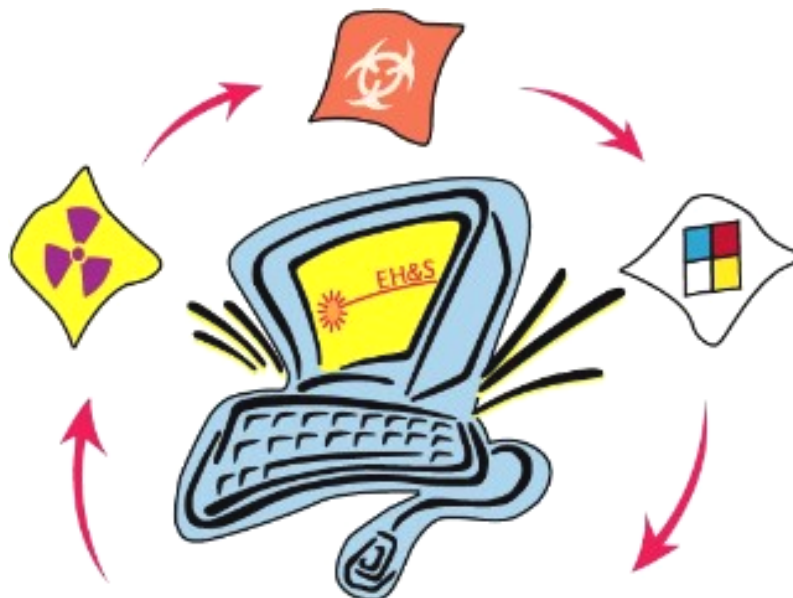




TEXAS TECH UNIVERSITY  
HEALTH SCIENCES CENTER

# Chemical Inventory User's Guide



**Environmental Health  
& Safety Assistant**

## Safety Services

<http://www.ttuhsc.edu/admin/safety/>

**Abilene**  
432-335-1820

**Amarillo**  
806-345-5788

**El Paso**  
915-783-5244

**Lubbock**  
806-743-2597

**Permian Basin**  
432-335-1820

## User's Guide to Environmental Health & Safety Assistant (EHSA)

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**LOG IN TO EHSA:**

Go to: <http://www.ttuhs.edu/admin/safety/chemlist>

You may log into the system using your eRaider credentials.

\*\*For assistance with your Username and/or Password contact Laboratory Safety in Lubbock at 806-743-2597.

\*\*Upon request by the PI, lab managers or other personnel can be given access.

EHA Login - Microsoft Internet Explorer provided by TTUHSC Information Technology

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Home Mail Print Taskbar

Address <http://66.230.0.177:1568/EXEC/0/0x4j5as1hxq4gh1gkbq4300z1jji>

[To Make a Chemical Waste Pickup Request, Click Here](#)

**Environmental Health & Safety Assistant Login**

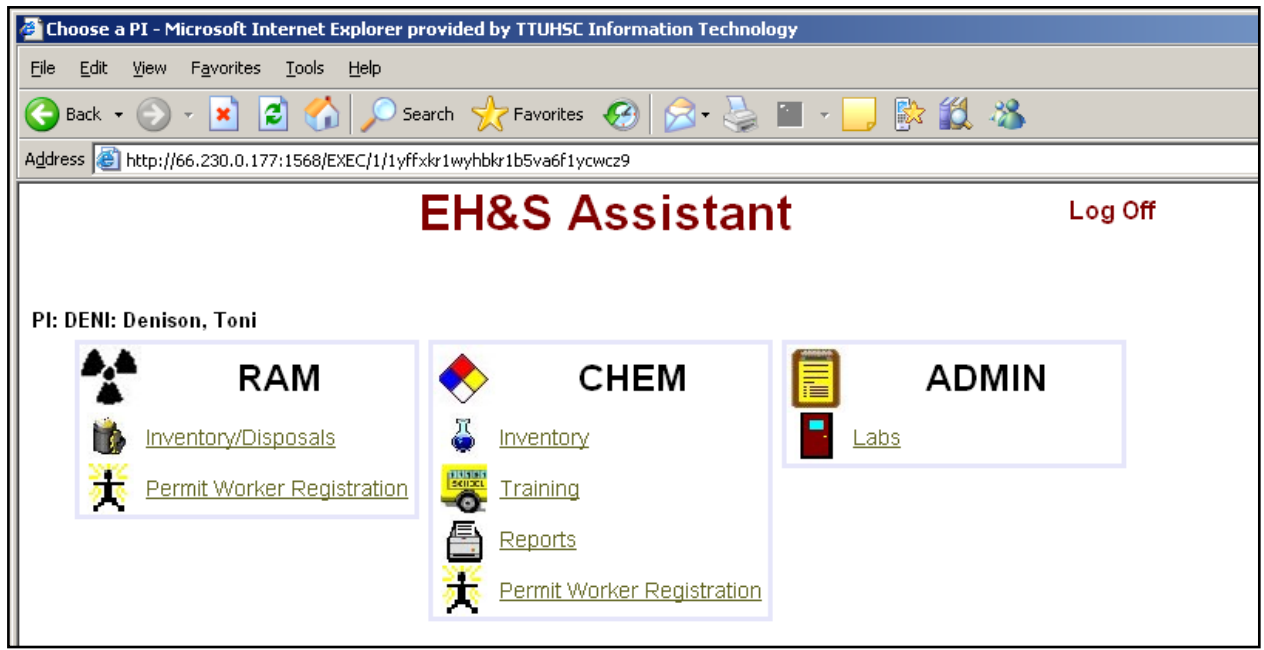
Username

Password

[Change Password](#)

**MAIN MENU:**

Once logged in you will be directed to the “Main Menu” page and should see the screen below. Anytime you wish to return to the Main Menu from any of the links on this page, click **Main Menu** or **<BACK** in the upper left hand corner.



## INVENTORY:

Click on [Inventory](#) from the Main Menu. It should take you to a similar screen with ***your*** inventory information. There will be a slight delay as your inventory information is being uploaded.

Here, you can Add, Dispose, or Review the items from your chemical inventory.

The screenshot shows a web browser window displaying a chemical inventory management interface. The interface includes a navigation bar with 'Main Menu < BACK', user information 'PI DENI Denison, Toni', and a 'Log Off' button. Below the navigation bar are radio buttons for 'Current Inventory', 'Disposed Inventory', and 'Archived Inventory'. There are search filters for 'Items Received/Ordered on' (08/05/2008) and 'Show me Chemicals where' (Chemical Description, Starts with...). A table displays inventory items with columns for Highlight, Select, Inventory #, Catalog #, CAS #, Chemical Description, Review Date, Receipt Date, Order Date, Location, Receipt Qty, Unit, Chemical Unit, and PO #. Three items are listed: Acetone, Agarose, and D-Mannitol.

Highlight	Select	Inventory #	Catalog #	CAS #	Chemical Description	Review Date	Receipt Date	Order Date	Location	Receipt Qty	Unit	Chemical Unit	PO #
Highlight	Select	0021875	A949-4	67-64-1	Acetone	07/09/2008	07/27/2006		HSC.BA083	0	0	mL	
Highlight	Select	0021881	4820721	8012-38-6	Agarose	07/09/2008	07/27/2006		HSC.BA083	3	250	g	
Highlight	Select	0012988	M-4125	69-65-8	D-Mannitol	07/09/2008	06/01/2007		HSC.BA075	1	25	g	

The default view is set to show “**All Items**” but you can narrow the display range by choosing one of the search options, circled in red above:

- Items Received/Ordered On
- Show me Chemicals Where
- Show Chemicals by Location

To perform a search, click on the radio button next to the search method you want to use, and enter the search criteria in the drop down boxes, then click the **Show** button.

Click on [Select](#) next to an inventory item to view the details about that item. When you are finished, you must either click **Save** or **Cancel** at the bottom of the screen to return to your inventory list. Using your **Back** button on the browser will NOT work.

## ADDING AN ITEM:

To add an item to your inventory click + **Add Chemical** + on the inventory view screen and the following screen will appear. Complete the information on this page for the item you wish to add.

Once all necessary information has been entered, click **Save** and you will be redirected to the main Inventory page.

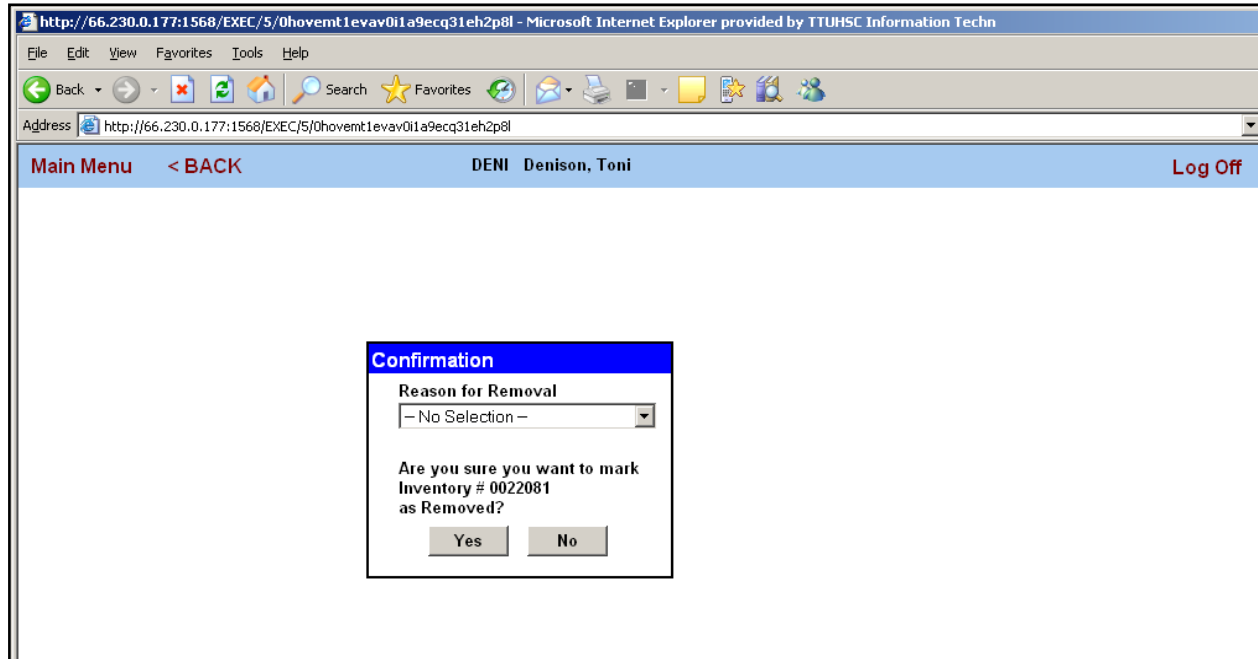
\*\*Please note that items with pink labels are **REQUIRED** fields.\*\*

The screenshot shows a web browser window displaying the 'Adding Chemical' form. The browser address bar shows 'http://66.230.0.177:1568/EXEC/14/0Hl8zsh1p5kv10zplegg0tts6zf'. The form header includes 'PI DENI Denison, Toni' and 'Adding Chemical'. The form contains several input fields, some of which are highlighted in pink to indicate they are required. These include 'Inventory #', 'Chemical Description', 'Storage Location', 'Contact', and 'MSDS Location'. There are also several 'last' buttons next to some fields. A red arrow points to the 'Find MSDS online' link. At the bottom of the form, there are three buttons: 'Save & Add Another Chemical', 'Save/Return', and 'Cancel'. A note at the bottom left states '\* Light Red labels indicate required fields.'.

Note that by clicking on [Find MSDS online](#) you will be redirected to a Google search for that MSDS. You will have to allow pop-ups for this function to work.

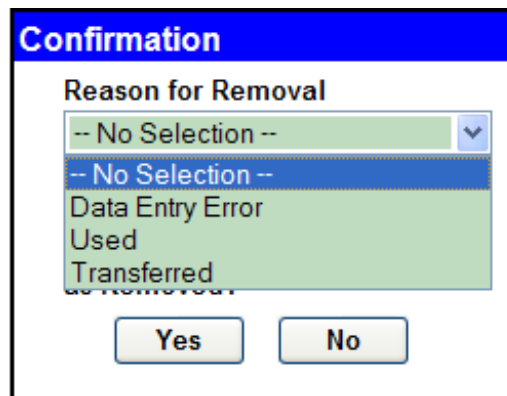
## REMOVING AN ITEM:

To remove an item that is listed on your inventory click on **Remove** on the main inventory page, to the left of the item you wish to remove. A screen similar to the one below should appear.



At this point you will need to declare your reason for the removal.

Click the down arrow to display your choices for the removal. Select your choice and click "Yes".



You will be returned to your inventory screen and the deleted item will no longer be listed.

## UNDO THE REMOVAL:

The item you removed will now be listed in your disposed inventory.

To view your listing of disposed inventory, click the **Disposed Inventory** button, circled in red below.

Main Menu < BACK

Current Inventory
  **Disposed Inventory**
 Archived Inventory

Items Received/Ordered on 01 16 2009 **Show** Total # of chemicals in inventory: 95

All Items

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

Show Chemicals by Location

Show Chemicals by 1st Letter

+ Add Chemical + ---Reports---

Appendix A listed Chemicals are highlighted in Tan.

Display 50 rows per page.

			Bar Code	Catalog #	CAS #	Chemical Description	Receipt Date	Receipt Qty.	Unit	Chemical Unit	Location	Storage Location	Storage Location 2	Vend
<a href="#">Highlight</a>	<a href="#">Select</a>	<a href="#">Activate</a>	33284	D111-500		1,4-DIOXANE	10/20/2008	1	500	ML	CH-401	Flammable		FISHE

Display 50 rows per page.

You will find the removed chemical listed.

Click [Activate](#) next to the item that you want moved back to current inventory status. (see red arrow)

**Confirmation**

Are you sure you want to mark  
Bar Code 33284  
as NOT Removed?

Confirm your intention to move the item to current inventory status by clicking **Yes**. The item is removed from the disposed inventory listing. The item is now listed as current inventory.



## MARKING INVENTORY AS REVIEWED:

Once you have reviewed your inventory and made any necessary updates, you may click the **Review** button on the main Inventory page. A pop up window will appear informing you that the “Inventory has been marked as Reviewed”. Click **OK**. This button will automatically fill in the Review Date category with the current date for all items listed on the inventory.

The screenshot shows a web browser window displaying an inventory management application. The browser address bar shows the URL: `http://66.230.0.177:1568/EXEC/4/0xhk7504gyo8q13ngy7j02tr8gw`. The application interface includes a navigation menu with "Main Menu" and "< BACK", and user information for "PI DENI Denison, Toni" with a "Log Off" button. The main content area has radio buttons for "Current Inventory", "Disposed Inventory", and "Archived Inventory". Under "Current Inventory", there are options for "Items Received/Ordered on" (08/05/2008), "All Items", "Show me Chemicals where" (with dropdowns for "Chemical Description" and "Starts with..."), and "Show Chemicals by Location". A "Review" button is visible. Below the navigation is a table of inventory items with columns for "Inventory #", "Catalog #", "CAS #", "Chemical Name", "Receipt Date", "Order Date", "Location", "Receipt Qty", "Unit", "Chemical Unit", and "PO #". A "Windows Internet Explorer" dialog box is overlaid on the table, displaying a warning icon and the message "Inventory has been marked as Reviewed." with an "OK" button.

Highlight	Inventory #	Catalog #	CAS #	Chemical Name	Receipt Date	Order Date	Location	Receipt Qty	Unit	Chemical Unit	PO #
<a href="#">Highlight</a>	<a href="#">Select</a>	0171703	7831-90-5	MONOSODIUM SULFITE	5/20/2008			1	20	g	
<a href="#">Highlight</a>	<a href="#">Select</a>	0171673		Ethidium Bromide 1%	4/25/2008		HSC:BA075	1	500	mL	
<a href="#">Highlight</a>	<a href="#">Select</a>	0171674	7847-14-5	Sodium chloride	07/09/2008	04/25/2008	HSC:BA075	1	25	g	
<a href="#">Highlight</a>	<a href="#">Select</a>	0171676	8047-15-2	SAPONIN	07/09/2008	04/25/2008	HSC:BA075	1	25	g	
<a href="#">Highlight</a>	<a href="#">Select</a>	0171675	57-50-1	SUCROSE	07/09/2008	04/25/2008	HSC:BA075	1	25	g	
<a href="#">Highlight</a>	<a href="#">Select</a>	0012989	M-4125	69-85-8	D-Mannitol	07/09/2008	06/01/2007	1	25	g	
<a href="#">Highlight</a>	<a href="#">Select</a>	0013048	G-5516	56-81-5	Glycerol	07/09/2008	06/01/2007	1	25	g	

## PRINTING YOUR INVENTORY:

Drop down the Reports menu located just above your chemical list. Select the report that you wish to print.

You may need to turn off any pop-up blockers that you have enabled.

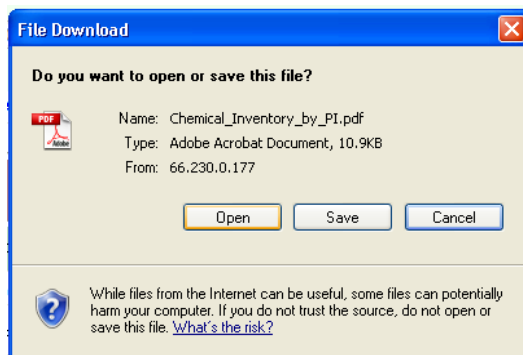
The screenshot shows a web browser window displaying an inventory management application. The browser address bar shows the URL: `http://66.230.0.177:1568/EXEC/4/0xhk7504gyo8q13ngy7j02tr8gw`. The application interface includes a navigation menu with 'Main Menu' and '< BACK'. The user is logged in as 'Denison, Toni' and can 'Log Off'. There are radio buttons for 'Current Inventory', 'Disposed Inventory', and 'Archived Inventory'. Below these are filters for 'Items Received/Ordered on' (08/05/2008) and 'All Items'. A 'Show' button is present. There is also a section for 'Show me Chemicals where' with a dropdown for 'Chemical Description' and a 'Starts with...' field. A '+ Add Chemical +' button and a 'Review' button are also visible. A dropdown menu is open, showing '---Reports---' and '---Reports---'. Below the dropdown is a table with columns: 'Inventory #', 'CAS #', 'Chemical Description', 'Review Date', 'Receipt Date', 'Order Date', 'Location', 'Receipt Qty', 'Unit', 'Chemical Unit', and 'EQ #'. The table contains several rows of chemical data, including 'MONOSODIUM SULFITE', 'Ethidium Bromide 1% solut.', 'Sodium chloride', 'SAPONIN', 'SUCROSE', and 'D-Mannitol'.

Inventory #	CAS #	Chemical Description	Review Date	Receipt Date	Order Date	Location	Receipt Qty	Unit	Chemical Unit	EQ #
0171703	7831-80-5	MONOSODIUM SULFITE	08/05/2008	05/20/2008			1	20	g	
0171873		Ethidium Bromide 1% solut.	08/05/2008	04/25/2008		HSC:BA075	1	500	mL	
0171874	7847-14-5	Sodium chloride	08/05/2008	04/25/2008		HSC:BA075	1	25	g	
0171876	8047-15-2	SAPONIN	08/05/2008	04/25/2008		HSC:BA075	1	25	g	
0171875	57-80-1	SUCROSE	08/05/2008	04/25/2008		HSC:BA075	1	25	g	
0012889	M-4125	D-Mannitol	08/05/2008	08/01/2007		HSC:BA075	1	25	g	

Once you have chosen the report, you will be prompted to choose a report format. You can export the file as a PDF or an Excel file. Choose the format that you would like, and click OK. NOTE: Unless you need to manipulate the data, the PDF format is the more appealing format.

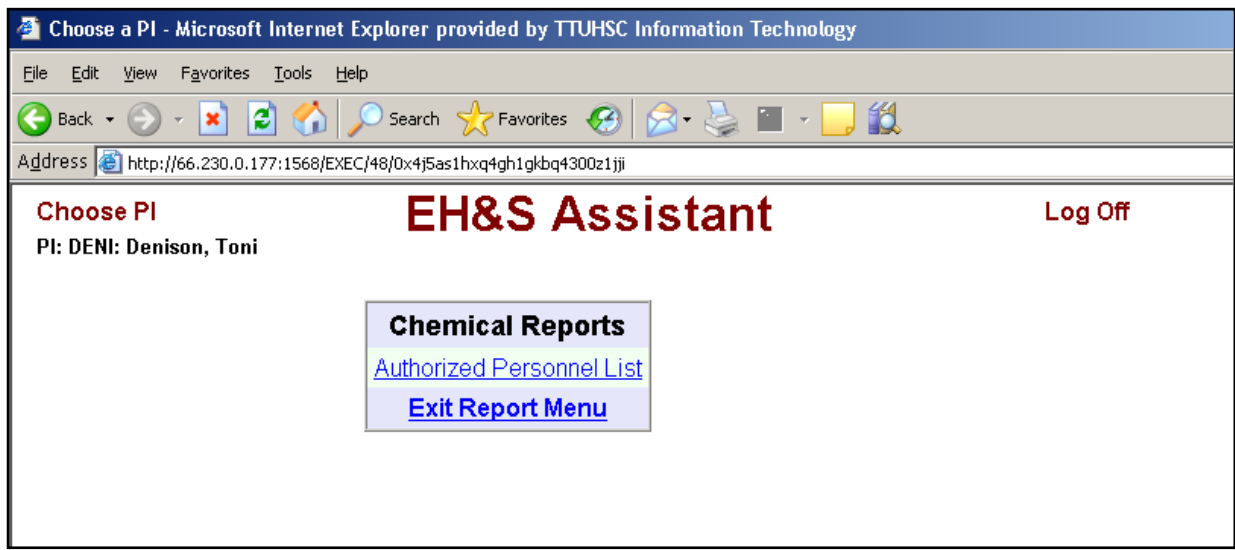
The screenshot shows a web browser window displaying a 'Report Questions' dialog box. The browser address bar shows the URL: `http://66.230.0.177:1568/EXEC/24/0hl8zsh1ip5kv10zplegq0tts6zf`. The dialog box contains the text 'Report Questions:' and 'What format would you like to export the report to?'. Below the text is a dropdown menu with the following options: 'No Selection', 'PDF Document', and 'Excel Document'.

Then you will be prompted to open or save the inventory file, which you may print:

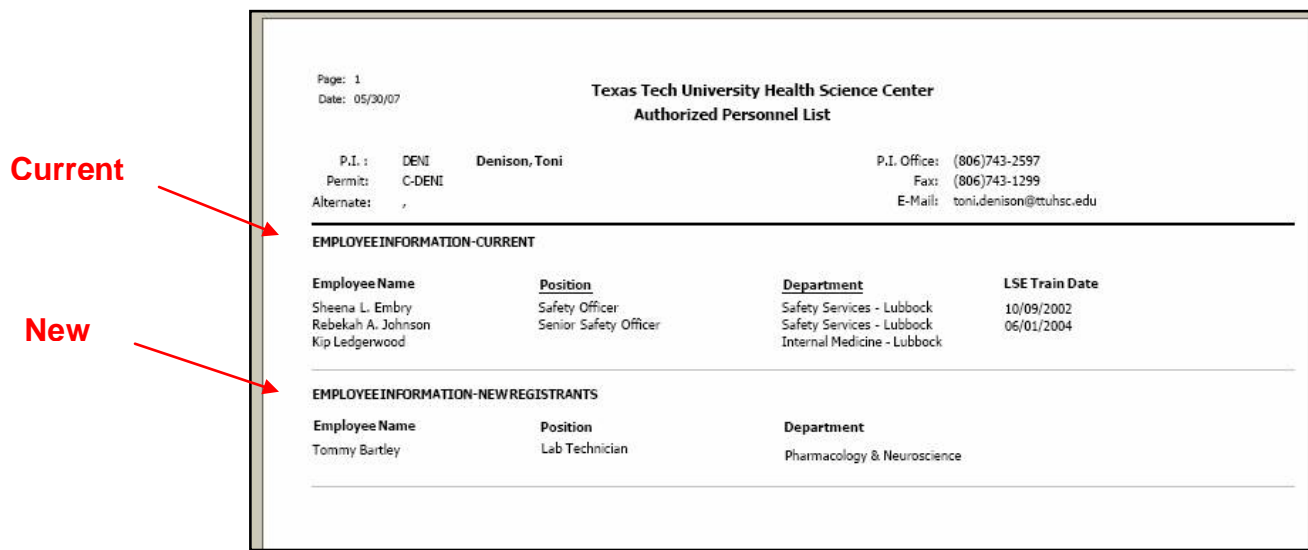


**REPORTS:**

Once you have updated your personnel in the **Permit Worker Registration** section (see page 12) of EH&S Assistant, you may view and print an updated list to post in your laboratory by clicking on [Authorized Personnel List](#). Once you have viewed and printed your updated list you [Exit Report Menu](#) to return to the main menu.

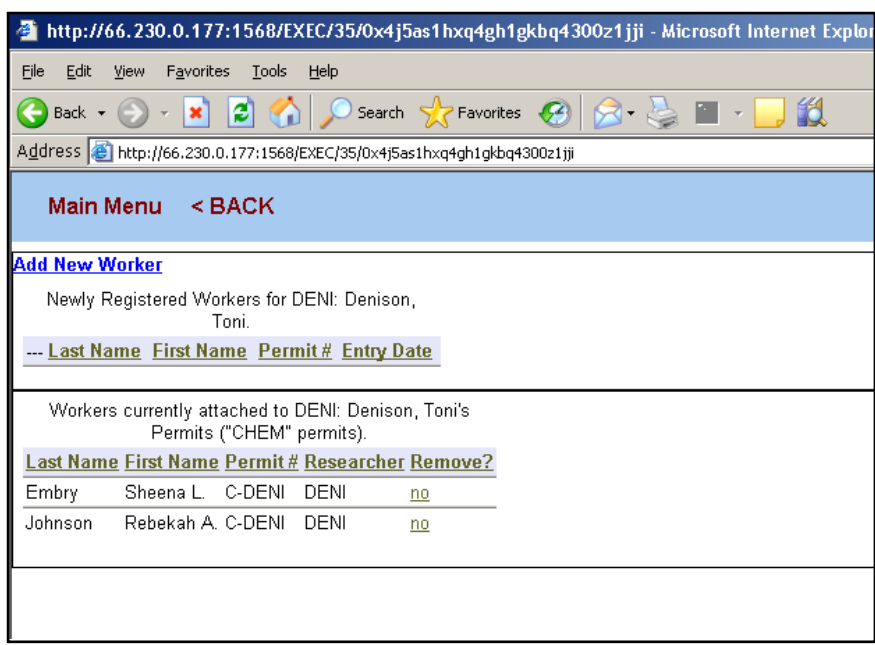


Please note that the Authorized Personnel List may have 2 sections of workers. The top section is the list of **current employees** that were registered prior to logging into EH&S Assistant. The second section lists the **newly registered** employees. Once any additions are imported into the system by Safety Services, the newly registered employee's name will move from the new registrants section to the current employee section.



**PERMIT WORKER REGISTRATION:**

This link is where you edit your personnel. Please notice that there is a section for **Newly Registered Workers** and one for **Workers currently attached**.



**ADDING A NEW WORKER:**

Click on [Add New Worker](#) and the screen below will appear. If you do not know the ID Number for the worker you may click **Autofill** and a random number will be assigned for that individual. Once you have completed the information click on **Submit** at the bottom of the page.

NOTE: If you have a radiation permit for your lab, you will need to add any new workers to BOTH permits. The process is the same for each permit.

Registration - Microsoft Internet Explorer provided by TTUHSC Information Technology

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address http://66.230.0.177:1568/EXEC/7/1hgny30ymhr0010t4lgf1cdjmkz

First Name  Last Name

ID Number

Start Date -- Nr -- Nr -- No S

Position -- No Selection --

Does this person work for you? -- No Selec

Permit # C-DENI ?

Please enter all Supervisors you work for.

Add +Add+ Supervisor Name

Once the information for a new worker has been submitted, you will be re-directed back to the Permit Worker Registration list. Under the **Newly Registered Workers** section you should see the name of the person you just entered. Below that will be the original list of people.

http://66.230.0.177:1568/EXEC/45/0x4j5as1hxq4gh1gkbq4300z1jji - Microsoft I

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address http://66.230.0.177:1568/EXEC/45/0x4j5as1hxq4gh1gkbq4300z1jji

**Main Menu < BACK**

**Add New Worker**

Newly Registered Workers for DENI: Denison, Toni.

---	Last Name	First Name	Permit #	Entry Date
<a href="#">Edit</a>	Ledgerwood	Kip	C-DENI	05/25/2007

Workers currently attached to DENI: Denison, Toni's Permits ("CHEM" permits).

Last Name	First Name	Permit #	Researcher	Remove?
Embry	Sheena L.	C-DENI	DENI	<a href="#">no</a>
Johnson	Rebekah A.	C-DENI	DENI	<a href="#">no</a>

**REMOVING A WORKER:**

To remove a worker from your permit, click under the **Remove?** heading on the **no** to change it to **YES**. (See red arrow below.)

The person's name will remain under the **Workers currently attached** section until Safety Services imports the changes into the program. However, once you have indicated that a particular worker needs to be removed, their name **WILL NOT** appear on your **Authorized Personnel List** found under the **Reports** portion of the menu. This will allow you to print a current authorized personnel list to post in your laboratory.

http://66.230.0.177:1568/EXEC/46/0x4j5as1hxq4gh1gkbq4300z1jji - Mic

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address http://66.230.0.177:1568/EXEC/46/0x4j5as1hxq4gh1gkbq4300z1jji

**Main Menu < BACK**

**Add New Worker**

Newly Registered Workers for DENI: Denison, Toni.

---	Last Name	First Name	Permit #	Entry Date
<a href="#">Edit</a>	Ledgerwood	Kip	C-DENI	05/25/2007

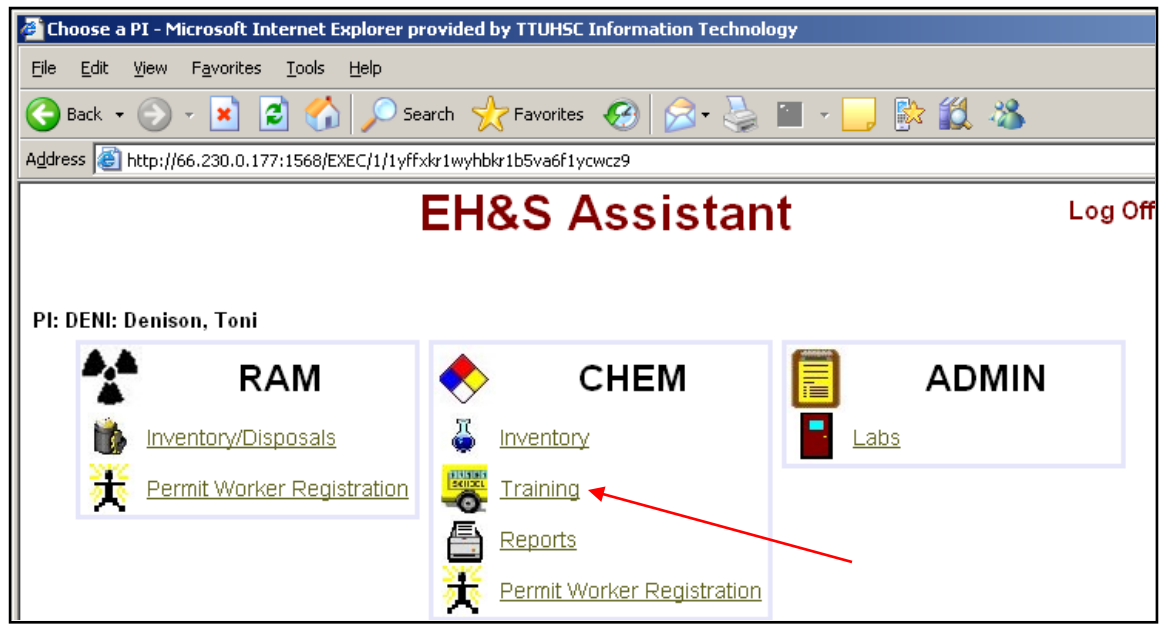
Workers currently attached to DENI: Denison, Toni's Permits ("CHEM" permits).

Last Name	First Name	Permit #	Researcher	Remove?
Embry	Sheena L.	C-DENI	DENI	<u>YES</u>
Johnson	Rebekah A.	C-DENI	DENI	<u>no</u>

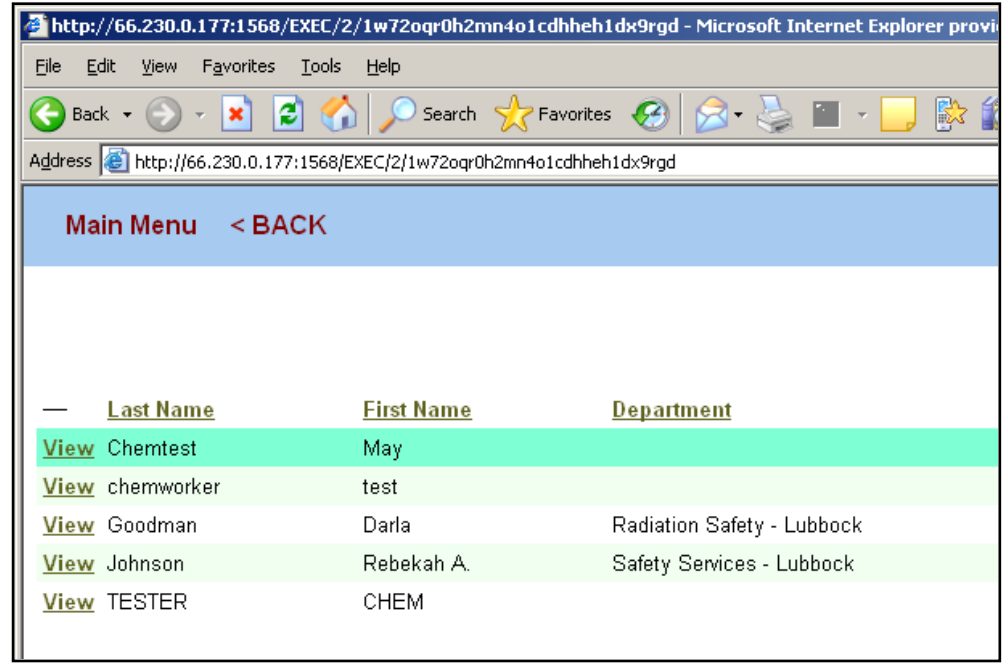


**VIEW WORKER TRAINING RECORDS:**

From the Main Menu, click on the **Training** link. (see red arrow below)



A list of your workers will appear.



To view the training records for any of these employees, click on the **View** link next to their name. The workers training history will appear.

The screenshot shows a Microsoft Internet Explorer browser window. The address bar contains the URL: http://66.230.0.177:1568/EXEC/5/1w72oqr0h2mn4o1cdhheh1dx9rgd. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The address bar also shows navigation buttons (Back, Forward, Stop, Refresh, Home) and a search field. The main content area has a blue header with "Main Menu" and "< BACK". Below this, the text "Training Completed by Goodman, Darla" is centered. A table follows with columns: Training Date, Course #, Course Name, Frequency, Category, and Score. The table contains three rows of training records. Below the table, a note states: "Training Requirements for Goodman, Darla. Training due dates within 1 month are shown in RED." At the bottom, there is a header for a table with columns: Due Date, Status, Course #, Course Name, Frequency, Requirement, and Comments. The table body is currently empty.

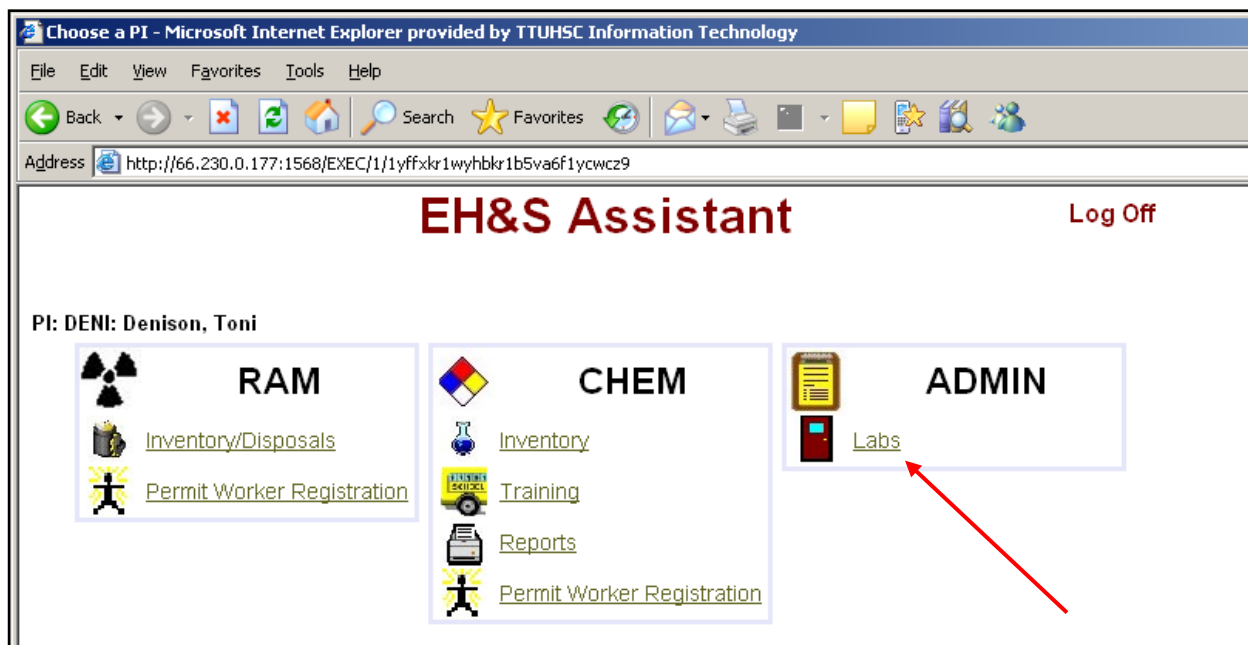
<u>Training Date</u>	<u>Course #</u>	<u>Course Name</u>	<u>Frequency</u>	<u>Category</u>	<u>Score</u>
12/16/2008	HazMat	Shipping Hazardous Materials Classes 1-9	36 months	HazMat	Pass
01/01/2008	LSE	Laboratory Safety Essentials	One-Time	LAB	
10/18/2007	II	Radiation Phase II	One-Time	Rad Phase II	Pass

Training Requirements for Goodman, Darla. Training due dates within 1 month are shown in RED.

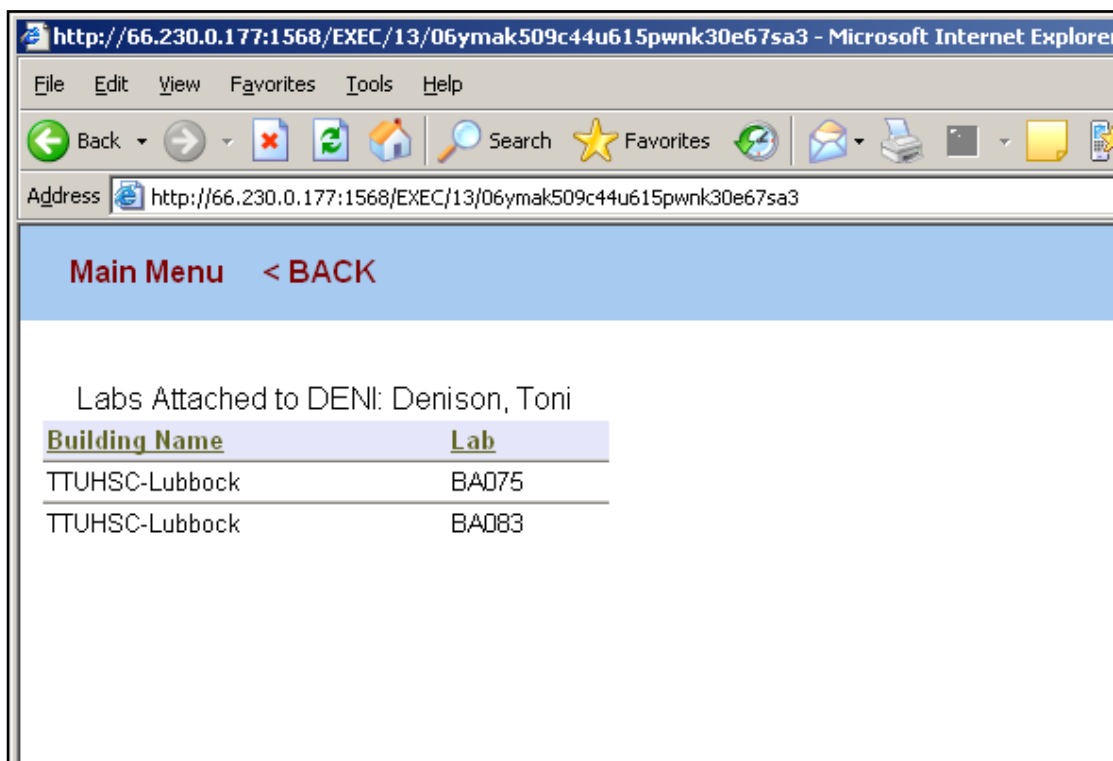
<u>Due Date</u>	<u>Status</u>	<u>Course #</u>	<u>Course Name</u>	<u>Frequency</u>	<u>Requirement</u>	<u>Comments</u>
-----------------	---------------	-----------------	--------------------	------------------	--------------------	-----------------

## VIEW YOUR LABS:

From the main menu, click on the **Labs** link. (see red arrow below)



Then you will see a list of the laboratory room numbers that are attached to your name. This is read-only. If you see errors, please call Safety Services.



## CHEMICAL WASTE PICKUP REQUEST:

The link at the top of the login screen can be accessed without logging into EHSA. To submit a request to Safety Services for a chemical waste pickup, click on the link.

To Make a Chemical Waste Pickup Request, Click Here

**Environmental Health & Safety Assistant Login**

Username

Password

[Change Password](#)

Fill in the form below with the appropriate information and click **Continue**.

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER  
DEPARTMENT OF SAFETY SERVICES, ENVIRONMENTAL SAFETY  
REQUEST FOR TRANSFER OF CHEMICALS

Requestor:  Department:

Building/Room:  Phone:

Date:  Time:

Region:

Chemical Description Common Name	CAS Number	Chemical Form liquid, powder, etc.	Container Type glass, plastic, etc.	Number of Containers	Hazard Characteristics flammable, corrosive, reactive, toxic
Acid	452-34	liquid	glass	4	corrosive

Comments:

Note: All containers must be capped/sealed and LABELLED or they will not be picked up.

Submit additional form if you have more than 7 chemicals to transfer.

The next screen should look similar to the one below. Here you have the option to **Print this Page** for your records. The checkbox above the words **Digital Signature** must be marked in order to submit your request. (See red arrow below.)

Once your request has been submitted, a page similar to the one below should appear.

Verify Information - TTUHSC Safety Services - Microsoft Internet Explorer provided by TTUHSC Information Technology

File Edit View Favorites Tools Help

Back Forward Stop Home Refresh Print Search Favorites Folders

Address <https://www.ttuhscc.edu/admin/safety/training/services/checkchemical.asp>

**WAIT, NOT DONE YET!**  
Verify information, check digital signature, and click "Submit Request"  
REQUEST FOR TRANSFER OF CHEMICALS

Requestor:	<b>KIP LEDGERWOOD</b>	Department:	<b>SAFETY</b>
Building/Room:	<b>B097</b>	Phone:	<b>743-2597</b>
Date:	<b>5/25/2007</b>	Time:	<b>4:42:03 PM</b>
Region:	<b>Lubbock</b>		

**Chemical #1**

Chemical Description:	<b>Acid</b>
CAS Number:	<b>452-34</b>
Chemical Form:	<b>liquid</b>
Container Type:	<b>glass</b>
Number of Containers:	<b>4</b>
Hazard Characteristics:	<b>corrosive</b>

Comments:

Information is INCORRECT

If the above information is **correct** then:

**Digital Signature** I, **KIP LEDGERWOOD**, certify that the information in this document is complete and accurate, and that all known suspected hazards have been disclosed to the best of my knowledge.

© TTUHSC Department of Safety Services  
[Report problem](#)

Once Safety picks up the chemicals, we will remove them from the inventory.