

# 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?

<b>Reasons for Chemical Inventory:</b>	<b>Required by:</b>
<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.

CINTAS will be on main campus and Lake Nona on 10/6/2021 and 10/7/2021 to answer any questions and demonstrate how the lab coat dispensing machines work. (Research 1, Engineering 2, Physical Sciences Building, BSBS at Lake Nona)

For access to the Biological Safety Practical (EHS103) contact [Melina.Kinsey@ucf.edu](mailto:Melina.Kinsey@ucf.edu)

# Stay Safe UCF

We Encourage, Support and Promote a Culture of Safety and Environmental Stewardship



**EHSA Login**

EHSA PASSWORD RESET

**EHS Training**

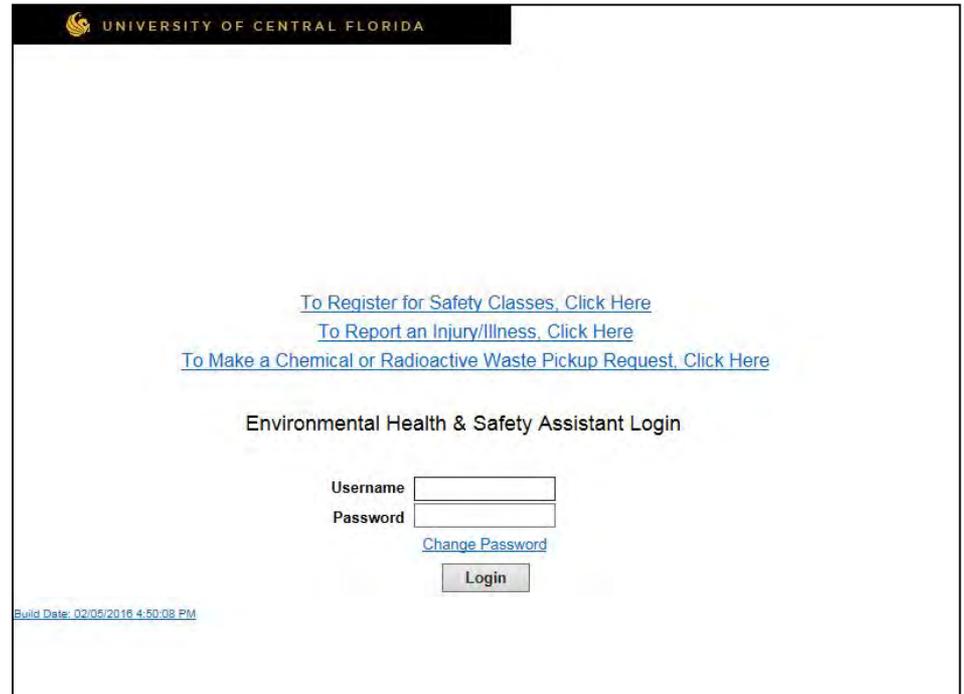
**SAFETY CONCERN FORM**

# 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 for the University of Central Florida. At the top, there is a black header with the university's logo and the text "UNIVERSITY OF CENTRAL FLORIDA". Below the header, 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". The main heading is "Environmental Health & Safety Assistant Login". Below this, 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".

# 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 ADD

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: [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

ABCDEFGHIJKL MNOPQRSTUVWXYZ 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	[REDACTED]	64-17-5	Absolute Ethanol	1	200	Milliliters	unk	unk		
Highlight	Select	Remove	not on file	MSDS Search	[REDACTED]	67-64-1	ACETONE	1	20	Liters	Aqua Solut	A1500-20L		
Highlight	Select	Remove	not on file	MSDS Search	[REDACTED]	9012-36-6	Agarose	1	10	Grams	SIGMA-ALD	A-6013		
Highlight	Select	Remove	not on file	MSDS Search	[REDACTED]	9012-36-6	Agarose	1	5	Grams	SIGMA-ALD	A-3768		
Highlight	Select	Remove	not on file	MSDS Search	[REDACTED]	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.

The screenshot displays the UCF Chemical Inventory System interface. 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', 'Disposed Inventory', and 'Archived Inventory'. A 'Total # of chemicals in current inventory:' field is present. A list of filters includes 'Items Received/Ordered on', 'All Items', 'Show me Chemicals where', 'Show Chemicals by Location', 'Show Chemicals by 1st Letter' (selected), 'Show Blank Inventory/Bar Code #'s', 'Show Chemicals with Expiration Dates', and 'Show Appendix A Chemicals'. A search bar contains 'ABCDEFGHIJKLMNOPQRSTUVWXYZ 0123456789'. Below the search bar are buttons for 'Add Chemical' (circled in red with an arrow), 'Transfer', 'Save Changes', and a dropdown menu for '---Reports---'. A warning message states: 'Appendix A listed Chemicals are highlighted in Tan. Chemicals with Blank Inventory/Bar Code #'s are highlighted in Red.' Below this is a table with 13 columns: 'MSDS', 'Inventory #', 'CAS #', 'Chemical Name', 'Total Containers', 'Total Qty.', 'Units', 'Vendor', 'Catalog #', 'Building Code', and 'Room #'. The table contains 6 rows of chemical data.

			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](#)

# 3- Adding to your inventory

The “Adding Chemical” window will appear.

### Adding Chemical

Search Catalog  Not in Catalog

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

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

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
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NFPA 704 Codes



# 3- Searching for a chemical to add

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

The screenshot shows a web application interface for adding a 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 CAS #" option is highlighted in yellow. The "Search By Chemical Description" option is also highlighted in yellow. The form is divided into several sections: "Required Fields" (highlighted in pink), "Supplemental Chemical Information", "Vendor Information", and "Contact Information/Comments". The "Required Fields" section includes fields for Chemical Name, Physical State, Total # of Containers, Total Quantity, Units, Building Name, and Room #. The "Vendor Information" section includes fields for Receipt Date, Order Date, Catalog #, Vendor, MSDS URL, and ChemGold III URL. The "Contact Information/Comments" section includes fields for Contact, Contact's Phone, Contact/Submitter, Contact E-Mail, and Comments. At the bottom, there are three buttons: "Save & Add Another Chemical", "Save/Return", and "Cancel". On the right side, there is a table titled "Additional CAS Numbers" with columns "Add CAS #", "Cas #", and "Chemical Description". Below the table is a section for "NFPA 704 Codes" with a diamond-shaped icon.

# 3- Searching for a chemical to add

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

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

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.

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

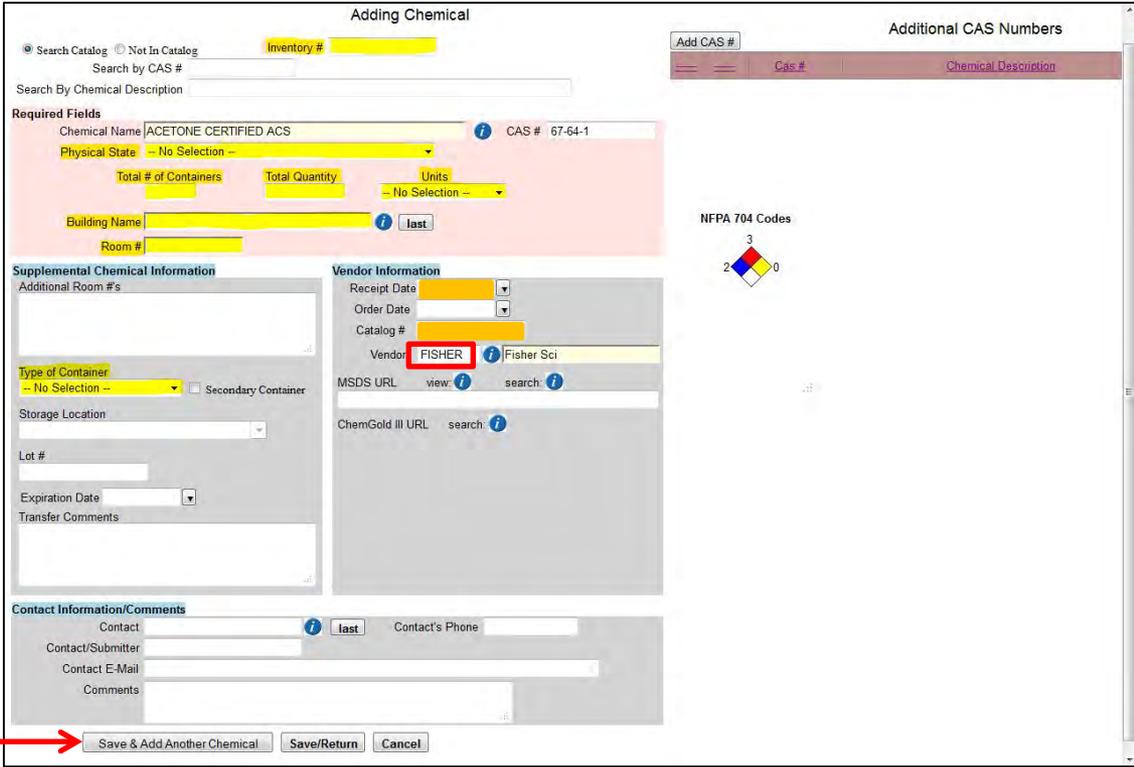
# 3a- Adding a single item

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. 



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 #

**Additional CAS Numbers**

Cas #	Concentration %	Chemical Description
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**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

## 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: [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	Bar code	64-17-5	absolute ethanol	1	30	Milliliters				
Highlight	Select	Remove	not on file	MSDS Search	[REDACTED]	64-17-5	Absolute Ethanol	1	200	Milliliters	unk	unk		
Highlight	Select	Remove	not on file	MSDS Search	[REDACTED]	67-64-1	ACETONE	1	20	Liters	Aqua Solut	A1500-20L		
Highlight	Select	Remove	not on file	MSDS Search	[REDACTED]	9012-36-6	Agarose	1	10	Grams	SIGMA-ALD	A-6013		
Highlight	Select	Remove	not on file	MSDS Search	[REDACTED]	9012-36-6	Agarose	1	5	Grams	SIGMA-ALD	A-3768		
Highlight	Select	Remove	not on file	MSDS Search	[REDACTED]	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

The screenshot shows a web application interface for managing chemical inventory. 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", "Disposed Inventory", and "Archived Inventory". A text label indicates "Total # of chemicals in current inventory:" followed by a blacked-out box. A list of search options includes "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". The "Show me Chemicals where" option is active, and its associated form fields are highlighted in yellow: "Inventory #" (a dropdown menu), "Contains..." (a dropdown menu), and a text input field. A "Show" button is positioned to the right of these fields. Below the search options, there are buttons for "Add Chemical", "Save Changes", and a dropdown menu for "---Reports---". A yellow banner states "Appendix A listed Chemicals are highlighted in Tan." Below this, there is a "Display 50 rows per page." label. The main content area is a table with the following headers: "MSDS", "Inventory #", "CAS #", "Chemical Name", "Physical State", "Total Containers", "Total Qty.", "Units", and "Campus Name". 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 # [v] Contains... [v] [REDACTED] 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: [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 # Contains... Bar code # Show

Add Chemical Save Changes --Reports--

Appendix A listed Chemicals are highlighted in Tan.

Display 50 rows per page.

Display	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 interface. 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', 'Disposed Inventory', and 'Archived Inventory'. A sidebar on the left contains several filter options: 'Items Received/Ordered on', 'All Items', 'Show me Chemicals where', 'Show Chemicals by Location', 'Show Chemicals by 1st Letter', 'Show Chemicals with Expiration Dates', and 'Show Appendix A Chemicals'. A search area includes an 'Inventory #' dropdown and a 'Cont' button. A 'Confirmation' dialog box is open in the center, titled 'Confirmation' with a blue header. It contains a 'Reason for Removal' dropdown menu currently set to '-- No Selection --'. Below the dropdown, the text asks: 'Are you sure you want to mark the selected Inventory #'s as Removed?'. There are 'Yes' and 'No' buttons at the bottom of the dialog. The background interface shows a table of chemical inventory with columns: 'Highlight', 'Select', 'Remove', 'MSDS', 'Inventory #', 'CAS #', 'Chemical Name', 'Physical State', 'Total Containers', 'Total Qty.', 'Units', and 'Campus Name'. The first row of data is highlighted in green and shows '67-64-1' for CAS #, 'ACETONE' for Chemical Name, 'Liquid' for Physical State, '1' for Total Containers, and '20' for Total Qty. Below the table, there is another 'Display 50 rows per page.' label.

Appendix A listed Chemicals are highlighted in Tan.

Highlight	Select	Remove	MSDS	Inventory #	CAS #	Chemical Name	Physical State	Total Containers	Total Qty.	Units	Campus Name
				67-64-1	67-64-1	ACETONE	Liquid	1	20	Liters	

# 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 [REDACTED]

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	[REDACTED]
Highlight	Select	Remove	not on file MSDS Search	[REDACTED]	7782-42-5	graphite	Solid	1	4	Grams	[REDACTED]
Highlight	Select	Remove	not on file MSDS Search	[REDACTED]	7782-42-5	graphite	Solid	1	25	Grams	[REDACTED]
Highlight	Select	Remove	not on file MSDS Search	[REDACTED]	7782-42-5	graphite	Solid	1	10	Grams	[REDACTED]

# 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 # Starts with... 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: ██████████

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

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

Display 50 rows per page.

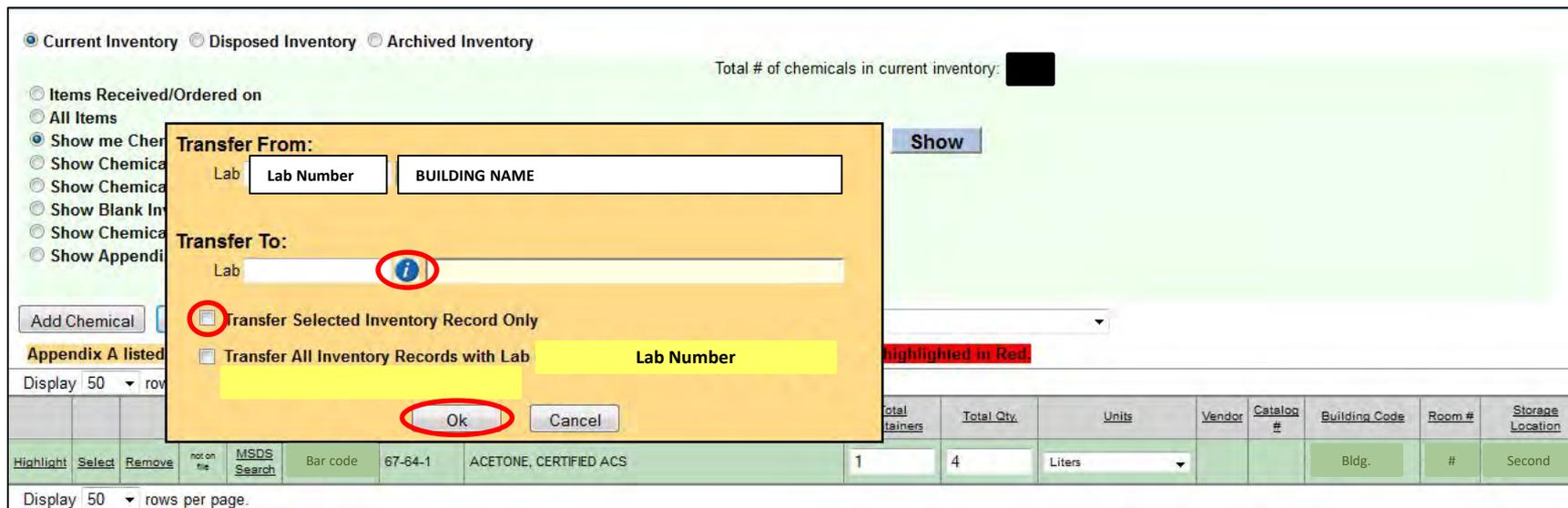
			MSDS		Inventory #	CAS #	Chemical Name	Total Containers	Total Qty.	Units	Vendor	Catalog #	Building Code	Room #	Storage Location
Highlight	Select	Remove	not on file	MSDS Search	Bar code	67-64-1	ACETONE, CERTIFIED ACS	1	4	Liters			Bldg.	#	Second

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: ██████████

Items Received/Ordered on  
 All Items  
 Show me Chem  
 Show Chemical  
 Show Chemical  
 Show Blank In  
 Show Chemical  
 Show Appendi

Appendix A listed

Display 50 rows per page

**Transfer From:**  
Lab

**Transfer To:**  
Lab 

Transfer Selected Inventory Record Only  
 Transfer All Inventory Records with Lab

Totalainers	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)