



## ON-LINE CHEMICAL INVENTORY USER GUIDE

### ***ON-LINE CHEMICAL INVENTORY***

An inventory must be maintained for all areas storing hazardous materials (including compressed gases). Each research group will be assigned an on-line chemical inventory account by Environmental Health and Safety (EH&S). **Researchers must update their account annually or when significant changes in chemical volume or type occur.**

### ***New or Updated Account***

1. The Principal Investigator, senior researcher, or designee must contact EH&S to set up a new account or make changes to an existing one.
2. The following information will be needed:
  - a. Name of the principal investigator;
  - b. Lab(s) and/or storage area(s) where hazardous materials will be housed;
  - c. Names of users and their respective e-mail addresses that will have access to the inventory;
  - d. Level of access each user will require (i.e. full access, full access and certification rights, or read-only access).
3. Once the account is established, users may log in using their ITS user name and password. If they do not have an ITS account or don't remember their passwords, the URLs below may assist them:
  - a. Activate account <https://secweb.usc.edu/cgi-local/firstlogin/showform?form=activate>
  - b. Change password <https://secweb.usc.edu/cgi-local/chpswd/cgichpswd?action=start>

### ***Log In***

1. To access the account, go to the following URL: <http://srm.usc.edu/rmcapps> and log in through USCnet.
2. Once in, the main page will display the "View by Rooms" selection.
3. Ensure that all rooms where chemicals will be stored are represented on this page. Contact EH&S at <http://capsnet.usc.edu/EHS/email.cfm> to add/delete rooms if there is a discrepancy.

### ***Enter Data***

1. To add inventory, select the "Add Inventory" button.
2. Enter the CAS number of the chemical into the **CAS Number** box and then click on the **Get Chemical Name** button. The chemical name field will automatically be filled in by the system and the cursor will then drop down to the **Amount** box. If the CAS number of the material is not known, enter either the first few letters of a chemical name in **Chemical Name** box and then click on the **Get Chemical Name** button. A pop-up window will display matching chemicals. Click on the appropriate chemical.
3. Complete the remaining fields. Enter a numeric value in the **Quantity** field. Select the correct units (e.g. ml-milliliters, g-grams, cu.ft-cubic feet, etc.) from the **Units** menu. Note that **Storage Temperature, Storage Pressure, Storage Container, Physical State, and Type** are set at default values. Change these as necessary.
4. Click the "Add" button. The chemical will be added, and a confirmation will be displayed. A blank form will prompt the user for entry of the next chemical.

- The administrator may activate optional fields (manufacturer, lot #, location, date rec'd, and comment) and up to four custom fields on this page as specified by the PI and/or research group.
- Ensure that all hazardous materials in the storage and lab spaces are entered into the inventory.

### **Review Inventory**

- Review the chemical inventory at least annually.
- To review inventory for each room, click on the **Report** button. A list of storage locations will be displayed. Select the locations to review by clicking in the appropriate boxes. Click on **Select Room(s)** to display the report.
- Print the report to use as a checklist to inventory existing stock.
- Record new materials and quantities onto the checklist. Cross out materials no longer in the inventory.
- Enter the additions/corrections into the on-line chemical inventory.

### **Certify Inventory**

- Once the on-line chemical inventory is updated, click on the **Completed Chemical Inventory** button. A list of rooms under the current registration will be displayed.
- Click boxes in the **Complete?** column for rooms where inventory is finalized and then click on **Submit**. The program will display the rooms selected along with **Yes** in the **Completed?** column.
- Click on **Confirm Completion**. The program will then acknowledge that completion is confirmed.

## **QUICK START GUIDE**

### **Main Screen**

Navigation buttons are on the left side of the screen, and content for the current function is to the right. See figure below. NOTE: The **View by Rooms** button also displays the main screen.

Search	Building Room	Room Type	Records
<a href="#">View by Rooms</a>	<a href="#">ACX 148</a>	STO	6
<a href="#">View by Chemicals</a>	<a href="#">ACX 149</a>	STO	8
<a href="#">View All</a>	<a href="#">ACX 150</a>	STO	3
<a href="#">Add Inventory</a>	<a href="#">ACX 151</a>	STO	1
<a href="#">View Deletions</a>	<a href="#">ACX 152</a>	STO	0
<a href="#">Report</a>	<a href="#">ACX 154</a>	STO	2
<a href="#">Completed Chemical Inventory</a>	<a href="#">AHF B9</a>	RECEIVE	1
<a href="#">Logout</a>	<a href="#">AHF B9A</a>	SHOWER	0
	<a href="#">AHF B9C</a>	LAB	0
	<a href="#">AHF B9E</a>	LAB	3
	<a href="#">CHP 148</a>	OFFICE	0
	<a href="#">CHP 148C</a>	OFFICE	0

To view the chemical inventory for a particular location, click on the underlined link.

## Adding Inventory

Click on **Add Inventory** to begin data entry. Enter a complete CAS number in **CAS Number** box. Click on the **Get Chemical Name** button. The chemical name field will be filled in by the system. If the CAS number is not known enter the first few letters of the chemical name in **Chemical Name** box. Click on the **Get Chemical Name** button. A pop-up window will display matching chemicals. Select the appropriate chemical. Complete the remaining fields, then click the **Add** button. The chemical will be added to the account along with a displayed confirmation and a blank form prompting the user to enter the next chemical.

To add a chemical to your inventory:

- Enter the first few letters of the chemical name:  
Chemical Name
- OR  
Enter the CAS Number:  
CAS Number
- Press "Get Chemical Name", and select chemical, if prompted:
- Complete the remaining fields:  
Quantity  Units  Room Building   
Storage Pressure  Storage Temperature   
Storage Container  Physical State  Type   
homemade?  expiration date   
Manufacturer  Lot Number   
Location  Date Received  Comment
- Click the "Add" button.

## View All

Clicking on the **View All** button will display the alphabetical list of chemicals currently in the account. To update a particular entry, click on the underlined chemical. This will display all optional and custom fields for that chemical.

To make minor changes (such as to **Amount, Units, or Delete**), click on the appropriate displayed boxes. Once the changes are entered, click on the **Save Changes** button.

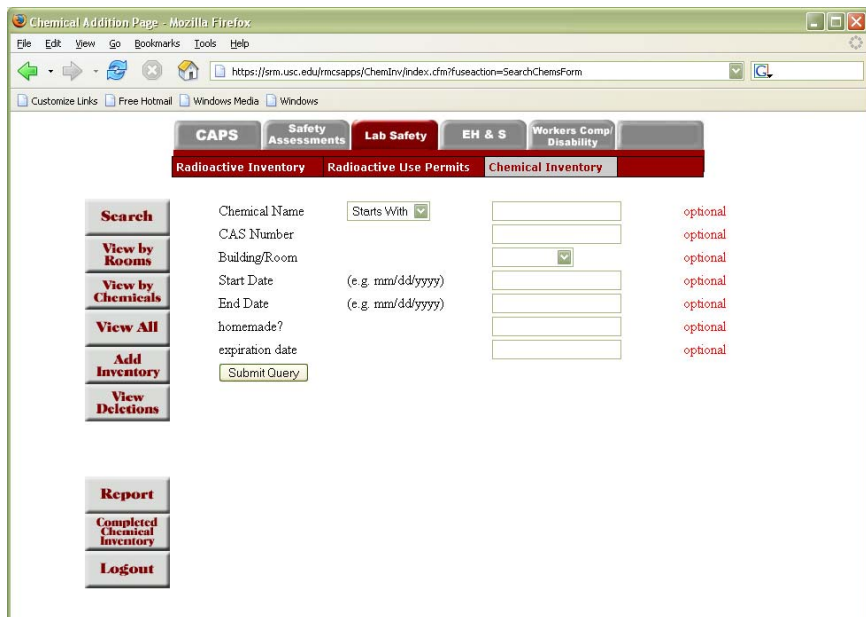
Update	Chem Name	Amount	Units	Room Building	homemade?	expiration date	Date Mod	Delete
<input type="radio"/>	<u>Acetylsalicylic acid</u>	500.00	gm	ACX148			8/26/04	<input type="radio"/>
<input type="radio"/>	<u>Barium sulfate</u>	1.00	pound	ACX150	redistilled		8/3/04	<input type="radio"/>
<input type="radio"/>	<u>Calcium hydroxide (Ca(OH)<sub>2</sub>)</u>	1.10	pound	ACX150			10/27/00	<input type="radio"/>
<input type="radio"/>	<u>Chloroform</u>	3.00	liter	ACX149			8/3/04	<input type="radio"/>
<input type="radio"/>	<u>Dichlorobenzene</u>	240.00	ml	AHF B9	ABC999C	N/A	8/3/04	<input type="radio"/>
<input type="radio"/>	<u>Dichloroethylene</u>	500.00	ml	ACX151			8/3/04	<input type="radio"/>
<input type="radio"/>	<u>Dichlorophenol</u>	5.00	gm	ACX154			11/2/00	<input type="radio"/>
<input type="radio"/>	<u>Diethyl ether</u>	1.75	liter	ACX149	XYZ0000	5/5/02	8/3/04	<input type="radio"/>
<input type="radio"/>	<u>Difluorodichloromethane</u>	2.00	liter	ACX148			11/2/00	<input type="radio"/>
<input type="radio"/>	<u>Ethanol absolute</u>	2.50	gel	ACX150			8/3/04	<input type="radio"/>
<input type="radio"/>	<u>Hydrofluoric Acid</u>	550.00	ml	ACX149			8/3/04	<input type="radio"/>
<input type="radio"/>	<u>Hydrogen carbonate</u>	1.00	liter	ACX148			8/3/04	<input type="radio"/>
<input type="radio"/>	<u>Hydrogen peroxide</u>	15.00	pound	ACX149			10/27/00	<input type="radio"/>
<input type="radio"/>	<u>Isopropanol</u>	5.00	gel	ACX149			10/27/00	<input type="radio"/>
<input type="radio"/>	<u>Methanol</u>	10.00	oz	ACX148			7/22/03	<input type="radio"/>

Matching records 1 through 15 of 24.

### Search

The **Search** function is faster and more effective in finding a chemical compound within a very large inventory.

Type the criteria in one or more fields and click on **Submit Query**.



### Optional and Custom Fields

Optional and custom fields are depicted below. To activate some or all fields, contact EH&S.

