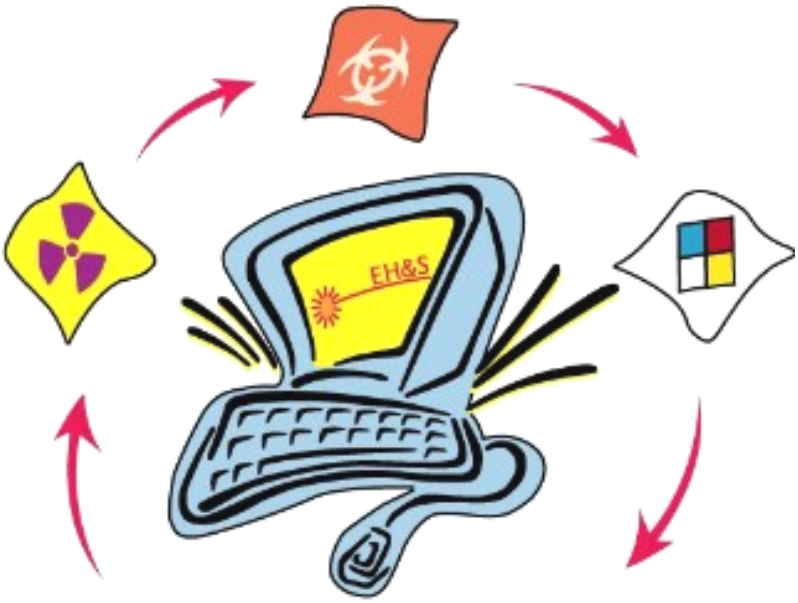
TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER

Chemical Inventory User's Guide



Safety Services

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

Abilene	Amarillo	El Paso	Lubbock	Permian Basin
432-335-1820	806-345-5788	915-783-5244	806-743-2597	432-335-1820

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

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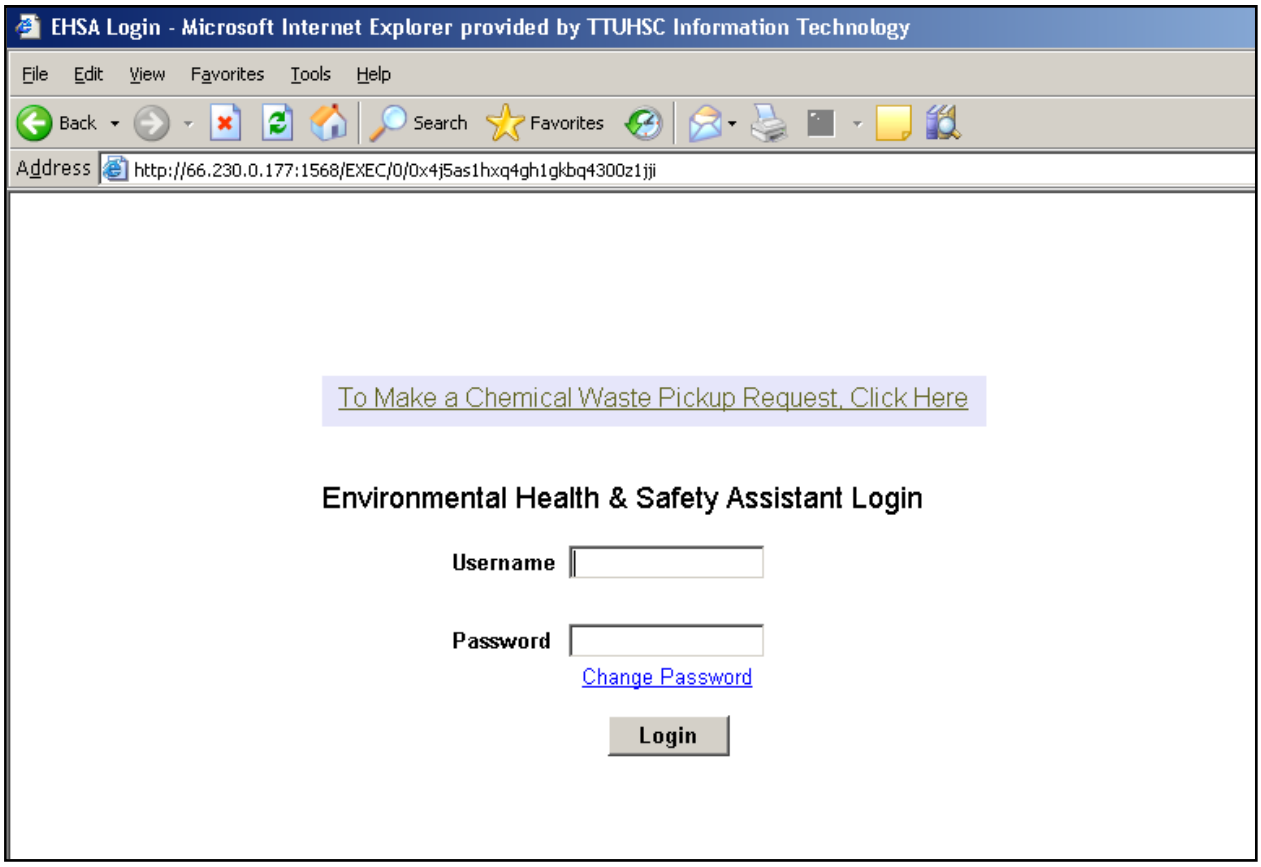
LOG IN TO EHSA:

Go to: http://www.ttuhsc.edu/admin/safety/chemlist

You may log into the system using your eRaider credentials.

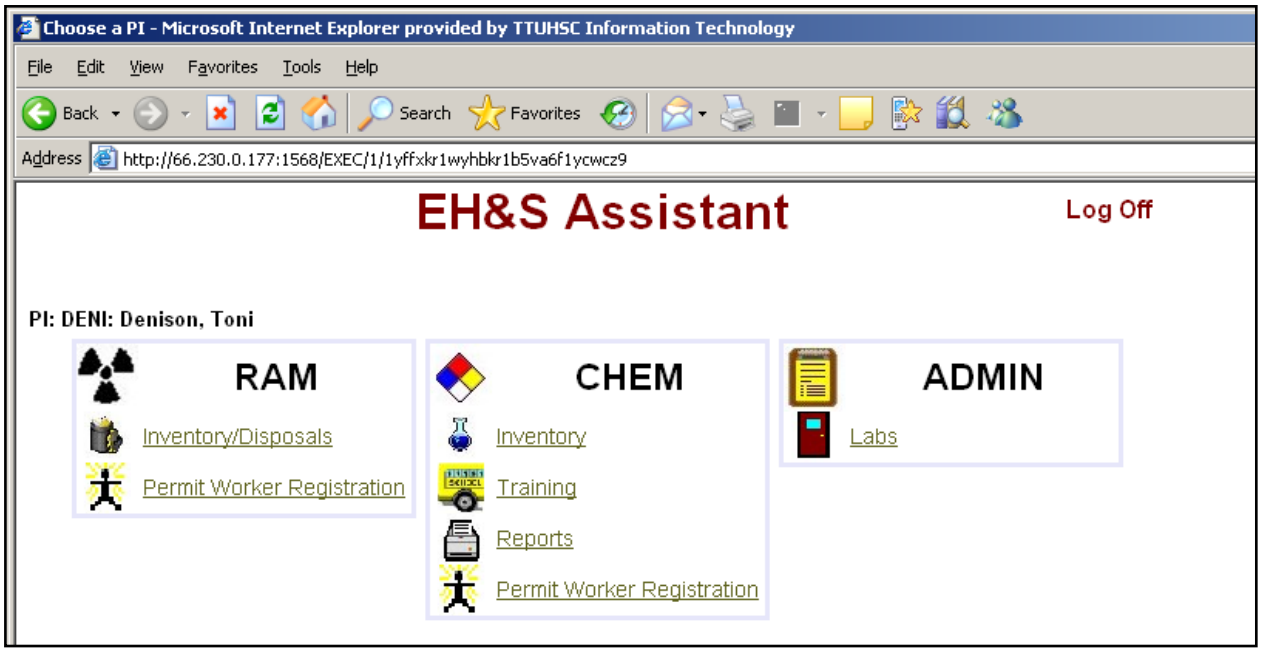
**For assistance with your Username and/or Password contact Laboratory Safety in Lubbock at 806-743-2597.

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



MAIN MENU:

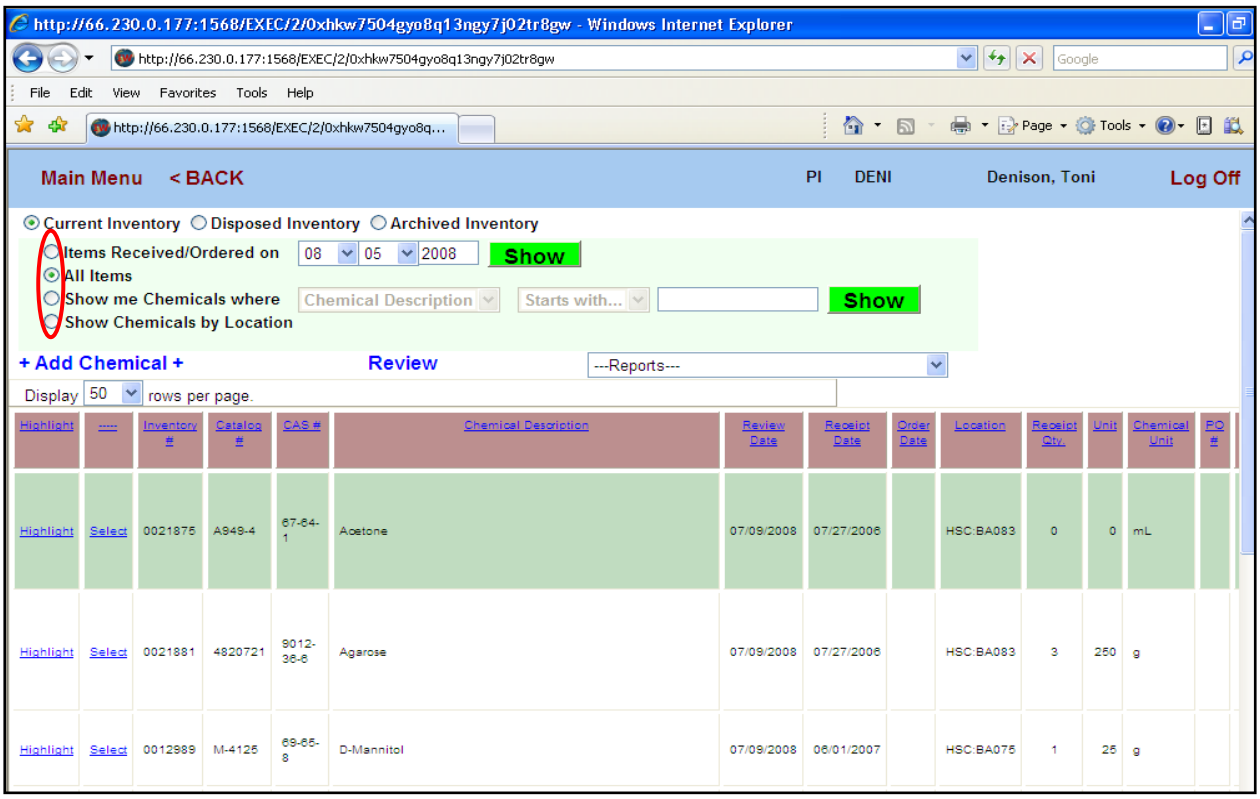
Once logged in you will be directed to the "Main Menu" page and should see the screen below. Anytime you wish to return to the Main Menu from any of the links on this page, click **Main Menu** or **<BACK** in the upper left hand corner.



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 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.

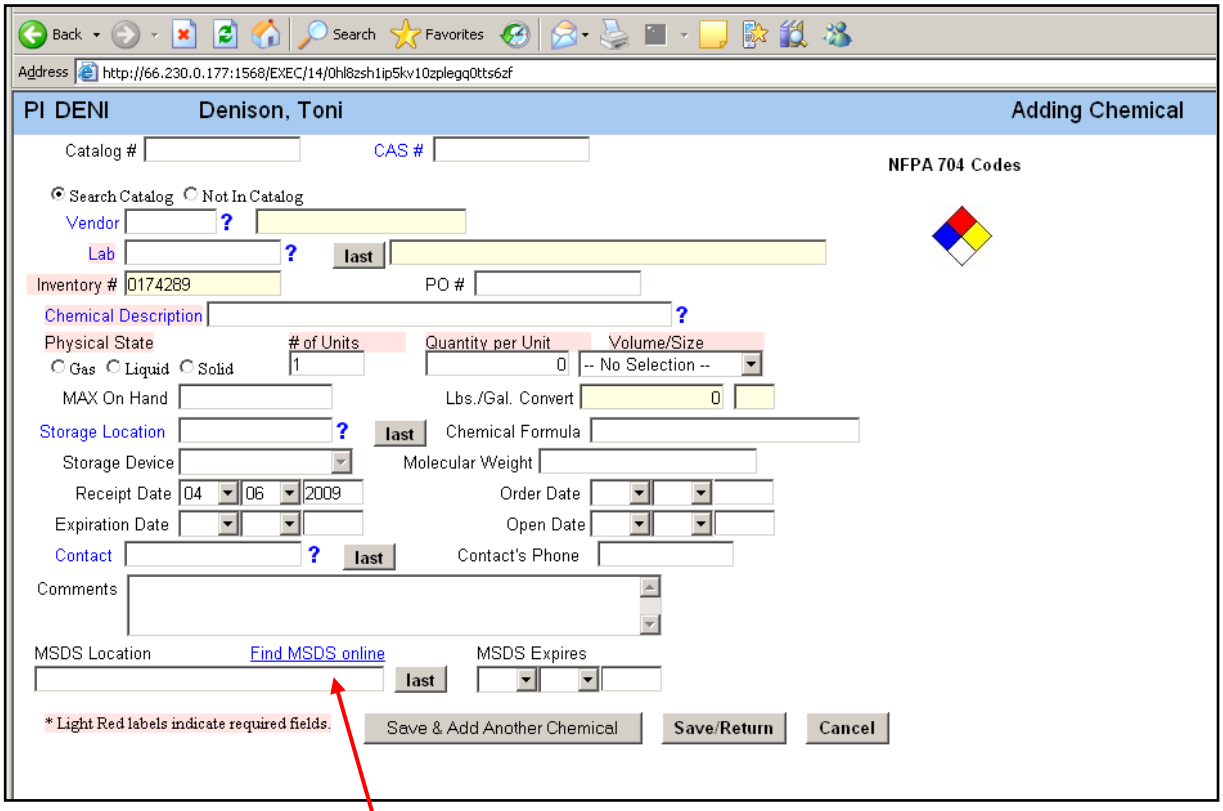
Click on **Select** next to an inventory item to view the details about that item. When you are finished, you must either click **Save** or **Cancel** at the bottom of the screen to return to your inventory list. Using your **Back** button on the browser will NOT work.

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.

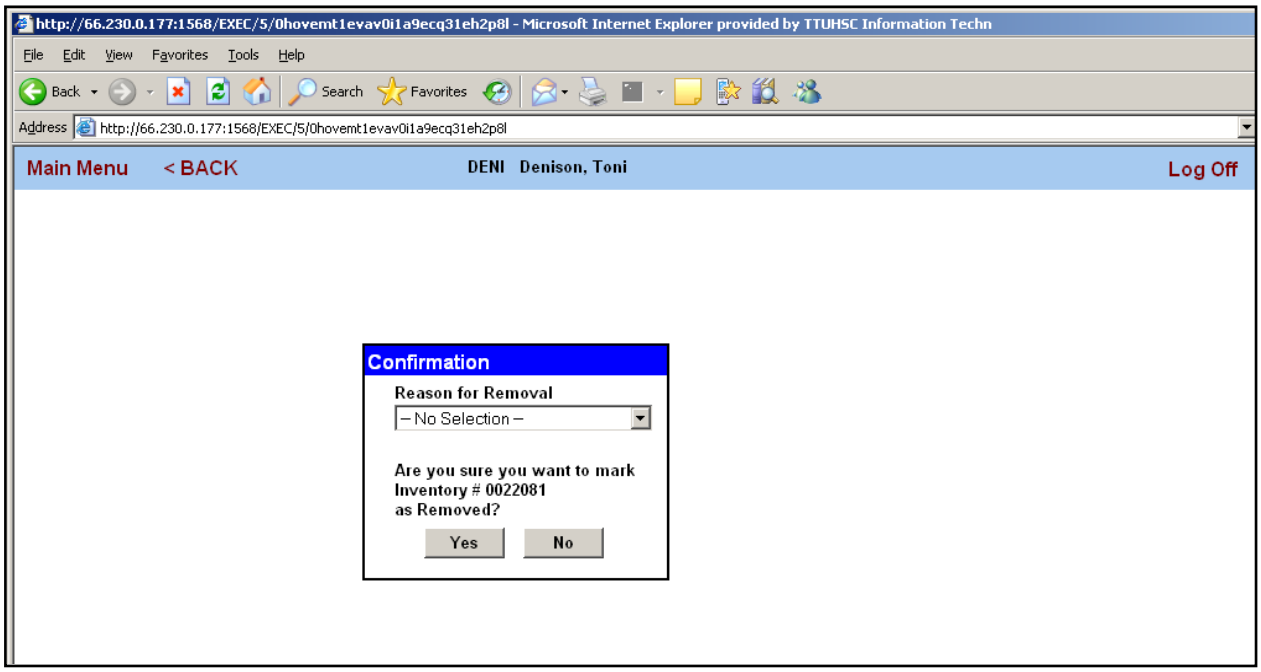
Please note that items with pink labels are **REQUIRED fields.**



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.

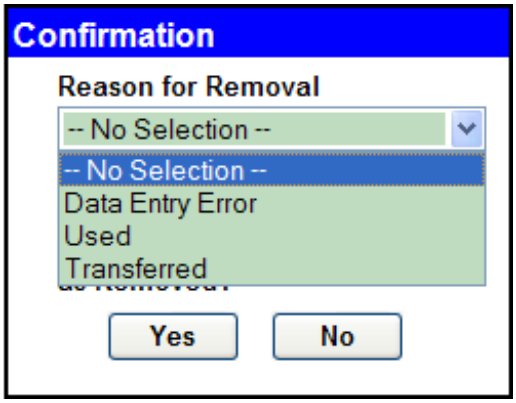
REMOVING AN ITEM:

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.

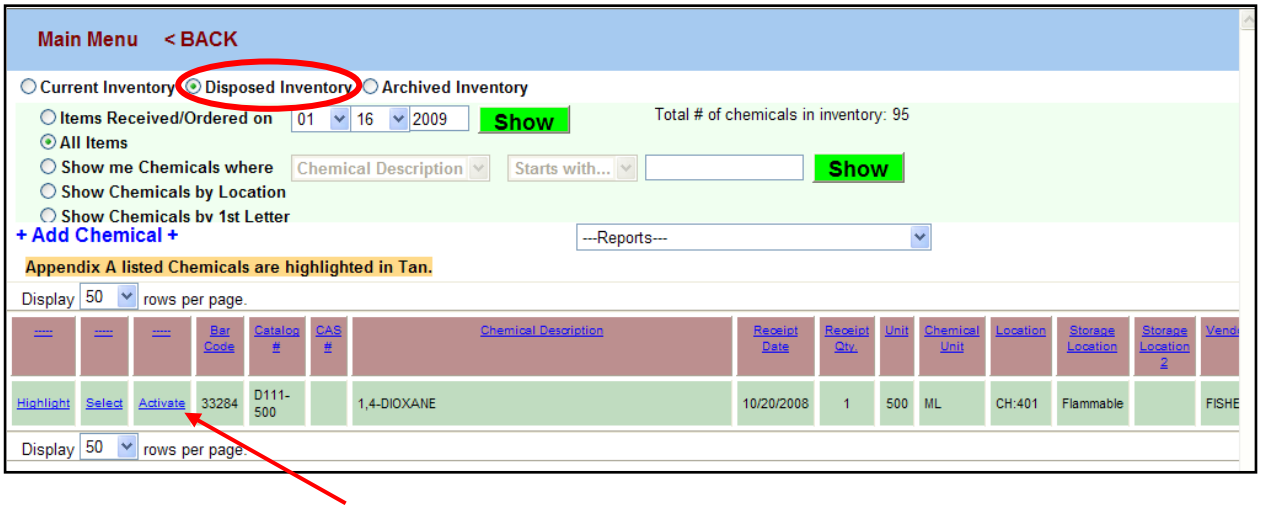
Click the down arrow to display your choices for the removal. Select your choice and click "Yes".



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.



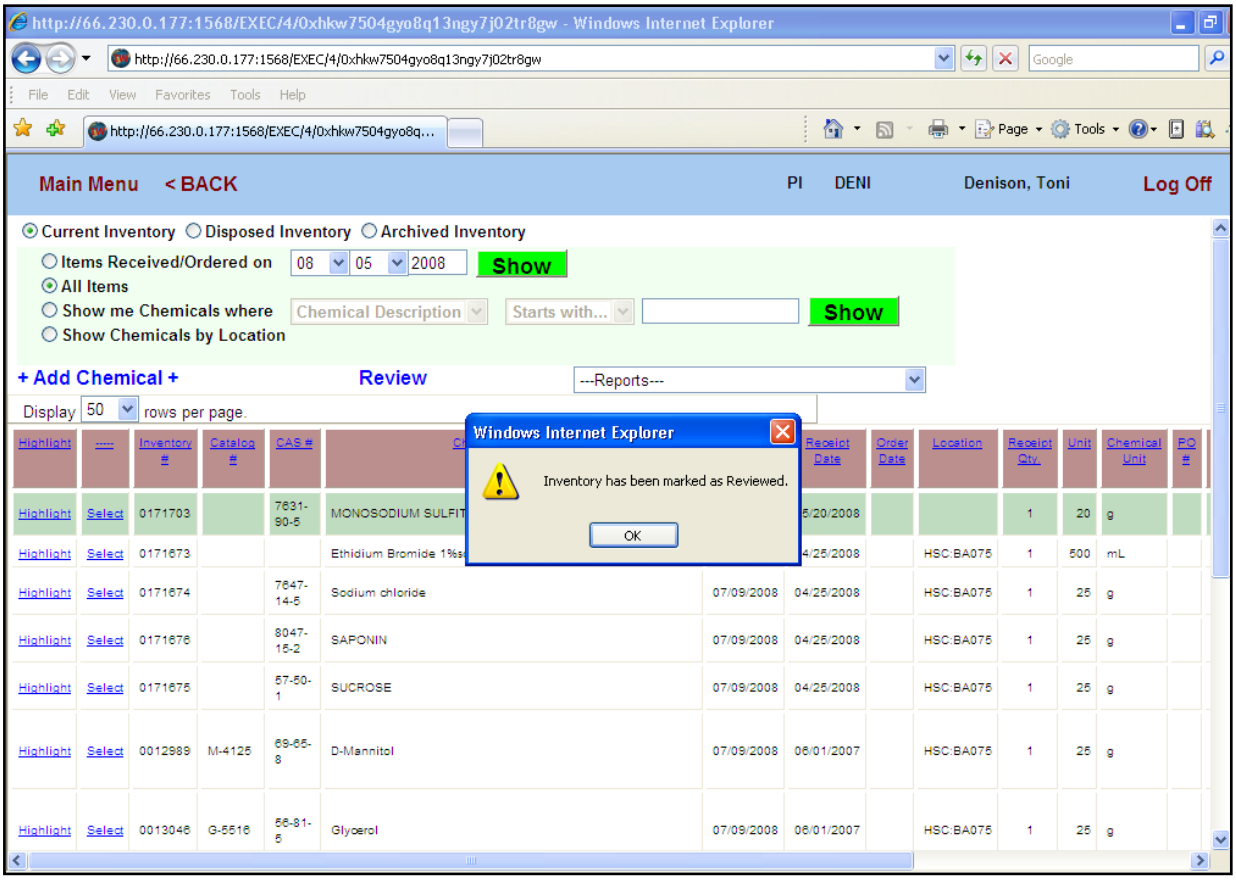
You will find the removed chemical listed.

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

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.

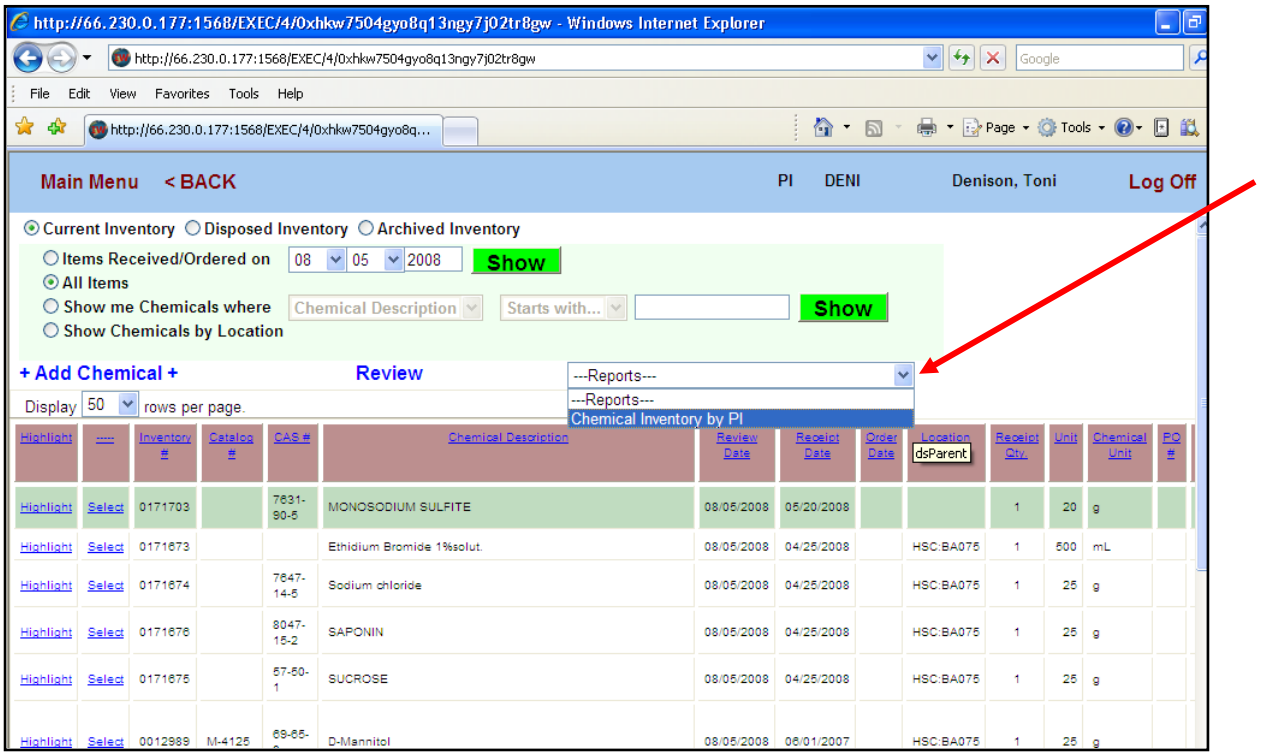
MARKING INVENTORY AS REVIEWED:

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.

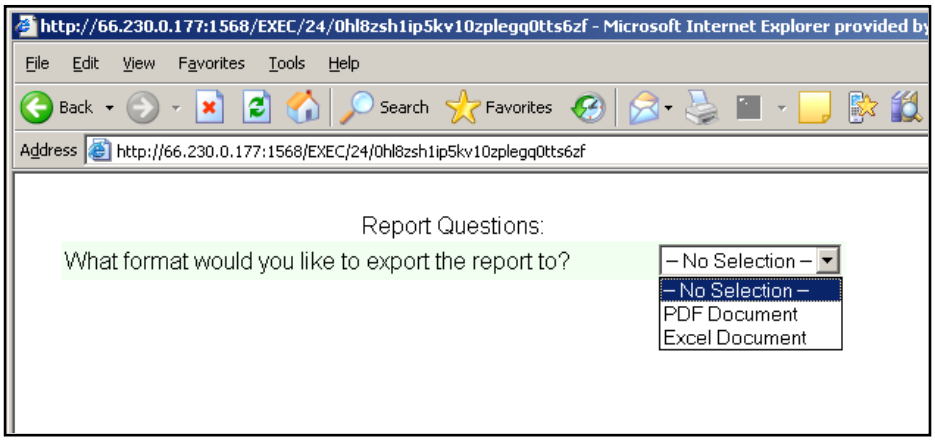


PRINTING YOUR INVENTORY:

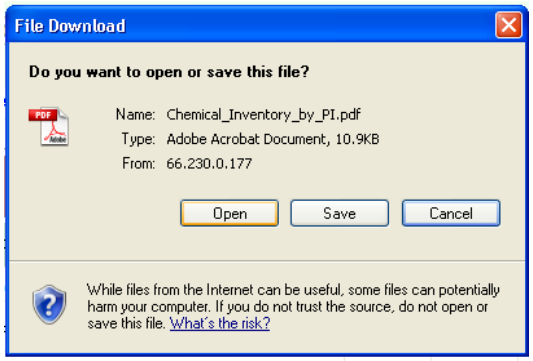
Drop down the Reports menu located just above your chemical list. Select the report that you wish to print.
You may need to turn off any pop-up blockers that you have enabled.



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.



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


File Download
Do you want to open or save this file?
Name: Chemical_Inventory_by_PI.pdf
Type: Adobe Acrobat Document, 10.9KB
From: 66.230.0.177
Open
Save
Cancel
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?

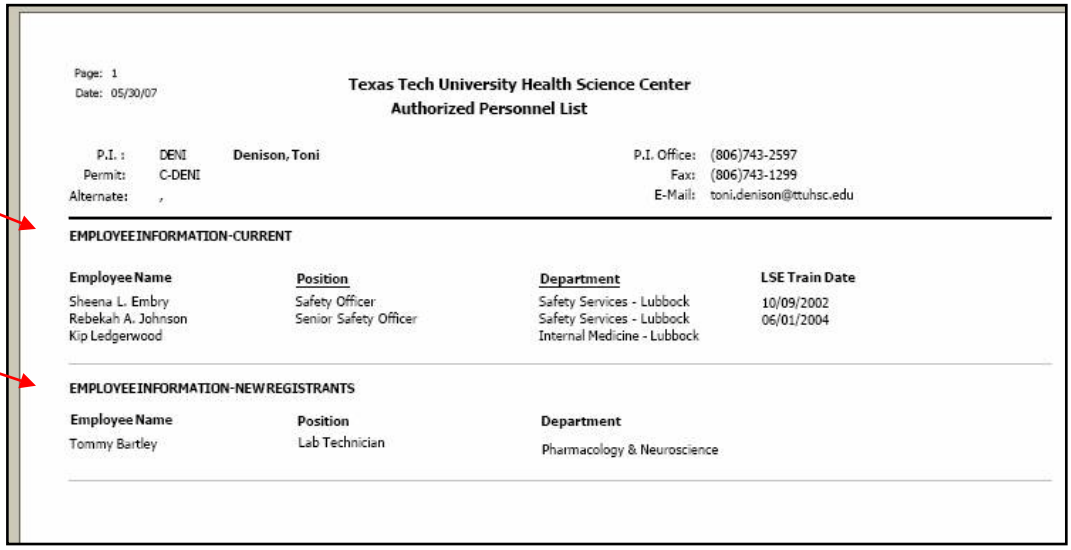
REPORTS:

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.

Current

New



Page: 1
Date: 05/30/07

Texas Tech University Health Science Center
Authorized Personnel List

P.I. : DENI Denison, Toni
Permit: C-DENI
Alternate: ,

P.I. Office: (806)743-2597
Fax: (806)743-1299
E-Mail: toni.denison@ttuhsc.edu

EMPLOYEE INFORMATION-CURRENT

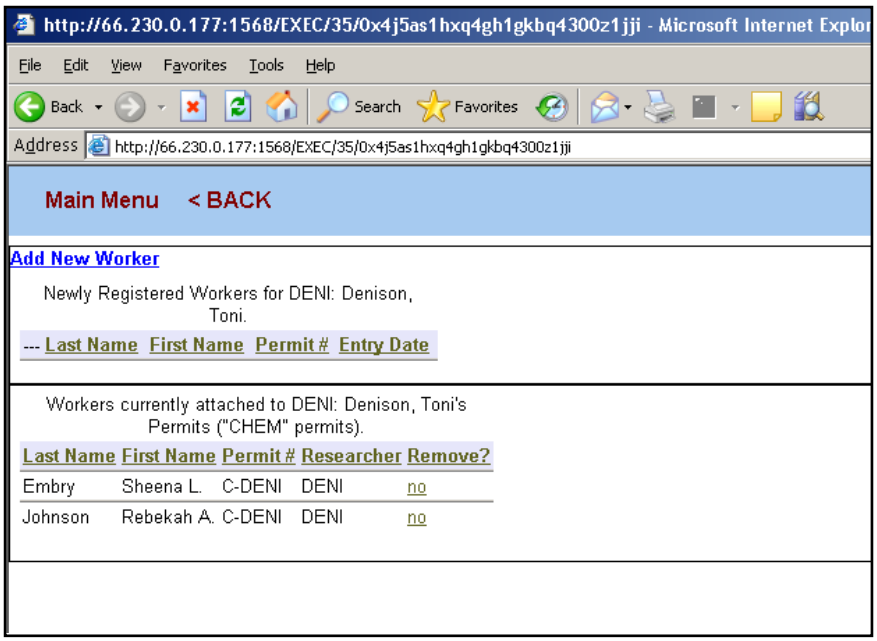
Employee Name	Position	Department	LSE Train Date
Sheena L. Embry	Safety Officer	Safety Services - Lubbock	10/09/2002
Rebekah A. Johnson	Senior Safety Officer	Safety Services - Lubbock	06/01/2004
Kip Ledgerwood		Internal Medicine - Lubbock	

EMPLOYEE INFORMATION-NEW REGISTRANTS

Employee Name	Position	Department
Tommy Bartley	Lab Technician	Pharmacology & Neuroscience

PERMIT WORKER REGISTRATION:

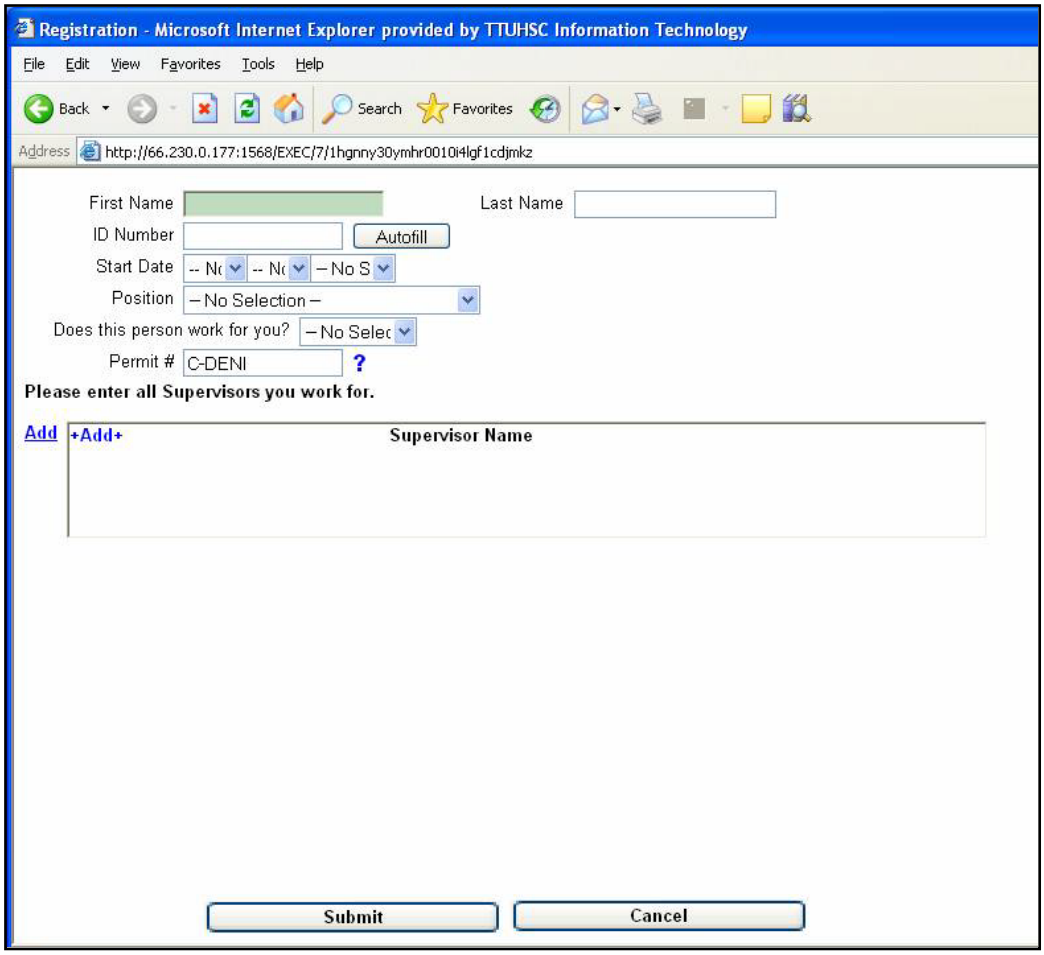
This link is where you edit your personnel. Please notice that there is a section for **Newly Registered Workers** and one for **Workers currently attached**.



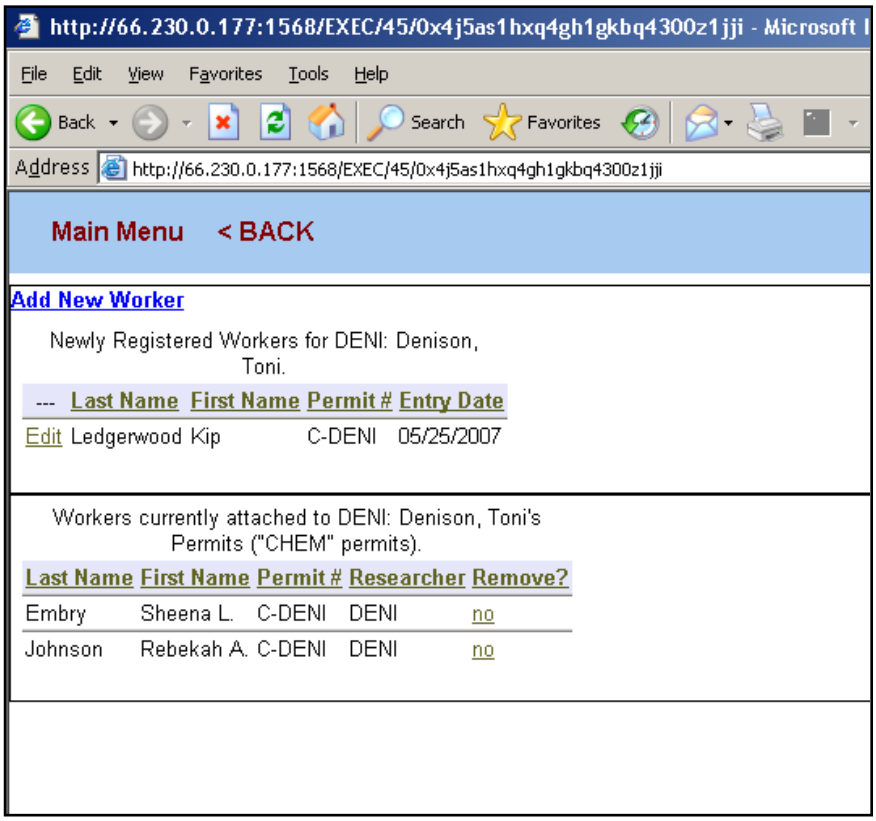
ADDING A NEW WORKER:

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.



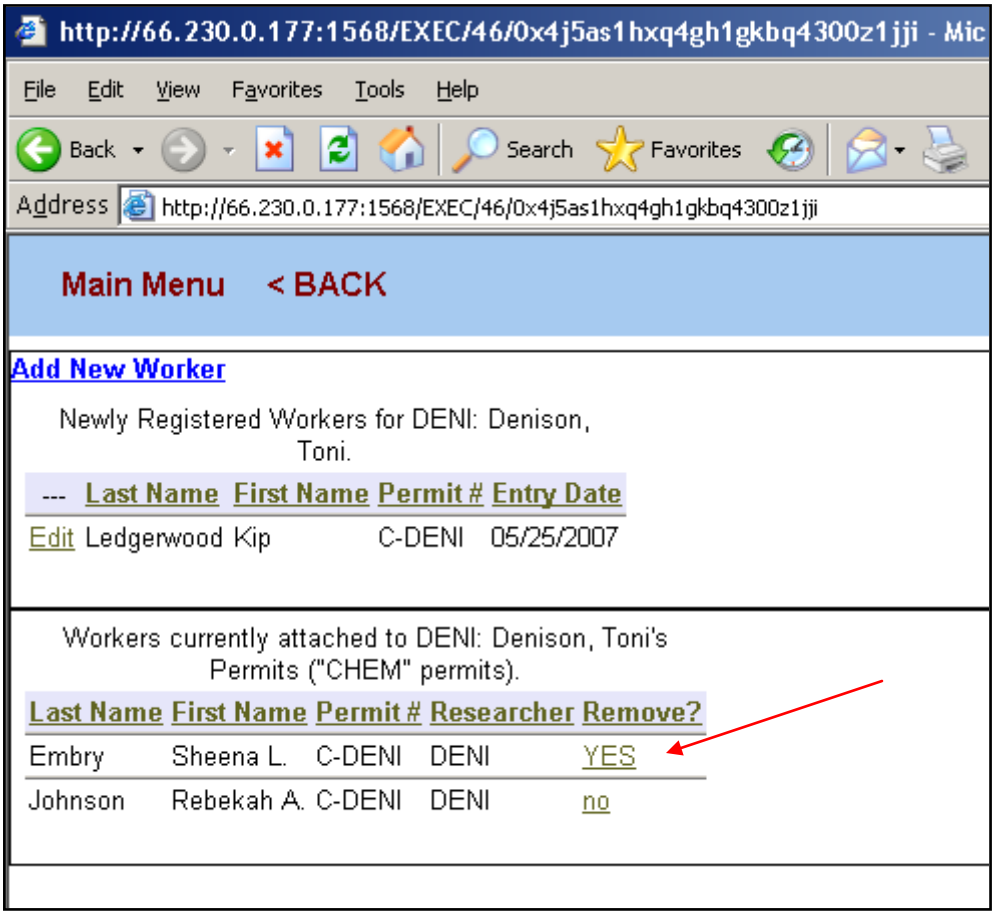
Once the information for a new worker has been submitted, you will be re-directed back to the Permit Worker Registration list. Under the **Newly Registered Workers** section you should see the name of the person you just entered. Below that will be the original list of people.



REMOVING A WORKER:

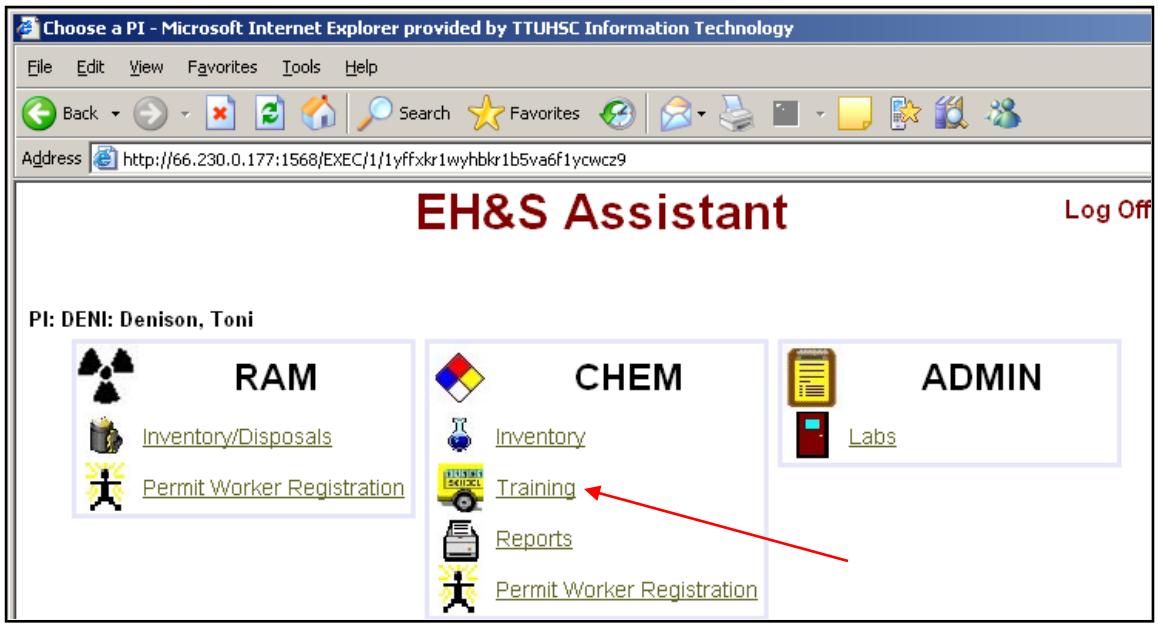
To remove a worker from your permit, click under the **Remove?** heading on the **no** to change it to **YES**. (See red arrow below.)

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.

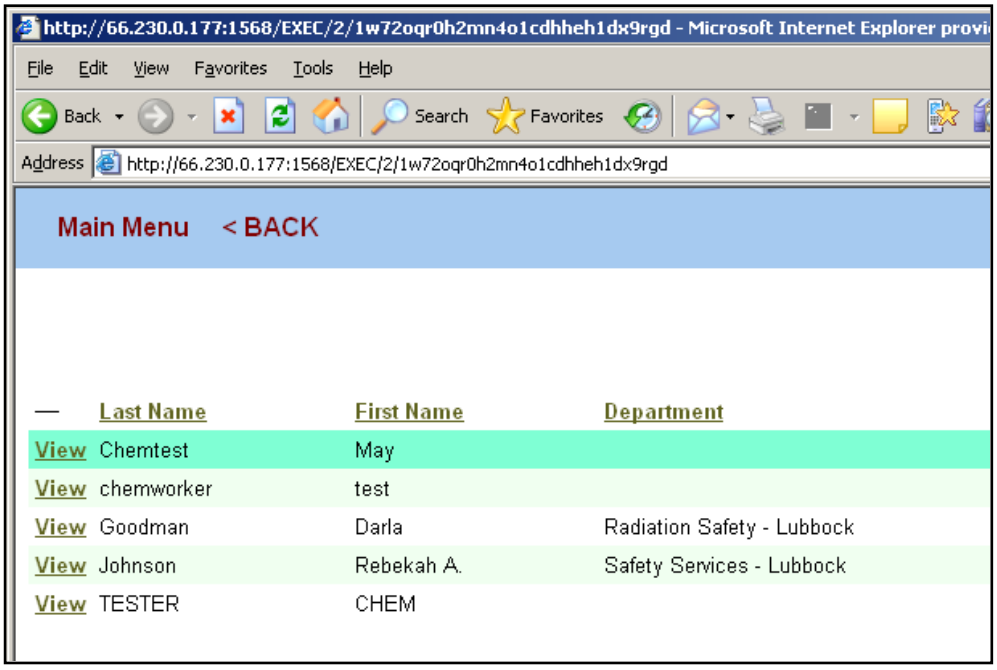


VIEW WORKER TRAINING RECORDS:

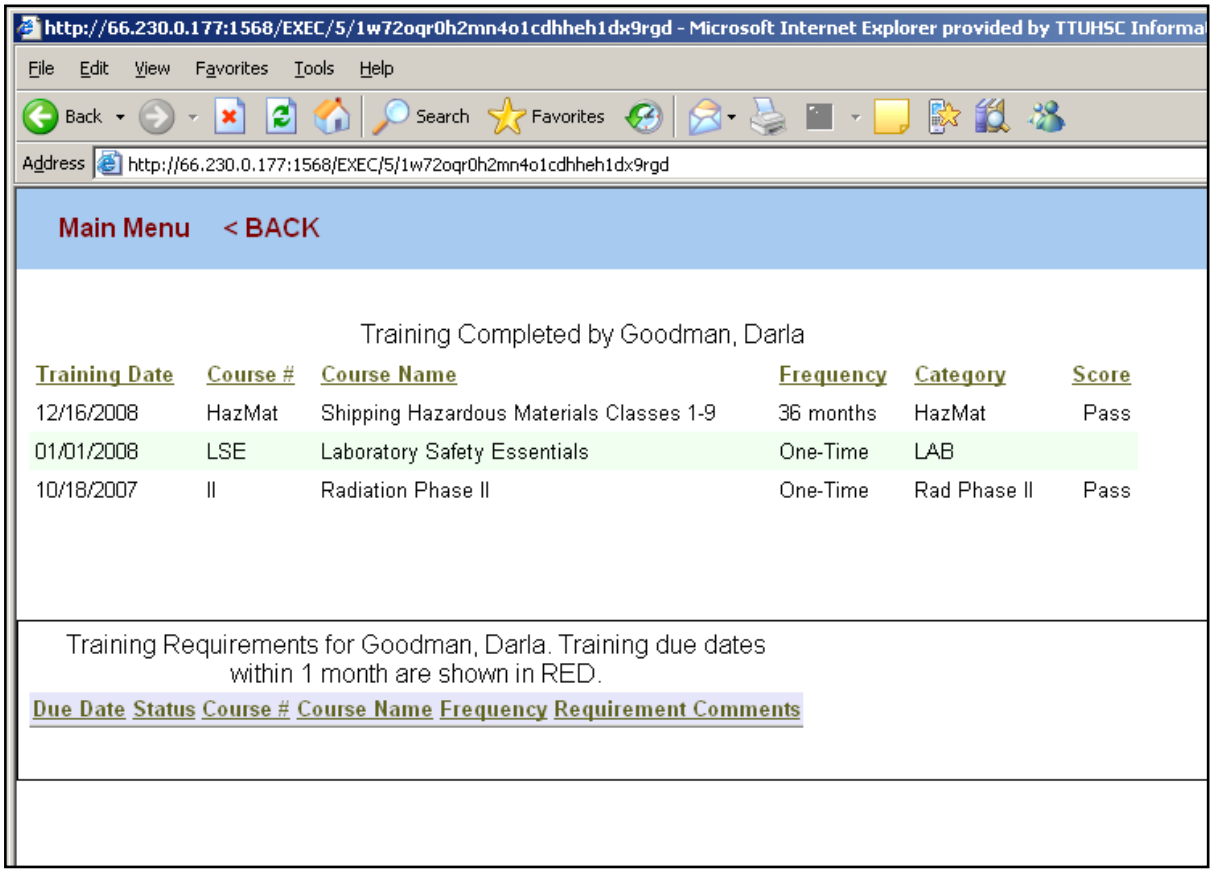
From the Main Menu, click on the **Training** link. (see red arrow below)



A list of your workers will appear.

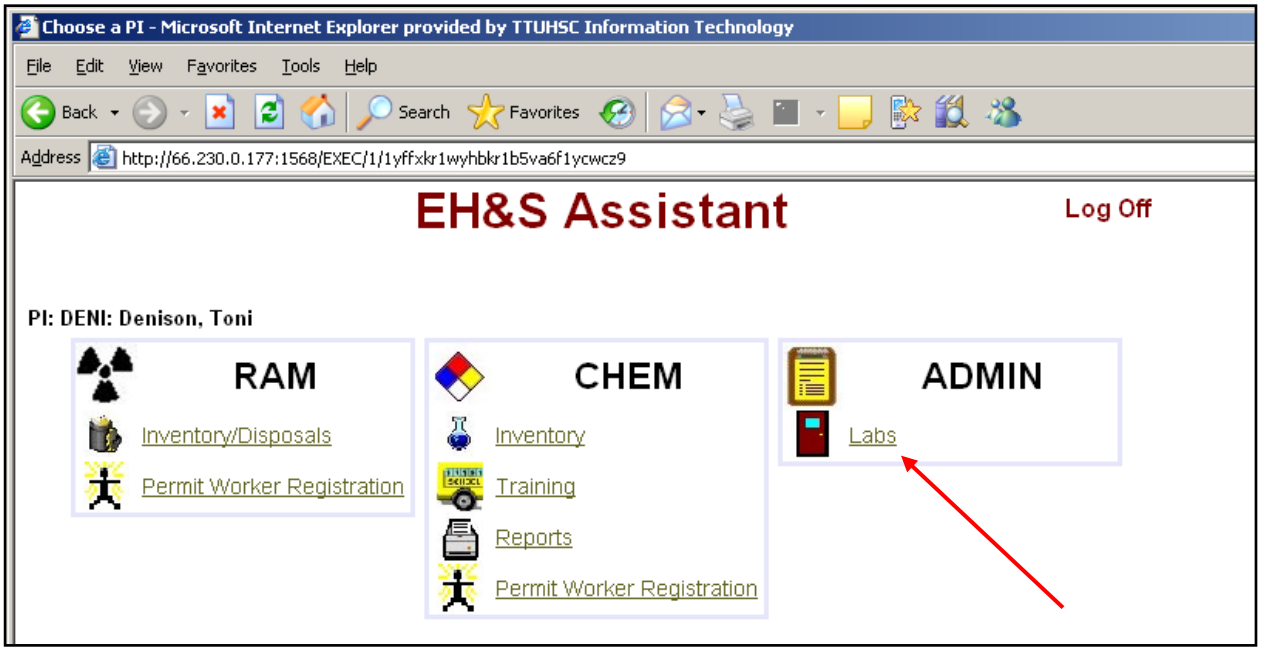


To view the training records for any of these employees, click on the **View** link next to their name. The workers training history will appear.

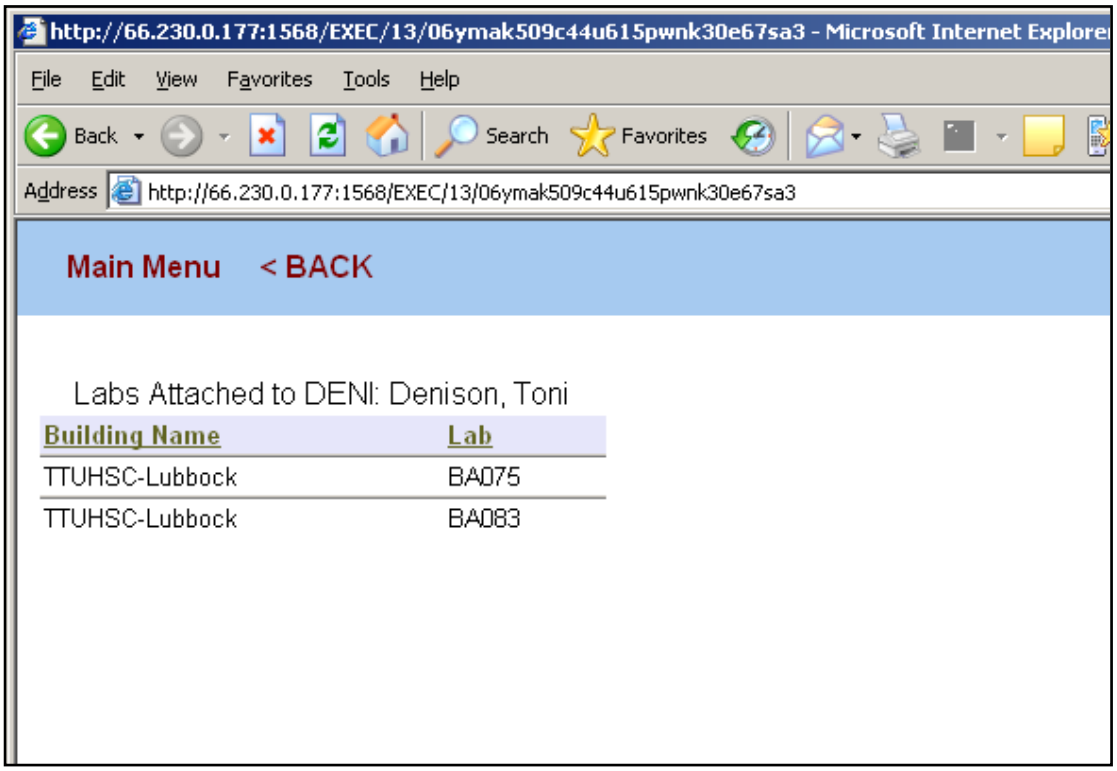


VIEW YOUR LABS:

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

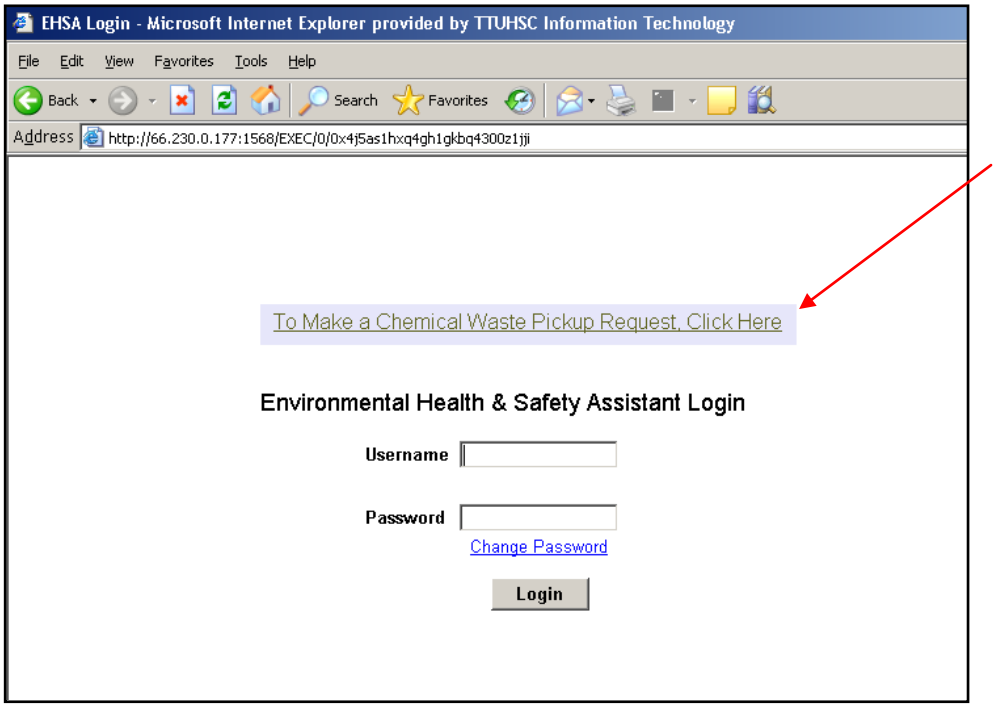


Then you will see a list of the laboratory room numbers that are attached to your name. This is read-only. If you see errors, please call Safety Services.

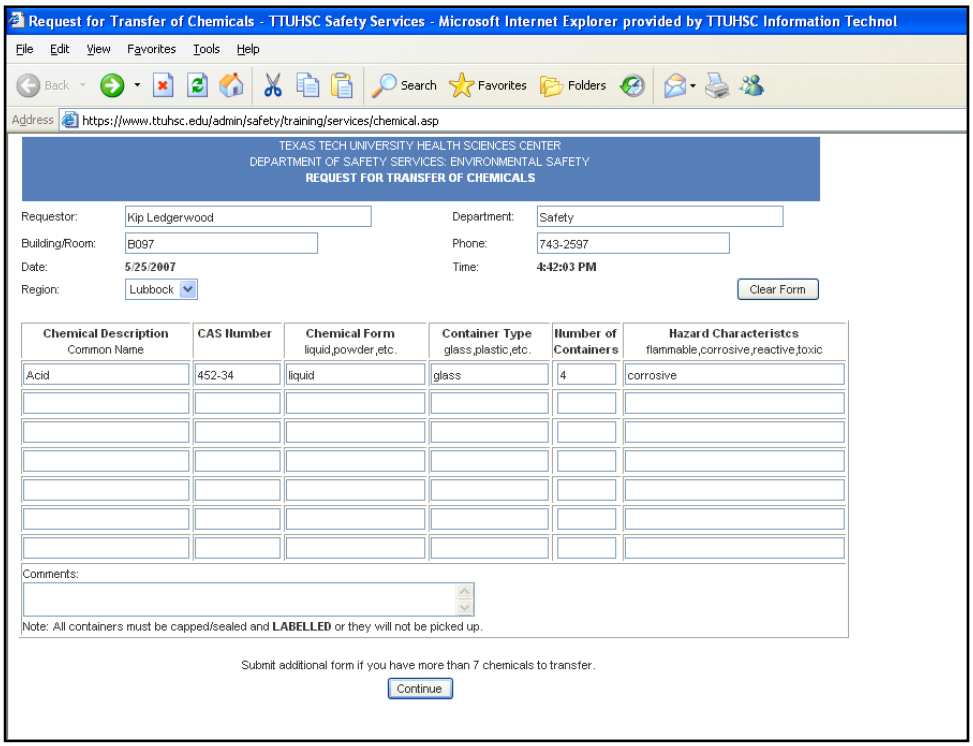


CHEMICAL WASTE PICKUP REQUEST:

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.

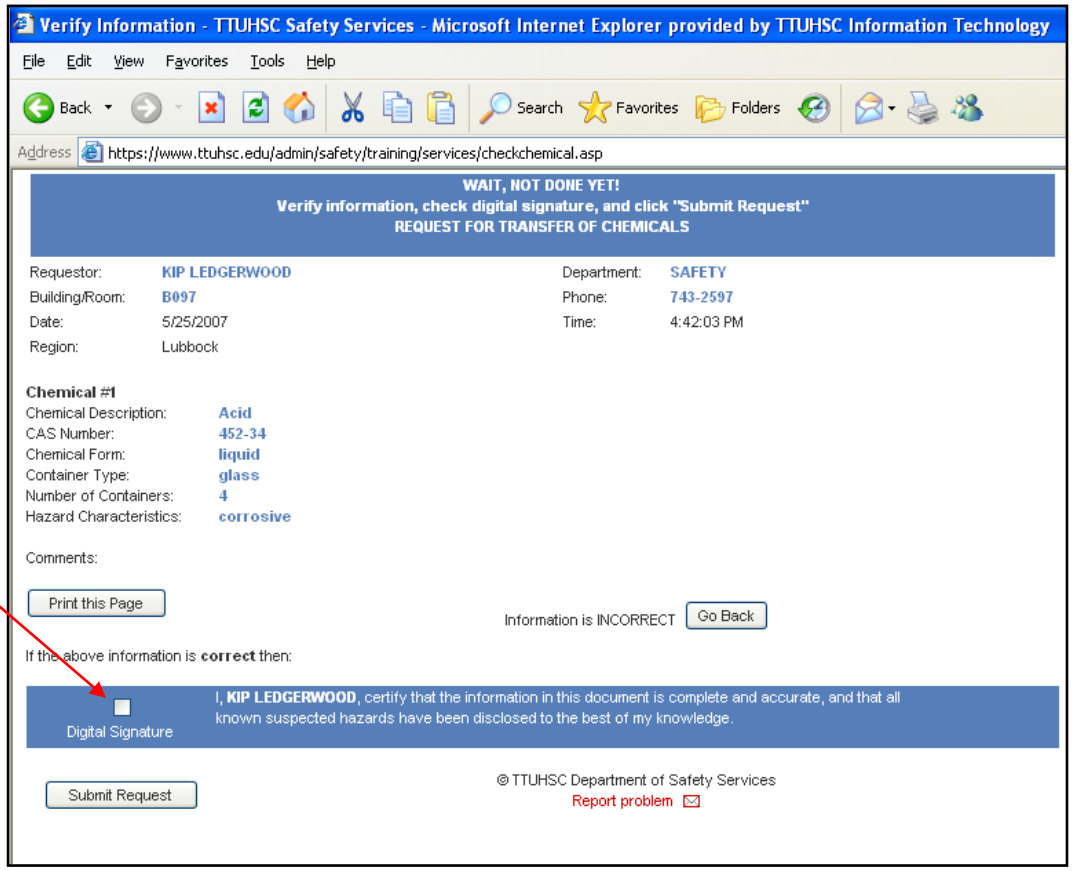


Fill in the form below with the appropriate information and click **Continue**.



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.



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