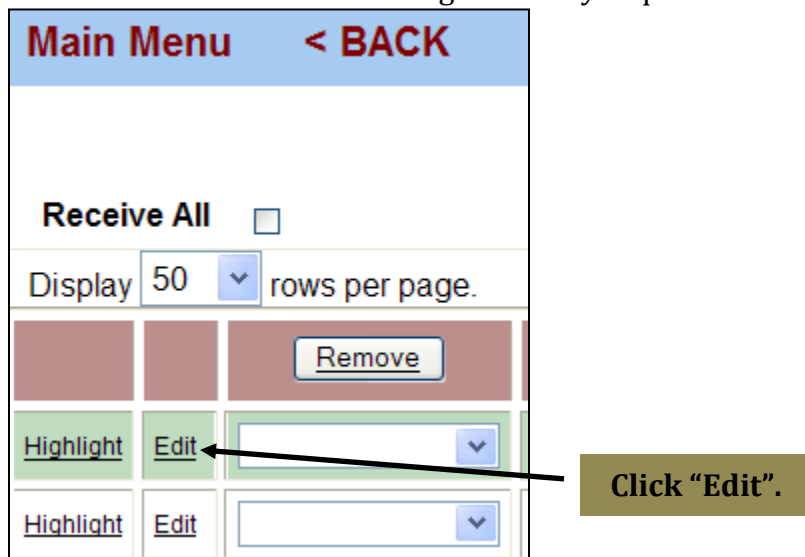


The screenshot shows a warning message dialog box with a yellow warning icon. The message text is: "(0) items were received into inventory. (93) items WERE NOT RECEIVED because required information is either missing or invalid. Please correct the invalid information and add a "Received Date" to receive these items into inventory."

OK

Environmental Health and Safety

Click “Edit” link to start entering necessary required fields for a requisition item.



Main Menu < BACK

Receive All

Display 50 rows per page.

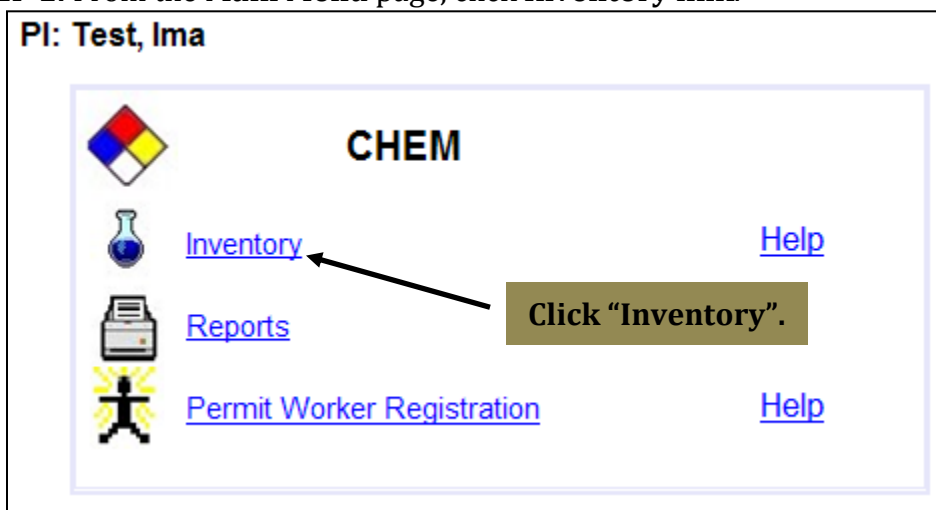
Remove

Highlight	Edit	
Highlight	Edit	

Click “Edit”.


Editing Chemical Inventory Item


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




PI: Test, Ima

CHEM

 [Inventory](#) [Help](#)

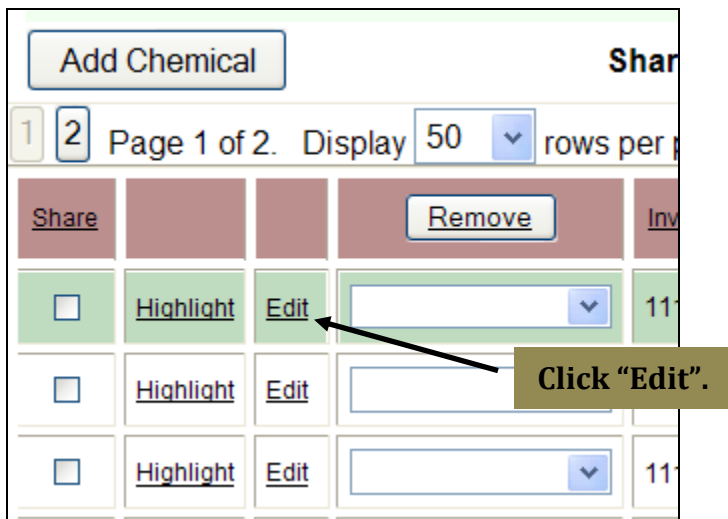
 [Reports](#)

 [Permit Worker Registration](#) [Help](#)

Click “Inventory”.

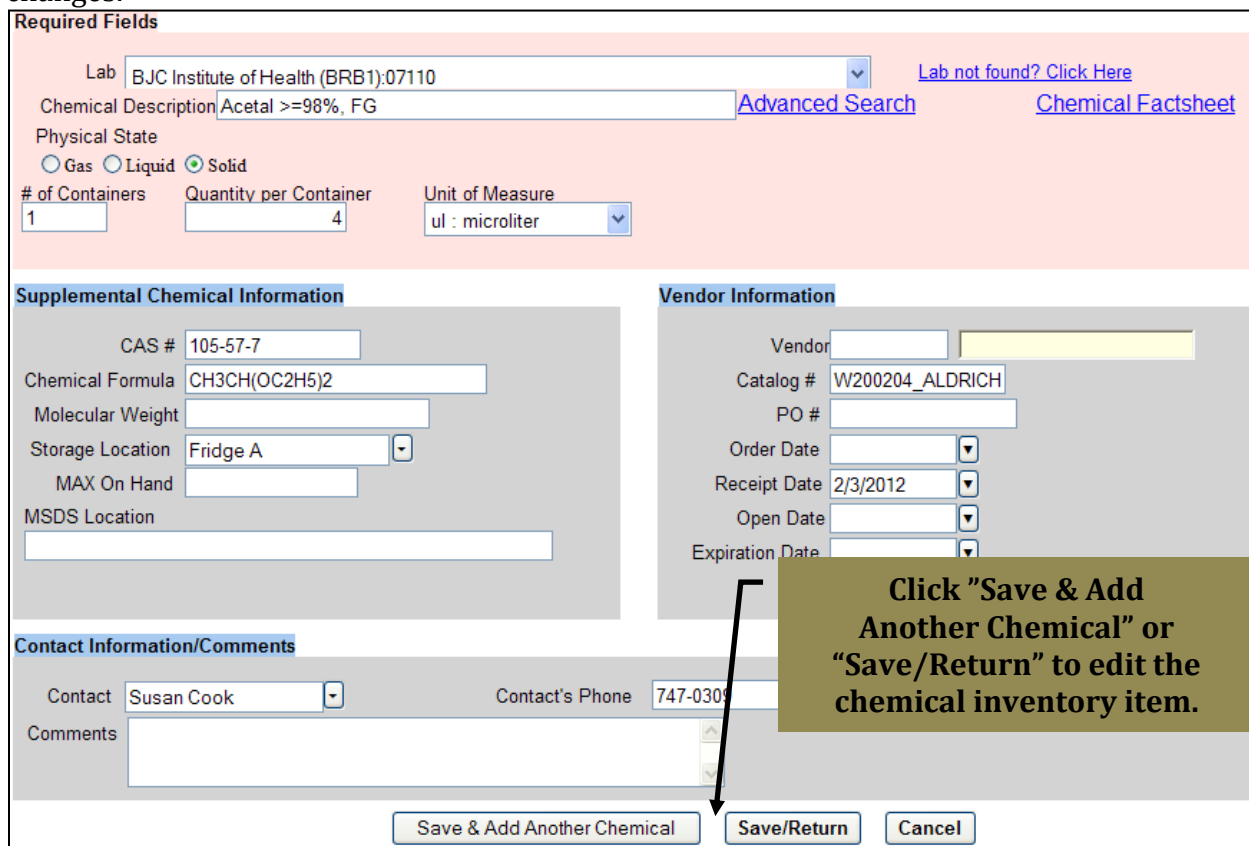
Environmental Health and Safety

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



The screenshot shows a table with columns for 'Share', 'Highlight', 'Edit', and 'Inventory'. The 'Edit' button for the first row is highlighted with a callout box that says "Click 'Edit'".

STEP 3: Enter or Update necessary form fields and Press **"Save..."** button to save your changes.



The screenshot shows the edit form for a chemical. The form is divided into several sections:

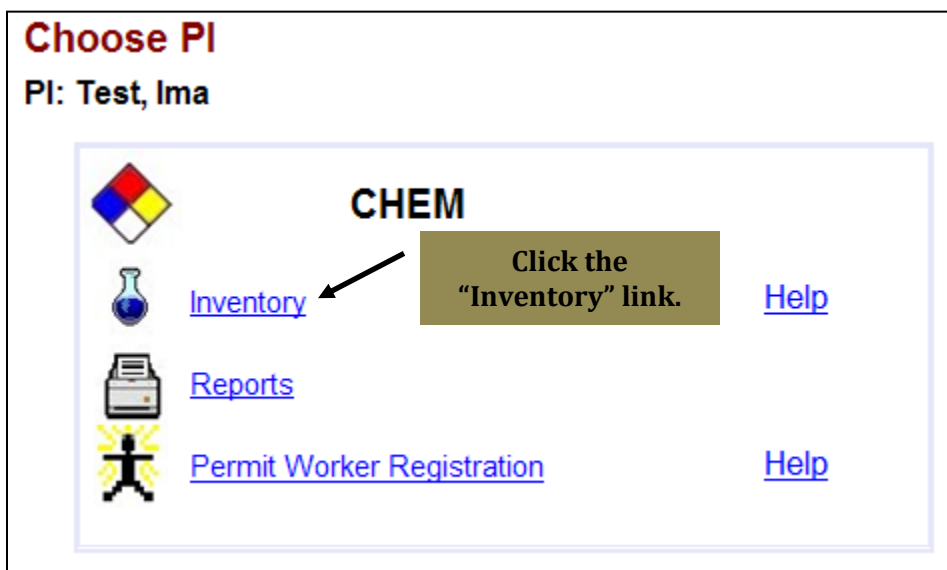
- Required Fields:** Lab (BJC Institute of Health (BRB1):07110), Chemical Description (Acetal >=98%, FG), Physical State (Solid selected), # of Containers (1), Quantity per Container (4), Unit of Measure (ul : microliter).
- Supplemental Chemical Information:** CAS # (105-57-7), Chemical Formula (CH3CH(OC2H5)2), Storage Location (Fridge A), MAX On Hand, MSDS Location.
- Vendor Information:** Vendor, Catalog # (W200204_ALDRICH), PO #, Order Date, Receipt Date (2/3/2012), Open Date, Expiration Date.
- Contact Information/Comments:** Contact (Susan Cook), Contact's Phone (747-0309), Comments.

At the bottom of the form, the "Save & Add Another Chemical" button is highlighted with a callout box that says "Click 'Save & Add Another Chemical' or 'Save/Return' to edit the chemical inventory item."

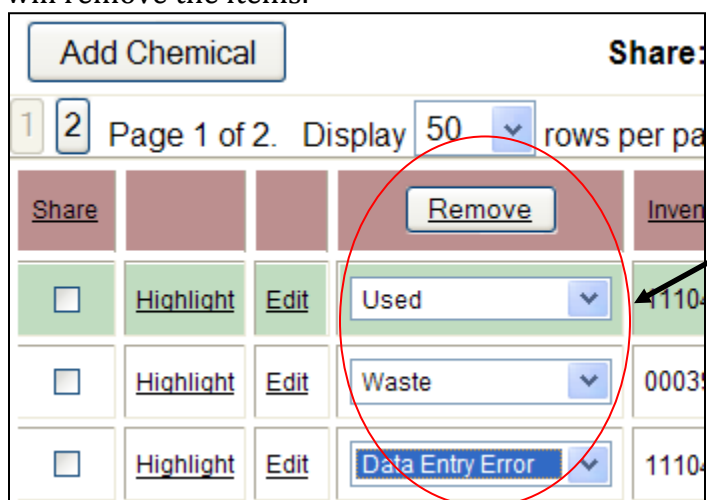
Environmental Health and Safety

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.



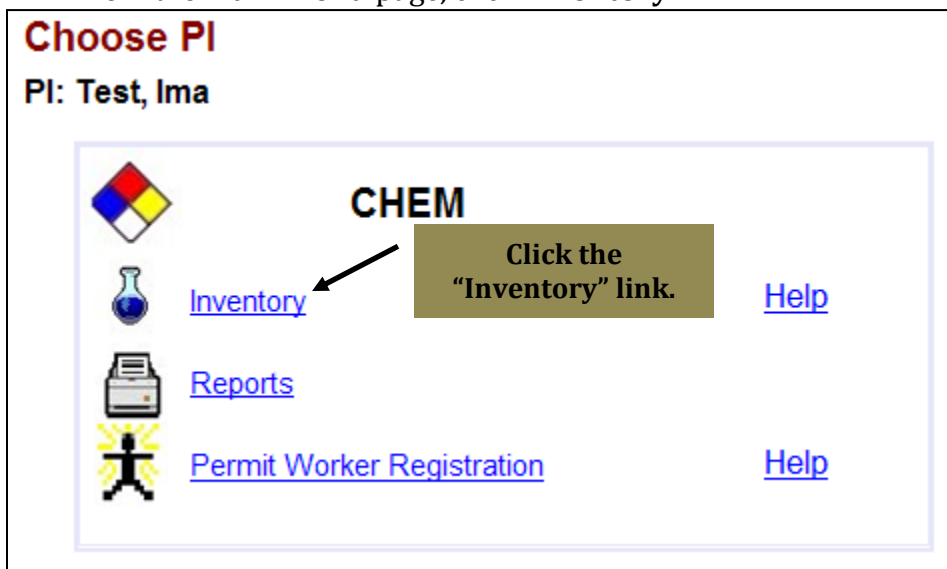
Use the drop down to select removal reason and then click "Remove".

Environmental Health and Safety

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.



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 "Unchecked" Not for sharing.

Environmental Health and Safety

Click "Check All" to share all chemical information.

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

Add Chemical Share: Check All Uncheck All

Page 1 of 2. Display 50 rows per page.

Share		Remove	Inventory #	Catalog #	CAS #	
<input checked="" type="checkbox"/>	Highlight	Edit	<input type="text"/>	11104375	W200204_ALDRICH	105-57-7
<input type="checkbox"/>	Highlight	Edit	<input type="text"/>	0003902		64-19-7
<input checked="" type="checkbox"/>	Highlight	Edit	<input type="text"/>	11104346	33085_SUPELCO	108-24-7

Uncheck a single item NOT to share.







Check a single item to share.

Environmental Health and Safety

Search Shared Chemical Inventory Information

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

Choose PI
PI: Test, Ima

**CHEM**
 [Inventory](#) 
 [Reports](#)
 [Permit Worker Registration](#) 

Click the "Inventory" link.

STEP 2: check "**Search Shared**" radio button to view all shared chemical inventory information within the PI's department.

Main Menu < **BACK** Test, Ima

Current Inventory Disposed Inventory **Search Shared Environmental Health & Safety**

- Items Received/Ordered Between
- Items Received/Ordered on
- All Items
- Show me Chemicals where
- Show Chemicals by Lab Location
- Show Chemicals by 1st Letter
- Show Chemicals by Storage Location





Select "Search Shared...." to view chemical information shared by other labs within your department.

Environmental Health and Safety

Search/Filter Chemical Inventory List

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

Choose PI
PI: Test, Ima

CHEM

[Inventory](#)

[Reports](#)

[Permit Worker Registration](#)

[Help](#)

[Help](#)

Click the "Inventory" link.

STEP 2: Search

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

Items Received/Ordered Between

Items Received/Ordered on

All Items

Show me Chemicals where

Show Chemicals by Lab Location

Show Chemicals by 1st Letter

Show Chemicals by Storage Location

Chemical Description ▼

Chemical Description

CAS #

Catalog #

Inventory #

Bar Code #

Comments

Starts with... ▼

Starts with...

Contains...

Equals...

isopropy

Show

Select "Show me Chemicals where".

Select a search field from the drop down.

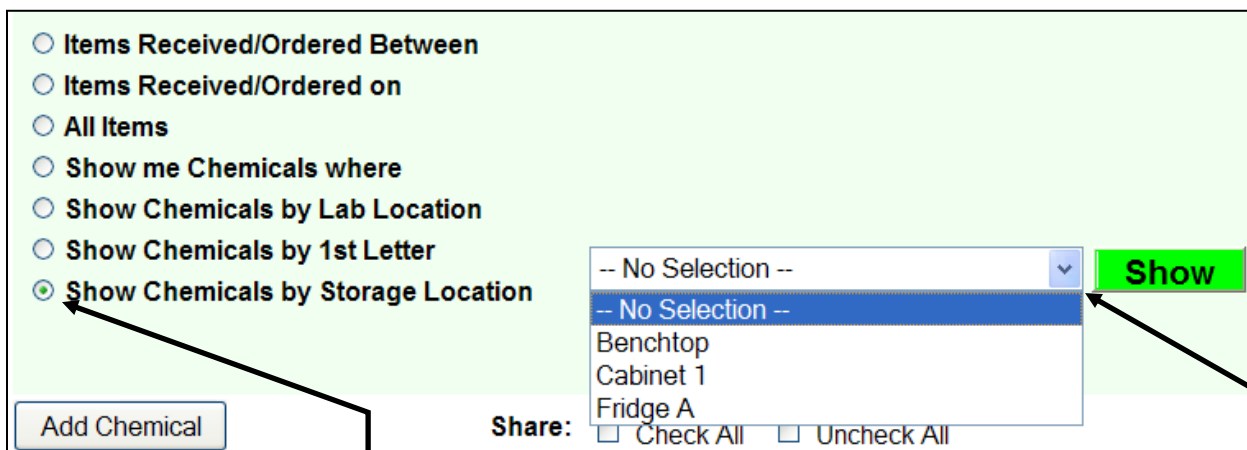
Select a filter option.

Enter a search phrase and click "Show".

Environmental Health and Safety

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.



Items Received/Ordered Between

Items Received/Ordered on

All Items

Show me Chemicals where

Show Chemicals by Lab Location

Show Chemicals by 1st Letter

Show Chemicals by Storage Location

Benchtop

Cabinet 1

Fridge A

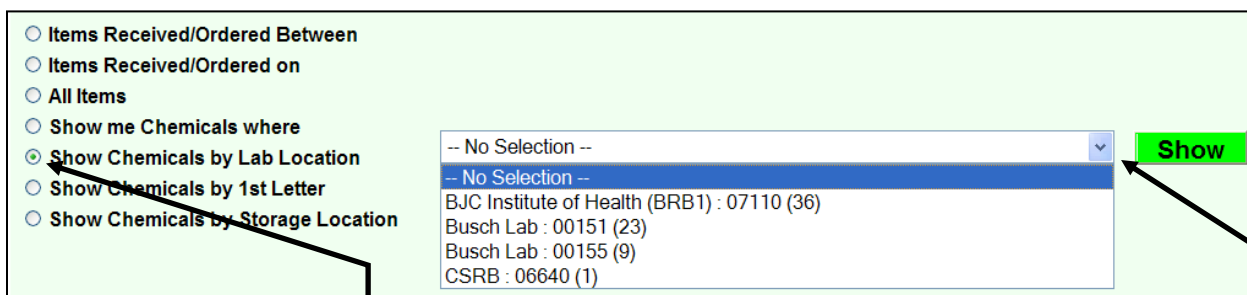
Share: Check All Uncheck All

Select “Show Chemicals by Storage Location”.

Select a “Storage name” and click “Show”.

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.



Items Received/Ordered Between

Items Received/Ordered on

All Items

Show me Chemicals where

Show Chemicals by Lab Location

Show Chemicals by 1st Letter

Show Chemicals by Storage Location

BJC Institute of Health (BRB1) : 07110 (36)

Busch Lab : 00151 (23)

Busch Lab : 00155 (9)

CSRB : 06640 (1)

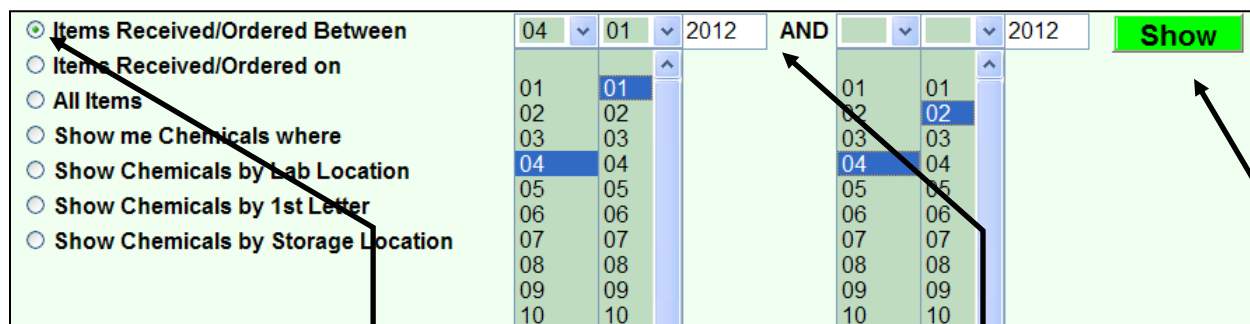
Select “Show Chemicals by Lab Location”.

Select a “Lab Location” and click “Show”.

Environmental Health and Safety

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.



The screenshot shows a search form with the following elements:

- A list of radio buttons on the left:
 - Items Received/Ordered Between
 - Items Received/Ordered on
 - All Items
 - Show me Chemicals where
 - Show Chemicals by Lab Location
 - Show Chemicals by 1st Letter
 - Show Chemicals by Storage Location
- Two date selection fields:
 - Field 1: Month (04), Day (01), Year (2012)
 - Field 2: Month (04), Day (04), Year (2012)
- An "AND" operator between the two date fields.
- A green "Show" button on the right.

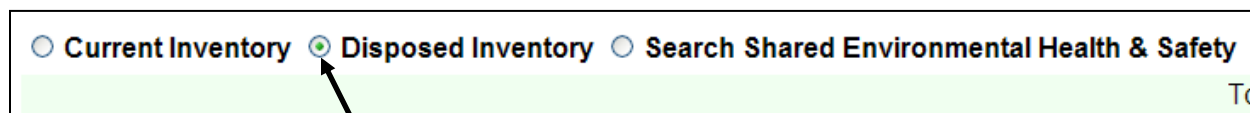
Select “Items Received/Ordered Between”.

Select a “Month”, “Day” and “Year” for beginning and end date.

Click “Show”.

Search/View Disposed Inventory List:

- Check the “Disposed Inventory” radio button to view the disposed chemical inventory item.



The screenshot shows a search form with the following elements:

- A list of radio buttons:
 - Current Inventory
 - Disposed Inventory
 - Search Shared Environmental Health & Safety
- A "To" label on the right side of the form.


Check “Disposed Inventory” radio button.




Environmental Health and Safety

Reports

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

Choose PI
PI: Test, Ima

**CHEM**

-  [Inventory](#) [Help](#)
-  [Reports](#) [Help](#)
-  [Permit Worker Registration](#) [Help](#)

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.