

# Chemical Inventory Management in the Environmental Health & Safety Assistant (EHSA by On Site Systems)

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# Chemical Inventory Management in EHSA

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# Why is Chemical Inventory Important?

Reasons for Chemical Inventory:	Required by:
<i>Employee and Public Health</i>	<ul style="list-style-type: none"><li>• State Fire Marshal</li><li>• City of Orlando Industrial Waste Water</li></ul>
<i>Environmental Protection</i>	<ul style="list-style-type: none"><li>• Florida EPCRA</li><li>• RMP (40 CFR 68.130)</li><li>• EPCRA Title III</li><li>• City of Orlando Industrial Waste Water</li></ul>
<i>Emergency Planning, Spill Response, and Disaster Response</i>	<ul style="list-style-type: none"><li>• Florida EPCRA</li><li>• State Fire Marshal</li><li>• CFATS (6 CFR 27)</li><li>• RMP (40 CFR 68)</li><li>• ATF</li></ul>

In short, it is important that the chemical inventory be current and accurate to prevent Local, State, and Federal agencies from levying large fines and generating negative publicity for UCF. These fines will be passed along to the Departments.

# NFPA – Storage Limits

- Per NFPA 30:

Liquid Class	L per Floor 1 (Includes increase for sprinklered floor.)	L per Floor 2	L per Floor 3	L per Floor 4
IA	230	172.5	115	28.75
IB&C	920	690	460	115
IA,B&C Combined*	920	690	460	115
Class II	920	690	460	115
Class IIIA	1265	948.75	362.5	158.125

\* Combined include the quantities of all material types

- Per NFPA 45

	Liters per 100 sqft Permitted Floors 1-3 in Use	Liters per 100 sqft Permitted Floor 4 in Use	Liters per 100 sqft Permitted Floors 1-3 in Use & Storage	Liters per 100 sqft Permitted Floors 4 in Use & Storage
Class I	7.5	5.625	15	11.25
Class I,II & IIIA Combined*	15	11.25	30	22.5

\* Combined include the quantities of all material types

# What are hazardous chemicals?

All chemicals and mixtures that are considered hazardous (corrosive, acutely toxic, reproductive toxins, flammable, etc.) and require a SDS be kept on hand must be included in the chemical inventory. Any chemical that has a National Fire Protection Association (NFPA) hazard rating of 2 or higher in any category must be included in the chemical inventory.

Non-hazardous chemicals may be included for tracking by the Department, but it is not a requirement. Dilutions that have been prepared from an inventoried parent container, and non-hazardous chemical products are excluded from the chemical inventory and SDS requirements. Non-flammable cleaning and maintenance products (available to the general public) are excluded from the chemical inventory, but may require a SDS.



# Environmental Health & Safety

Home • EHS Programs • Training • Forms • Policies and Procedures • Contacts • **EHSA Log In**



## Mission

To encourage, support, and promote a culture of safety and environmental stewardship that is embraced by the entire campus community.

## Vision

To support the university goals of academic excellence, leadership, and diversity.

## Core Values

- Collaboration
- Competence
- Compliance
- Continuous Improvement
- Customer Service
- Respect

## EHS News

### Risk Management has Moved

Please be advised that Risk Management and Insurance has moved to the [University Compliance, Ethics, and Risk Office](#). Please contact [Olivia Escalona](#) or [Carmen Brache](#) with any questions.

### EHS Website Being Updated

The EHS website will be going through some updates over the next few months, so you may see some changes to the site. We are working hard to provide up-to-date information, in an easy to use format.

[Safety Concern Form](#)

[Building Permit Database](#)

### UCF EHS Safety Training Calendar

Today Thursday, December 6

#### Thursday, December 6

10:00am [EHS116 Combined Bio/L](#)

10:00am [EHS202 Laboratory Safe](#)

#### Monday, December 10

9:00am [Environmental Managem](#)

#### Wednesday, December 12

8:00am [Electrical Safety and Loc](#)

12:00pm [Fall Protection \(EHS613\)](#)

1:00pm [EHS116 Combined Bio/L](#)

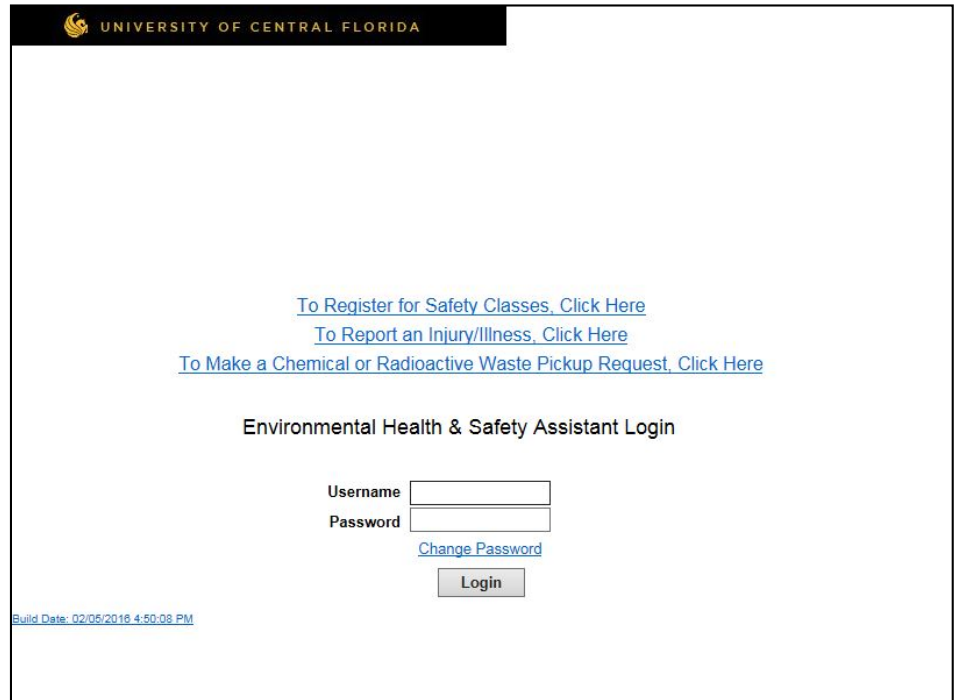
1:00pm [EHS202 Laboratory Safe](#)

# 1- EHSA Login Page

You can reach the Environmental Health & Safety Assistant (EHSA) website from any PC on campus.

<https://ehs.fs.ucf.edu/EHSAWeb/EHSAWebISAPI.dll>

Note: Firefox is the preferred browser. Results with another browser may be less desirable.



The screenshot shows the EHSA Login Page. At the top, there is a black header bar with the University of Central Florida logo and the text "UNIVERSITY OF CENTRAL FLORIDA". Below the header, the page content is white. In the center, there are three blue links: "To Register for Safety Classes, Click Here", "To Report an Injury/Illness, Click Here", and "To Make a Chemical or Radioactive Waste Pickup Request, Click Here". Below these links, the text "Environmental Health & Safety Assistant Login" is displayed. Underneath, there are two input fields: "Username" and "Password". To the right of the "Password" field is a blue link "Change Password". Below the input fields is a grey "Login" button. At the bottom left of the page, there is a small text string "Build Date: 02/05/2016 4:50:08 PM".

UNIVERSITY OF CENTRAL FLORIDA

[To Register for Safety Classes, Click Here](#)  
[To Report an Injury/Illness, Click Here](#)  
[To Make a Chemical or Radioactive Waste Pickup Request, Click Here](#)

Environmental Health & Safety Assistant Login

Username   
Password

[Change Password](#)

Login

Build Date: 02/05/2016 4:50:08 PM

# 1- Welcome Screen

- Once you log in, you will see a welcome screen with options available to you according to your role.
- Click the “Inventory” link under the CHEM title to view your inventory.

**EH&S Assistant** Log Off

PI: Your Name Here

**CHEM**

- [Inventory](#)
- [Training](#)
- [Waste Pickup](#)
- [Reports](#)
- [Permit Worker Registration](#)

**ADMINISTRATION**

- [Labs](#)

**QUESTIONNAIRE**

- [Lab Hazard Assessment](#)

**PI Information**

DEPARTMENT

CAMPUS MAILING ADDRESS

OFFICE PHONE # 407

**Emergency Contact Information**

FIRST NAME

LAST NAME

PHONE #

E-MAIL

**Labs Assigned**

Building Name	Lab
<a href="#">Reports</a>	<input type="text"/>



## 2- Viewing your inventory

From this screen you can view your entire inventory, sort by location or sort alphabetically.

Main Menu < BACK Your Name Here Log Off

☒ Current Inventory ☐ Disposed Inventory ☐ Archived Inventory

Total # of chemicals in current inventory:

☐ Items Received/Ordered on

☐ All Items

☐ Show me Chemicals where

☐ Show Chemicals by Location

☒ Show Chemicals by 1st Letter

☐ Show Blank Inventory/Bar Code #'s

☐ Show Chemicals with Expiration Dates

☐ Show Appendix A Chemicals

ABCDEFGHIJKLMNOPQRSTUVWXYZ 0123456789

Add Chemical Transfer

Save Changes ---Reports---

Appendix A listed Chemicals are highlighted in Tan.

Chemicals with Blank Inventory/Bar Code #'s are highlighted in Red.

Display 50 rows per page.

			MSDS		Inventory #	CAS #	Chemical Name	Total Containers	Total Qty.	Units	Vendor	Catalog #	Building Code	Room #
Highlight	Select	Remove	not on file	MSDS Search	barcode	64-17-5	absolute ethanol	1	30	Milliliters				
Highlight	Select	Remove	not on file	MSDS Search		64-17-5	Absolute Ethanol	1	200	Milliliters	unk	unk		
Highlight	Select	Remove	not on file	MSDS Search		67-64-1	ACETONE	1	20	Liters	Aqua Solut	A1500-20L		
Highlight	Select	Remove	not on file	MSDS Search		9012-36-6	Agarose	1	10	Grams	SIGMA-ALD	A-6013		
Highlight	Select	Remove	not on file	MSDS Search		9012-36-6	Agarose	1	5	Grams	SIGMA-ALD	A-3768		
Highlight	Select	Remove	not on file	MSDS Search		9012-36-6	Agarose	1	25	Grams	SIGMA-ALD	A-6877		

## 2- Viewing your inventory

- Notice that the “Current Inventory” radio button is marked. This is the default setting. You may also view “Disposed Inventory” or “Archived Inventory” by clicking on the appropriate radio button.
- From the Inventory window you have many options:
  - View Current Inventory
    - Items Received/Ordered on (Date)
    - Show All Items
    - Show Chemicals where - Description look-up
    - Show Chemicals by Location; 1st Letter; DHS Appendix A; or with Expiration Dates
  - View Disposed Inventory
    - Items Received/Ordered on (Date)
    - Show All Items
    - Show Chemicals where - Description look-up
    - Show Chemicals by Location; 1st Letter; DHS Appendix A; or with Expiration Dates
  - View Archived Inventory
    - Items Received/Ordered on (Date)
    - Show All Items
    - Show Chemicals where - Description look-up
    - Show Chemicals by Location; 1st Letter; DHS Appendix A; or with Expiration Dates
  - Add Chemical– add a chemical to your inventory
  - Transfer – transfer a chemical to another location
  - Select – view and/or edit the information for any chemical in your inventory
  - Remove – dispose of a chemical in your inventory

# 3- Adding to your inventory

- After you have placed the bar code sticker received from UCF EHS on the bottle,
- Click the “Add Chemical” button on the initial inventory screen.

**Main Menu** < BACK Your Name Here Log Off

☒ Current Inventory ☐ Disposed Inventory ☐ Archived Inventory

Total # of chemicals in current inventory: [REDACTED]

☐ Items Received/Ordered on  
☐ All Items  
☐ Show me Chemicals where  
☐ Show Chemicals by Location  
☒ Show Chemicals by 1st Letter  
☐ Show Blank Inventory/Bar Code #'s  
☐ Show Chemicals with Expiration Dates  
☐ Show Appendix A Chemicals

ABCDEFGHIJKLMNOPQRSTUVWXYZ 0123456789

**Add Chemical** Transfer Save Changes ---Reports---

Appendix A listed Chemicals are highlighted in Tan. Chemicals with Blank Inventory/Bar Code #'s are highlighted in Red.

Display 50 rows per page.

			MSDS		Inventory #	CAS #	Chemical Name	Total Containers	Total Qty	Units	Vendor	Catalog #	Building Code	Room #
Highlight	Select	Remove	not on file	MSDS Search	barcode	64-17-5	absolute ethanol	1	30	Milliliters				
Highlight	Select	Remove	not on file	MSDS Search		64-17-5	Absolute Ethanol	1	200	Milliliters	unk	unk		
Highlight	Select	Remove	not on file	MSDS Search		67-64-1	ACETONE	1	20	Liters	Aqua Solut	A1500-20L		
Highlight	Select	Remove	not on file	MSDS Search		9012-36-6	Agarose	1	10	Grams	SIGMA-ALD	A-6013		
Highlight	Select	Remove	not on file	MSDS Search		9012-36-6	Agarose	1	5	Grams	SIGMA-ALD	A-3768		
Highlight	Select	Remove	not on file	MSDS Search		9012-36-6	Agarose	1	25	Grams	SIGMA-ALD	A-6877		

Unless your group has received previous permission, all Inventory # (bar codes) are generated by UCF EHS.

Reference: UCF Chemical Inventory Policy, [FSP 2012 EHS0005](#)

The “Adding Chemical” window will appear.

[illegible]

# 3- Searching for a chemical to add

- You can search by either:
  - CAS Number
  - Chemical Description

The screenshot shows a web form titled "Adding Chemical". At the top, there are two radio buttons: "Search Catalog" (selected) and "Not In Catalog". To the right is an "Inventory #" field. Below these are two search options: "Search by CAS #" and "Search By Chemical Description". Two red arrows point to these search options. The "Search By Chemical Description" option is highlighted in yellow. Below the search options is a "Required Fields" section with a pink background, containing fields for "Chemical Name", "Physical State" (a dropdown menu), "Total # of Containers", "Total Quantity", "Units" (a dropdown menu), "Building Name", and "Room #". To the right of the "Required Fields" section is a table titled "Additional CAS Numbers" with columns "Cas #" and "Chemical Description". Below the "Required Fields" section are two main sections: "Supplemental Chemical Information" and "Vendor Information". The "Supplemental Chemical Information" section includes fields for "Additional Room #s", "Type of Container" (a dropdown menu), "Storage Location" (a dropdown menu), "Lot #", "Expiration Date" (a dropdown menu), and "Transfer Comments". The "Vendor Information" section includes fields for "Receipt Date", "Order Date", "Catalog #", "Vendor", "MSDS URL", "ChemGold III URL", and "view" and "search" links. To the right of the "Vendor Information" section is a section titled "NFPA 704 Codes" with a diamond-shaped icon. At the bottom of the form is a "Contact Information/Comments" section with fields for "Contact", "Contact/Submitter", "Contact E-Mail", and "Comments". At the very bottom are three buttons: "Save & Add Another Chemical", "Save/Return", and "Cancel".

Adding Chemical

☒ Search Catalog ☐ Not In Catalog Inventory #

Search by CAS #

Search By Chemical Description

Required Fields

Chemical Name CAS #

Physical State -- No Selection --

Total # of Containers Total Quantity Units -- No Selection --

Building Name last

Room #

Additional CAS Numbers

Add CAS #

Cas #	Chemical Description
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Supplemental Chemical Information

Additional Room #s

Type of Container -- No Selection -- ☐ Secondary Container

Storage Location

Lot #

Expiration Date

Transfer Comments

Vendor Information

Receipt Date

Order Date

Catalog #

Vendor

MSDS URL view: search:

ChemGold III URL search:

NFPA 704 Codes

Contact Information/Comments

Contact last Contact's Phone

Contact/Submitter

Contact E-Mail

Comments


Save & Add Another Chemical Save/Return Cancel

# 3- Searching for a chemical to add

The search brings up a pop up box with chemicals and vendors already in the catalog.

Our example chemical is a 4L bottle of acetone from Fisher.

The CAS # is 67-64-1. This number must be entered with the dashes.




CAS #	Chemical Description	Catalog #	Vendor
<a href="#">67-64-1</a>	<a href="#">10% CELLULOSE TRIACETATE</a>		Fisher Sci
<a href="#">67-64-1</a>	<a href="#">10% CELLULOSE TRIACETATE</a>		Sigma-Aldrich
<a href="#">67-64-1</a>	<a href="#">2-PROPANONE</a>		Fisher Sci
<a href="#">67-64-1</a>	<a href="#">2-PROPANONE</a>		Sigma-Aldrich
<a href="#">67-64-1</a>	<a href="#">ACETONE</a>		Fisher Sci
<a href="#">67-64-1</a>	<a href="#">ACETONE</a>		Sigma-Aldrich
<a href="#">67-64-1</a>	<a href="#">ACETONE CERTIFIED ACS</a>		Fisher Sci
<a href="#">67-64-1</a>	<a href="#">ACETONE CERTIFIED ACS</a>		Sigma-Aldrich
<a href="#">67-64-1</a>	<a href="#">ACETONE REAGENTS OR SOLUTIONS</a>		Fisher Sci
<a href="#">67-64-1</a>	<a href="#">ACETONE REAGENTS OR SOLUTIONS</a>		Sigma-Aldrich
<a href="#">67-64-1</a>	<a href="#">ACETONE SOLUTION</a>		Fisher Sci
<a href="#">67-64-1</a>	<a href="#">ACETONE SOLUTION</a>		Sigma-Aldrich
<a href="#">67-64-1</a>	<a href="#">ACETONE, 99.5%, ACS REAGENT</a>		Fisher Sci
<a href="#">67-64-1</a>	<a href="#">ACETONE, 99.5%, ACS REAGENT</a>		Sigma-Aldrich
<a href="#">67-64-1</a>	<a href="#">BETA-KETOPROPANE</a>		Fisher Sci
<a href="#">67-64-1</a>	<a href="#">BETA-KETOPROPANE</a>		Sigma-Aldrich
<a href="#">67-64-1</a>	<a href="#">DIMETHY KETONE</a>		Fisher Sci
<a href="#">67-64-1</a>	<a href="#">DIMETHY KETONE</a>		Sigma-Aldrich
<a href="#">67-64-1</a>	<a href="#">DIMETHYL FORMIN</a>		Fisher Sci
<a href="#">67-64-1</a>	<a href="#">DIMETHYL FORMIN</a>		Sigma-Aldrich
<a href="#">67-64-1</a>	<a href="#">DIMETHYL KETONE</a>		Fisher Sci
<a href="#">67-64-1</a>	<a href="#">DIMETHYL KETONE</a>		Sigma-Aldrich


If your item is not found, select the “Not in Catalog” radio button and enter manually.

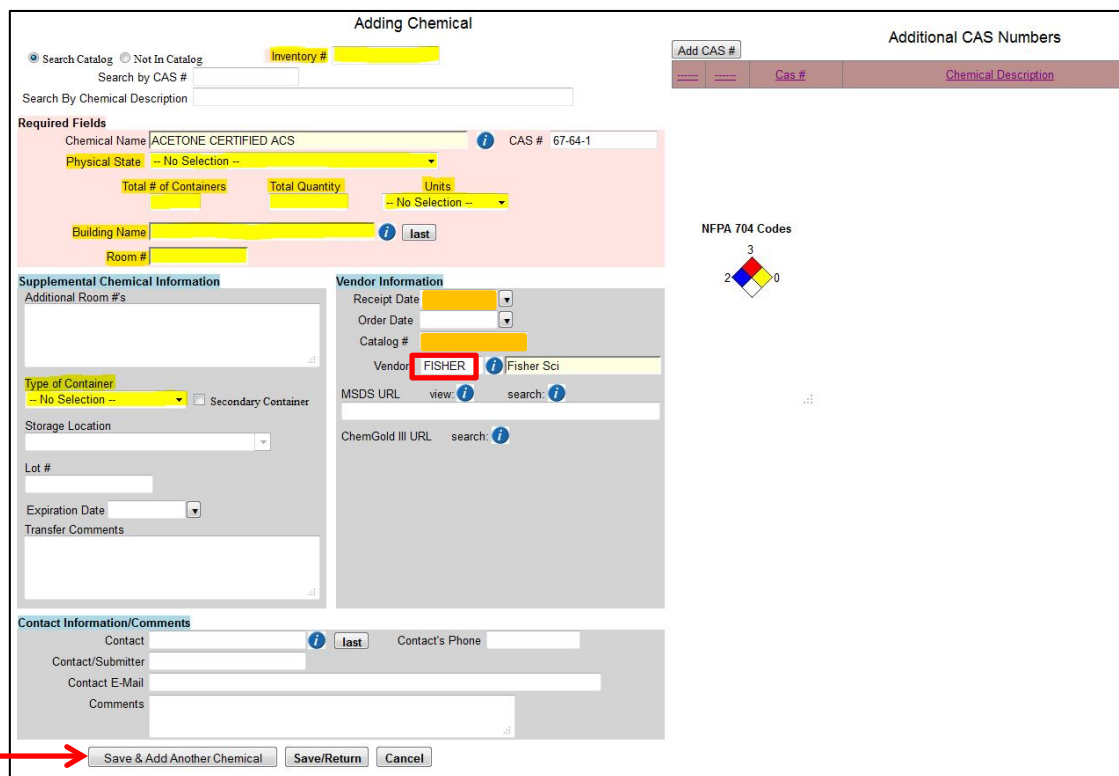
# 3a- Adding a single item

Fields highlighted in yellow must be filled in:


- Inventory # (bar code)
- Physical state
- Total # of Containers – should be 1
- Total Quantity (container size)
- Units
- Building Name – use look up table
- Room Number
- Receipt Date
- Catalog #
- Type of Container

Lookup Tables for Building Name can be accessed by clicking the blue info button .

When you have filled out the required fields, click the “Save & Add Another” button or the “Save/Return” button. 




**Adding Chemical**

☒ Search Catalog ☐ Not In Catalog **Inventory #** 

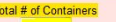
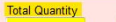
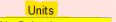
Search by CAS #




Search By Chemical Description


**Required Fields**

Chemical Name ACETONE CERTIFIED ACS CAS # 67-64-1 

Physical State -- No Selection --

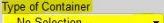
Total # of Containers  Total Quantity  Units  -- No Selection --

Building Name   

Room # 

**Supplemental Chemical Information**

Additional Room #'s

Type of Container  -- No Selection -- ☐ Secondary Container

Storage Location

Lot #

Expiration Date


Transfer Comments



**Vendor Information**


Receipt Date

Order Date



Catalog #

Vendor **FISHER**  Fisher Sci

MSDS URL view:  search: 

ChemGold III URL search: 

**Contact Information/Comments**

Contact   Contact's Phone

Contact/Submitter

Contact E-Mail

Comments

**Additional CAS Numbers**

Cas #	Chemical Description
-------	----------------------

**NFPA 704 Codes**

3  
2 1 0

Please check that the Vendor is correct before saving.



# 3b- Adding an item, “Not In Catalog”

Fields highlighted in yellow must be filled in:

- Inventory # (bar code)
- Chemical Name
- CAS #
- Physical state
- Total # of Containers – should be 1
- Total Quantity (container size)
- Units
- Building Name – use look up table
- Room Number
- Receipt Date
- Catalog #
- Vendor
- Type of Container

Lookup Tables for Building Name can be accessed by clicking the magnifying glass.

When you have filled out the required fields, click the “Save & Add Another” button or the “Save/Return” button.

Adding Chemical

☐ Search Catalog ☒ Not In Catalog Inventory #

Search by CAS #

Search By Chemical

**Required Fields**

Chemical Name  CAS #

Physical State

Total # of Containers  Total Quantity  Units

Building Name

Room #

**Supplemental Chemical Information**

Additional Room #s

Type of Container  ☐ Secondary Container

Storage Location

Lot #

Expiration Date

Transfer Comments

**Vendor Information**

Receipt Date

Order Date

Catalog #

Vendor

MSDS URL  view  search

ChemGold III URL  search

**Contact Information/Comments**

Contact   Contact's Phone

Contact/Submitter


Contact E-Mail

Comments

Additional CAS Numbers

Cas #	Concentratio %	Chemical Description
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NFPA 704 Codes





## 3c- Adding multiple items or items with multiple ingredients

If you need to add:

- Multiple items
  - same CAS#, vendor and catalog number – i.e. a case

OR

- Items with multiple ingredients (e.g. etchants, cleaning solutions, analytical standards)

Please contact the Chemical Safety & Security Coordinator (Dr. Sandra Hick, 407-823-3307, [Sandra.Hick@ucf.edu](mailto:Sandra.Hick@ucf.edu)) to schedule a training session.

# 4- Disposing of inventory items

The two most efficient ways to dispose of items are:

- [Single item](#) – select the “Show me Chemicals where” radio button
- [Several items from the same location](#) – select the “Show Chemicals by Location” button

Main Menu < BACK Your Name Here Log Off

☒ Current Inventory ☐ Disposed Inventory ☐ Archived Inventory

Total # of chemicals in current inventory:

☐ Items Received/Ordered on  
☐ All Items  
☐ Show me Chemicals where  
☐ Show Chemicals by Location  
☒ Show Chemicals by 1st Letter  
☐ Show Blank Inventory/Bar Code #'s  
☐ Show Chemicals with Expiration Dates  
☐ Show Appendix A Chemicals

ABCDEFGHIJKLMNOPQRSTUVWXYZ 0123456789

Add ChemicalTransfer

Save Changes

---Reports---

Appendix A listed Chemicals are highlighted in Tan. Chemicals with Blank Inventory/Bar Code #'s are highlighted in Red.

Display 50 rows per page.

			MSDS		Inventory #	CAS #	Chemical Name	Total Containers	Total Qty.	Units	Vendor	Catalog #	Building Code	Room #
Highlight	Select	Remove	not on file	MSDS Search	Bar code	64-17-5	absolute ethanol	1	30	Milliliters				
Highlight	Select	Remove	not on file	MSDS Search		64-17-5	Absolute Ethanol	1	200	Milliliters	unk	unk		
Highlight	Select	Remove	not on file	MSDS Search		67-64-1	ACETONE	1	20	Liters	Aqua Solut	A1500-20L		
Highlight	Select	Remove	not on file	MSDS Search		9012-36-6	Agarose	1	10	Grams	SIGMA-ALD	A-6013		
Highlight	Select	Remove	not on file	MSDS Search		9012-36-6	Agarose	1	5	Grams	SIGMA-ALD	A-3768		
Highlight	Select	Remove	not on file	MSDS Search		9012-36-6	Agarose	1	25	Grams	SIGMA-ALD	A-6877		

# 4a- Disposing of a single item

To find a single inventory item, select the “Show me Chemicals where” radio button.

1. From the 1<sup>st</sup> pull down box, select “Inventory #”
2. From the 2<sup>nd</sup> pull down box, select “Contains” or “Equals”
  - a. “Contains” works best for bar code numbers without leading zeros
  - b. “Equals” requires the leading zeros of a bar code (7 digits)
3. In the 3<sup>rd</sup> box, enter in the bar code number of the item
4. Click the “Show” button to reveal that item

[Main Menu](#) [< BACK](#) Your Name Here [Log Off](#)

☒ Current Inventory ☐ Disposed Inventory ☐ Archived Inventory

Total # of chemicals in current inventory:

☐ Items Received/Ordered on  
☐ All Items  
☒ **Show me Chemicals where**  
☐ Show Chemicals by Location  
☐ Show Chemicals by 1st Letter  
☐ Show Chemicals with Expiration Dates  
☐ Show Appendix A Chemicals

Inventory #

Contains...

Show

Add Chemical

Save Changes

---Reports---

Appendix A listed Chemicals are highlighted in Tan.

Display 50  rows per page.

		MSDS	Inventory #	CAS #	Chemical Name	Physical State	Total Containers	Total Qty.	Units	Campus Name
--	--	------	-------------	-------	---------------	----------------	------------------	------------	-------	-------------

Display 50  rows per page.

# 4a- Disposing of a single item

The inventory item will appear below (highlighted in green).

Click the “Remove” link to dispose of that item.

[Main Menu](#) [< BACK](#) Your Name Here [Log Off](#)

☒ Current Inventory ☐ Disposed Inventory ☐ Archived Inventory

Total # of chemicals in current inventory:

☐ Items Received/Ordered on  
☐ All Items  
☒ Show me Chemicals where  
☐ Show Chemicals by Location  
☐ Show Chemicals by 1st Letter  
☐ Show Chemicals with Expiration Dates  
☐ Show Appendix A Chemicals

Inventory #

Contains...

Bar code #

Show

Add Chemical

Save Changes

---Reports---

Appendix A listed Chemicals are highlighted in Tan.

Display 50 rows per page.

			MSDS		Inventory #	CAS #	Chemical Name	Physical State	Total Containers	Total Qty.	Units	Campus Name
Highlight	Select	Remove	not on file	MSDS Search	Bar code	67-64-1	ACETONE	Liquid	1	20	Liters	F

Display 50 rows per page.

# 4a- Disposing of a single item

A confirmation window will appear. Select the reason for disposal:

- Used (most disposals are of this type)
- Data entry error
- Transferred
- Waste

The screenshot shows a web-based chemical inventory management system. At the top, there is a navigation bar with 'Main Menu', '< BACK', 'Your Name Here', and 'Log Off'. Below this, there are radio buttons for 'Current Inventory' (selected), 'Disposed Inventory', and 'Archived Inventory'. A 'Total # of chemicals in current inventory' field shows a redacted value. On the left, there are several filter options: 'Items Received/Ordered on', 'All Items', 'Show me Chemicals where' (selected), 'Show Chemicals by Location', 'Show Chemicals by 1st Letter', 'Show Chemicals with Expiration Dates', and 'Show Appendix A Chemicals'. An 'Inventory #' dropdown menu is visible. A 'Confirmation' dialog box is open in the center, asking 'Are you sure you want to mark the selected Inventory #'s as Removed?' with 'Yes' and 'No' buttons. Below the dialog, there is a table of chemicals. The table has columns for 'Highlight', 'Select', 'Remove', 'MSDS', 'Inventory #', 'CAS #', 'Chemical Name', 'Physical State', 'Total Containers', 'Total Qty.', 'Units', and 'Campus Name'. The first row shows 'ACETONE' with CAS # '67-64-1', 'Liquid' state, 1 container, and 20 Liters. Below the table, there is another 'Display 50 rows per page.' label.

Main Menu < BACK Your Name Here Log Off

☒ Current Inventory ☐ Disposed Inventory ☐ Archived Inventory

Total # of chemicals in current inventory [Redacted]

☐ Items Received/Ordered on  
☐ All Items  
☒ Show me Chemicals where  
☐ Show Chemicals by Location  
☐ Show Chemicals by 1st Letter  
☐ Show Chemicals with Expiration Dates  
☐ Show Appendix A Chemicals

Inventory # [Dropdown] Cont [Dropdown] how [Dropdown]

Add Chemical

Appendix A listed Chemicals are highlighted in Tan.

Display 50 rows per page.

			MSDS		Inventory #	CAS #	Chemical Name	Physical State	Total Containers	Total Qty.	Units	Campus Name
Highlight	Select	Remove	not on file	MSDS Search	Bar code	67-64-1	ACETONE	Liquid	1	20	Liters	

Display 50 rows per page.

# 4b- Disposing of more than one item

Select the “Show Chemicals by location” radio button.

1. From the pull down box, select the room containing the items.
2. Click the “Show” button to show the inventory of that room.

Main Menu < BACK Your Name Here Log Off

☒ Current Inventory ☐ Disposed Inventory ☐ Archived Inventory

Total # of chemicals in current inventory

☐ Items Received/Ordered on  
☐ All Items  
☐ Show me Chemicals where  
☒ Show Chemicals by Location Lab location containing the items Show  
☐ Show Chemicals by 1st Letter  
☐ Show Chemicals with Expiration Dates  
☐ Show Appendix A Chemicals

Add Chemical Save Changes ---Reports---

Appendix A listed Chemicals are highlighted in Tan.

1 2 3 4 5 6 7 8 Page 5 of 8. Display 50 rows per page.

			MSDS		Inventory #	CAS #	Chemical Name	Physical State	Total Containers	Total Qty.	Units	Campus Name
Highlight	Select	Remove	not on file	MSDS Search	Bar code	56-81-5	glycerol	Solid	1	4	Ounces	
Highlight	Select	Remove	not on file	MSDS Search		7782-42-5	graphite	Solid	1	4	Grams	
Highlight	Select	Remove	not on file	MSDS Search		7782-42-5	graphite	Solid	1	25	Grams	
Highlight	Select	Remove	not on file	MSDS Search		7782-42-5	graphite	Solid	1	10	Grams	

# 5- Transferring a single item

To find a single inventory item, select the “Show me Chemicals where” radio button. Once the screen below loads:

1. From the 1<sup>st</sup> pull down box, select “Inventory #”
2. From the 2<sup>nd</sup> pull down box, select “Contains” or “Equals”
  - a. “Contains” works best for bar code numbers without leading zeros
  - b. “Equals” requires the leading zeros of a bar code (7 digits)
3. In the 3<sup>rd</sup> box, enter in the bar code number of the item
4. Click the “Show” button to reveal that item

☒ Current Inventory ☐ Disposed Inventory ☐ Archived Inventory

Total # of chemicals in current inventory: [Redacted]

☐ Items Received/Ordered on  
☐ All Items  
☒ Show me Chemicals where  
☐ Show Chemicals by Location  
☐ Show Chemicals by 1st Letter  
☐ Show Blank Inventory/Bar Code #'s  
☐ Show Chemicals with Expiration Dates  
☐ Show Appendix A Chemicals

Inventory/Bar Code # [Inventory #] Starts with... [Contains] **Show**

Add Chemical Transfer Save Changes --Reports--

Appendix A listed Chemicals are highlighted in Tan. Chemicals with Blank Inventory/Bar Code #'s are highlighted in Red

Display 50 rows per page.

	MSDS	Inventory #	CAS #	Chemical Name	Total Containers	Total Qty.	Units	Vendor	Catalog #	Building Code	Room #	Storage Location
Display 50 rows per page.												

# 5- Transferring a single item

Once the bar coded item from the previous example loads, you will see only that item in the inventory table displayed in green (“highlighted”):

- Click the “Transfer” button.

☒ Current Inventory ☐ Disposed Inventory ☐ Archived Inventory

Total # of chemicals in current inventory: [REDACTED]

☐ Items Received/Ordered on  
☐ All Items  
☒ Show me Chemicals where  
☐ Show Chemicals by Location  
☐ Show Chemicals by 1st Letter  
☐ Show Blank Inventory/Bar Code #'s  
☐ Show Chemicals with Expiration Dates  
☐ Show Appendix A Chemicals

Inventory/Bar Code #  Contains...  Bar code


			MSDS		Inventory #	CAS #	Chemical Name	Total Containers	Total Qty.	Units	Vendor	Catalog #	Building Code	Room #	Storage Location
Highlight	Select	Remove	not on file	MSDS Search	Bar code	67-64-1	ACETONE, CERTIFIED ACS	1	4	Liters			Bldg.	#	Second

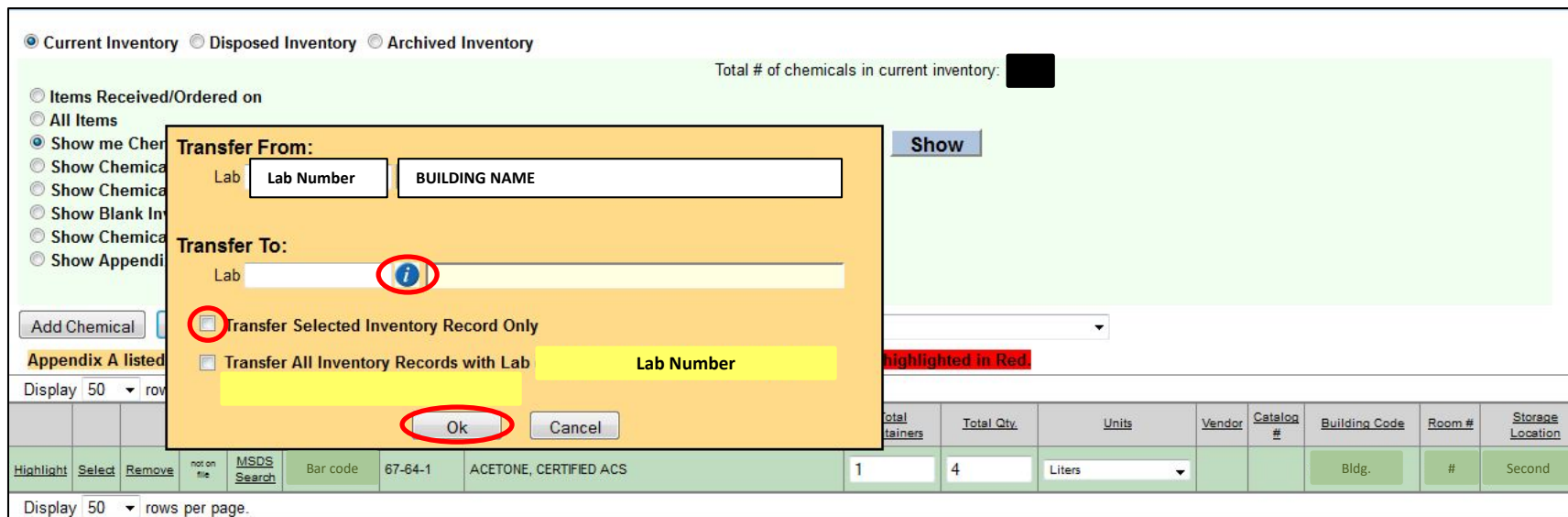
Display 50 rows per page.



## 5- Transferring a single item

After clicking the “Transfer” button, a yellow pop-up box will appear. You will see the current lab number and building name as “Transfer From.” To transfer that item:

1. Click the blue info button 
2. Select the lab where you will be transferring the item on the list of labs.
  - NOTE: You may only transfer items into laboratories your PI is known to inhabit.
3. Select the check box “Transfer Selected Inventory Record Only”
4. Click the “Ok” button



Current Inventory ☐ Disposed Inventory ☐ Archived Inventory

Total # of chemicals in current inventory: [REDACTED]


☐ Items Received/Ordered on  
☐ All Items  
☒ Show me Chemicals  
☐ Show Chemicals  
☐ Show Chemicals  
☐ Show Blank Inventory  
☐ Show Chemicals  
☐ Show Appendices

Add Chemical [Button]

Appendix A listed [Button]

Display 50 rows per page

Transfer From:  
Lab [Lab Number] [BUILDING NAME]

Transfer To:  
Lab [Lab Number] 

☒ Transfer Selected Inventory Record Only  
☐ Transfer All Inventory Records with Lab [Lab Number]

[Ok] [Cancel]

Total Containers	Total Qty.	Units	Vendor	Catalog #	Building Code	Room #	Storage Location
1	4	Liters			Bldg.	#	Second

Display 50 rows per page

If you need to transfer to a laboratory not listed or a different PI, please contact UCF EH&S.

## 5 - Transferring inventory to a new room or another PI

If you need to transfer:

- Containers to a new lab not affiliated with the PI

OR

- Inventory items to another PI

Please contact the Chemical Safety & Security Coordinator  
(Dr. Sandra Hick, 407-823-3307, [Sandra.Hick@ucf.edu](mailto:Sandra.Hick@ucf.edu)).

# More Information

- To request bar codes (inventory #) or for more information about EHSA, contact EH&S:

Dr. Sandra Hick  
Chemical Safety & Security Coordinator  
(407) 823-3307  
[Sandra.Hick@ucf.edu](mailto:Sandra.Hick@ucf.edu)