

# 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	Liters (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 sq ft Permitted Floors 1-3 (in Use)	Liters per 100 sq ft Permitted Floor 4 (in Use)	Liters per 100 sq ft Permitted Floors 1-3 (in Use & Storage)	Liters per 100 sq ft 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.

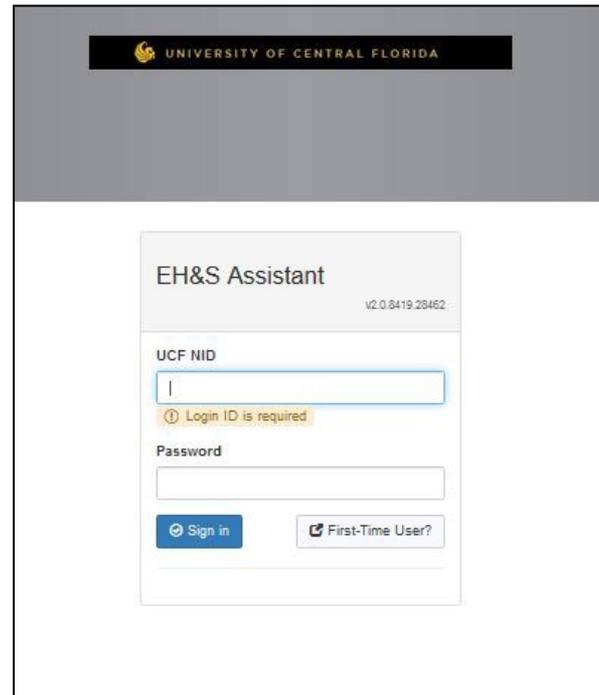
# 1- EHSA Login Page

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

<https://ehs.net.ucf.edu>

If you are a verified user, use your NID and NID password to sign in.

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



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EH&S Assistant  
v2.0.8419.28462

UCF NID

ⓘ Login ID is required

Password

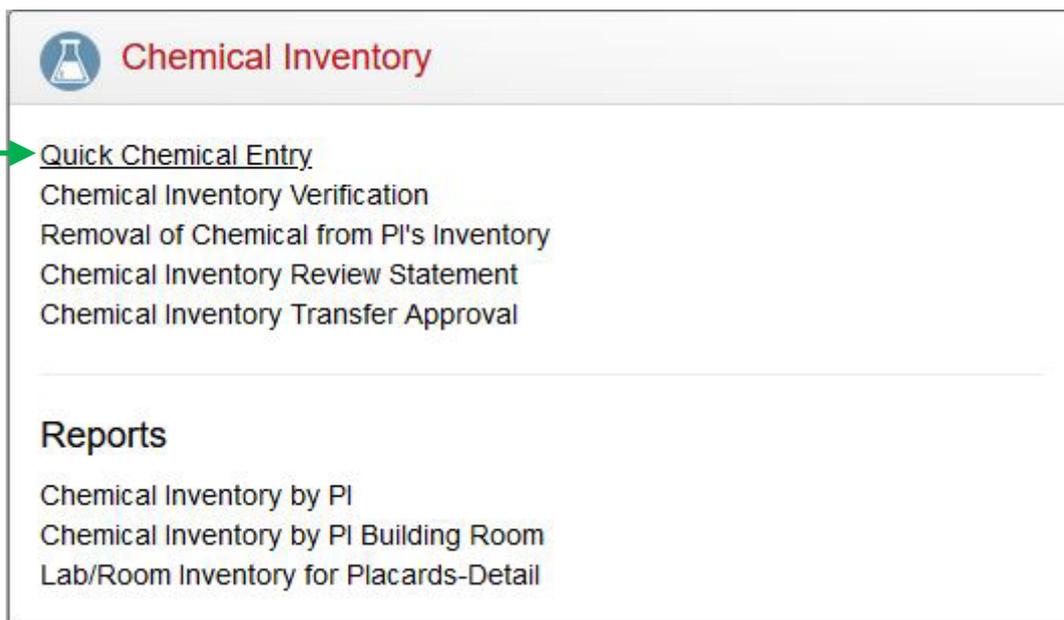
# 1 - Welcome Screen

- Once you log in, you will see a welcome screen with options available to you according to your role.
- Click the “Inventory” icon at the bottom of the page.

The screenshot displays the EHS Home Page interface. At the top left, there is a logo for 'EHS' and a 'Home' button. At the top right, the 'UNIVERSITY OF CENTRAL FLORIDA' logo is visible, along with a user profile dropdown menu labeled 'User'. The main heading reads 'Welcome to your Safety Research Home Page'. Below this, there is a central image of a person in a lab coat and gloves handling a chemical bottle. To the left of the image, a 'Quick Links' section lists: 'UCF Environmental Health & Safety Home Page', 'UCF EHS Policies & Procedures', 'Forms & References', 'MSDSOnline (SDS repository)', and 'EHS'. At the bottom, a row of icons represents various functions: Waste Pickup Request, Waste Supply Requests, Training Records (with a '17' notification), Safety Inspections, Reports, Inventory (circled in green with a green arrow pointing to it), Worker Registration, Permits, Contamination History, SOP Documents, Equipment, and EHS Assessment. In the bottom right corner, there are 'Alerts' and 'Help' buttons.

## 2 - Viewing your inventory

Select **Quick Chemical Entry** from the **[Chemical Inventory]** menu.



The image shows a software menu titled "Chemical Inventory" with a flask icon. A green arrow points to the "Quick Chemical Entry" option. Below this are several other options, followed by a section header "Reports" and three report options.

**Chemical Inventory**

- Quick Chemical Entry
- Chemical Inventory Verification
- Removal of Chemical from PI's Inventory
- Chemical Inventory Review Statement
- Chemical Inventory Transfer Approval

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**Reports**

- Chemical Inventory by PI
- Chemical Inventory by PI Building Room
- Lab/Room Inventory for Placards-Detail

# 2 - Viewing your inventory

“Current Inventory” is the default setting from the “Inventory” pull-down menu.

You may also view other choices such as “Disposed Inventory,” “Expiring Inventory,” or “Expired Inventory” by using the pull-down “Inventory” menu.

The screenshot shows the EHS Chemical Inventory interface. At the top, there are navigation tabs for 'EHS' and 'Inventory / Chemical Inventory', and a 'Help' button. Below the navigation, there are action buttons: '+ Add', 'Edit', 'Remove', and 'Remove Filters'. A search bar is labeled 'Search Synonym, CAS or Inventory'. The 'PI:' dropdown is set to 'PI Name'. The 'Inventory:' dropdown is circled in green and set to 'Current Inventory'. To the right, there are 'Transfer' and 'Options' buttons, and a 'Request from Chemical Exchange' button. A warning message states: 'Item(s) marked in Yellow will Expire', 'Item(s) marked in Red are Expiring or Expired', and 'Item(s) marked in BLUE are Appendix A'. Below this, there is a section for grouping columns: 'Drag a column header and drop it here to group by that column'. The main table has columns: 'Inventory #', 'PI', 'Chemical Description', 'Multiple Ingredients?', 'Cas #', 'Hazard Statement(s)', 'Vendor', 'Catalog #', '# of Units', 'Qty per Unit', 'Volume / Size', and 'Volume / Size'. The 'Chemical Description' column has a filter 'isopi' applied. A blue arrow points from the 'isopi' filter to the 'Inventory:' dropdown. The table contains one row for 'ISOPROPANOL' with a checkbox, 'Bar Code', 'PI Name', 'ISOPROPANOL', 'No', '67-63-0', hazard symbols, 'Fisher Scientific', 'BP2618-1', '1', '1', 'Liters', and 'LT'.

## User tip:

The default view on inventory pages is alphabetical order. A “starts with” filter can be applied to narrow the list of chemical descriptions by first letter.

# 2 - Viewing your inventory

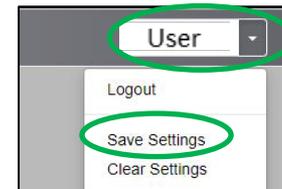
Items with expiration dates will be highlighted in **yellow**, expired items will be highlighted in **red**, and federally-regulated Appendix A chemicals will be highlighted in **blue**.

Drag a column header and drop it here to group by that column

Share All Unshare All Shared	Inventory #	PI	Chemical Description	Multiple Ingredients?	Cas #	Hazard Statement(s)	Vendor	Catalog #	# of Units	Qty per Unit	Volume / Size	Expiration Date
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Bar Code	PI Name	Chloroform, ACS, 99.8+%	No	67-66-3		Fisher Scientific	AA40974K7	1	4	Liters	04-27-2026
<input type="checkbox"/>	Bar Code	PI Name	Chloroform, ACS, 99.8+%	No	67-66-3		Fisher Scientific	AA40974K7	1	4	Liters	04-27-2026
<input type="checkbox"/>	Bar Code	PI Name	Dimethyl Sulfoxide, Anhydrous	No	67-68-5		Sigma-Aldrich Inc.	276855-1L	1	1	Liters	
<input type="checkbox"/>	Bar Code	PI Name	BENZENE	No	71-43-2		Sigma-Aldrich Inc.	270709-1L	1	1	Liters	
<input type="checkbox"/>	Bar Code	PI Name	Tetrahydrofuran, anhydrous stabilized, 99.9%	No	109-99-9		Sigma-Aldrich Inc.	401757-1L	1	1	Liters	01-13-2023
<input type="checkbox"/>	Bar Code	PI Name	Chloroform, stabilized with ethanol	No	67-66-3		Alfa Aesar	40974	1	4	Liters	
<input type="checkbox"/>	Bar Code	PI Name	N,N- Dimethylformamide, ACS, 99.8+%	No	68-12-2		Alfa Aesar	39117	1	4	Liters	

## 2 - Viewing your inventory

- On the Inventory window there are many organization options:
  - Columns can be arranged by drag-and-drop and saved on the welcome screen.
  - Searchable filters at the top of the columns.



- From the Inventory window you have many options:

- View Current Inventory (up to 500 items on a single page)

- **[+Add]** Chemical – add to your chemical inventory
- **[Remove]** – dispose of a chemical in your inventory
- **[Transfer]** – transfer a chemical to another location
- Search/sort by column:

- Bar Code Number – Inventory #
- Chemical Name – “Chemical Description” look-up
- Items Received/Ordered on (Date)
- Lab; Storage Location; Sub-storage Location; Comments; Lot Number



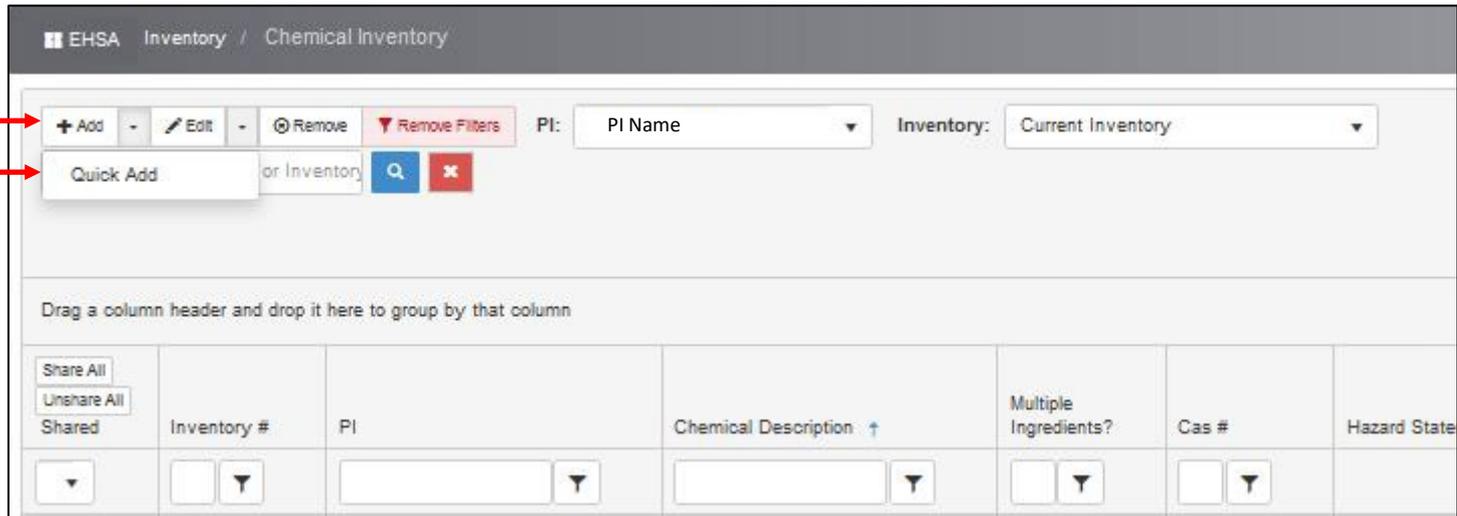
- View Disposed Inventory (up to 500 items on a single page)

- You can recall items found again in your laboratory – **[Activate]** button (top left)
- Items Received/Ordered on (Date)
- Show Chemicals with column search/sort:
  - Bar Code Number – Inventory #
  - Chemical Name – “Chemical Description” look-up
  - Lab; Storage Location; Sub-storage Location; Comments; Lot Number



# 3 - Adding to your inventory

- After you have placed the bar code sticker received from UCF EHS on the bottle, Click the **[+Add]** button or **“Quick Add”** pull down at the top left.



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

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

# 3a – “Quick Add”

The “Quick Add Chemical Inventory” window will appear.

The screenshot shows the 'Quick Add Chemical Inventory' window. The title bar includes 'EHSA Inventory / Chemical Inventory / Quick Add Chemical Inventory' and buttons for 'Save', 'Cancel', and 'Help'. The form fields are as follows:

- \*Researcher:** PI Name (dropdown)
- \*Permit #:** C-LLLLFF permit (dropdown)
- \*Chemical Description:** Text input field with a 'Select Chemical' button to its right.
- Found in Catalog:** Radio button (unselected)
- Not in Catalog:** Radio button (selected)
- Cas #:** Text input field
- \*# of Units:** Spin box
- \*Qty per Unit:** Spin box
- \*Volume / Size:** Dropdown menu
- \*Physical State:** Dropdown menu
- Report Denominator:** Text input field
- \*Location:** Dropdown menu
- Storage Location:** Dropdown menu
- Sub-Storage Location:** Dropdown menu
- Storage Device:** Dropdown menu
- Vendor:** Dropdown menu
- \*Receipt Date:** 1/26/2023 (calendar icon)

At the bottom left, there are 'Save' and 'Cancel' buttons. A green circle highlights the 'Select Chemical' button, and a green arrow points from the text below to it.

If adding a new record or changing the chemical, click the [Select Chemical] button to open the [Select Chemical] search box.

# 3 - Searching for a chemical to add

- This is a pop-up window on top of the “Quick Add Chemical Inventory”
- Radio buttons along the top allow search by:
  - Chemical Description
  - Catalog or CAS Number
  - PI’s Personal Catalog (Inventory already held by the PI)

Select Chemical

Ⓞ Not Found In Catalog

Search By Chemical Description  Search  Search By Catalog or CAS #  Search  Show PI's Personal Catalog

Options ▾

↓ Primary Name × ↑ Chemical Description ×

CAS #	Chemical #	Synonym	Primary Name	Vendor Name	Catalog #	Expiration Period (months)
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## User tips:

Searching by CAS# is possibly the most efficient search.

Searches by Chemical Description will list all chemicals that include a chemical name.

Catalog Number searches will yield few results; that does not necessarily indicate a chemical is not in the catalog. Catalog selections should be made when possible.

# 3 - Searching for a chemical to add

The search pop up box will display chemicals (as well as vendors and product/catalog numbers) already in the database catalog. Use the Search and Filter Options at the top of each column to find the chemical to add to the PI's inventory.

Example:

A 4L bottle of acetone from Fisher.

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

Enter the criteria and click **[Search]**.

Click the **[Select]** button beside the chemical you need to add.

Select Chemical

Search By Chemical Description  Search  Search By Catalog or CAS # 67-64-1 Search  Show PI's Personal Catalog Options

Primary Name x Chemical Description x

	CAS #	Chemical #	Synonym	Primary Name	Vendor Name	Catalog #	Expiration Period (months)
Primary Name: NO							
Chemical Description: ACETONE							
Select	67-64-1	8491	10% CELLULOSE TRIACETATE	<input type="checkbox"/>			
Select	67-64-1	8491	100% Acetone	<input type="checkbox"/>			
Select	67-64-1	8491	2-PROPANONE	<input type="checkbox"/>			
Select	67-64-1	8491	ACETONE	<input type="checkbox"/>			
Select	67-64-1	8491	Acetone - Chromasolv Plus for HPLC >99.9%	<input type="checkbox"/>			
Select	67-64-1	8491	ACETONE ACS GRADE	<input type="checkbox"/>			
Select	67-64-1	8491	Acetone ACS reagent, >99.5%	<input type="checkbox"/>			
Select	67-64-1	8491	ACETONE CERTIFIED ACS	<input type="checkbox"/>			
Select	67-64-1	8491	acetone chromsolv	<input type="checkbox"/>			
Select	67-64-1	8491	Acetone NF	<input type="checkbox"/>			

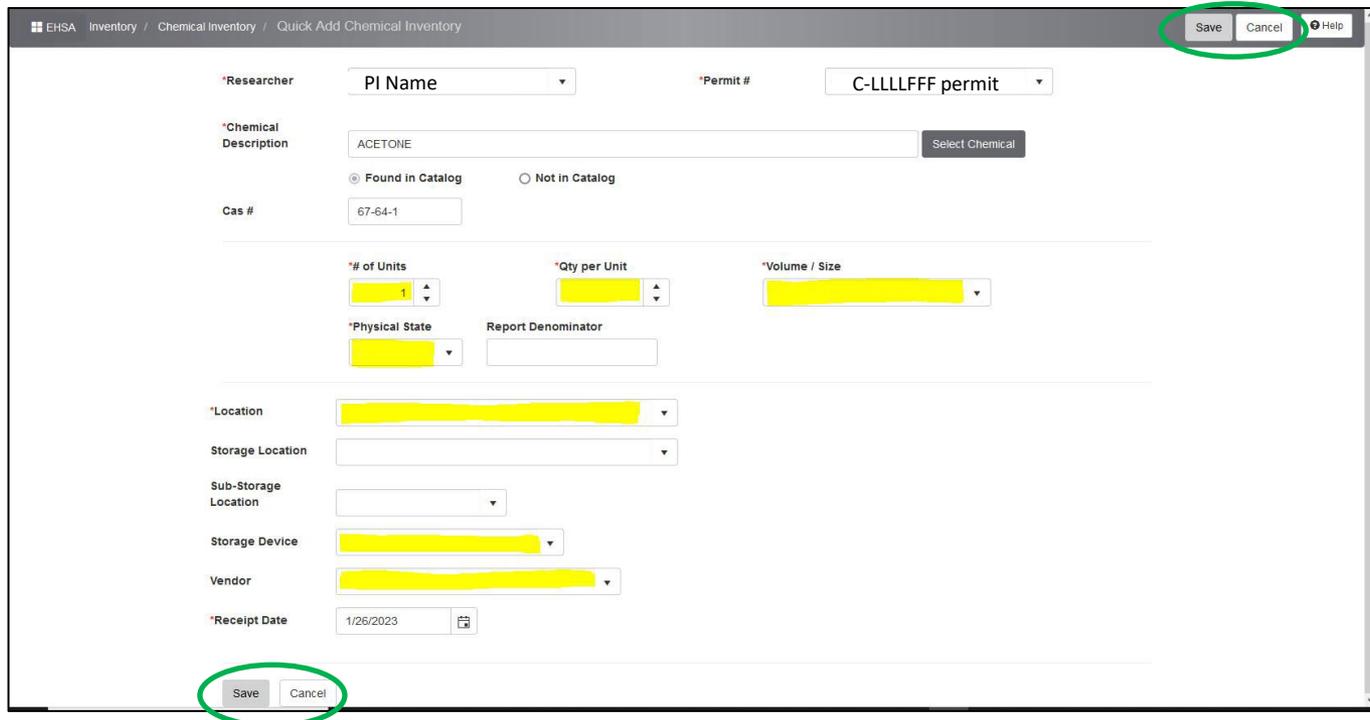
If your item is not found, select the **[Not Found in Catalog]** button and enter manually.

# 3a – “Quick Add” Continuation

The Chemical Description and CAS# (if available) will fill in with your selection.

To continue the “Quick Add Chemical Inventory” enter:

- # of Units, Qty per Unit, Volume/Size, and Physical State
- Vendor, Locations & Storage Information fields. Use dropdowns where available to make selections.



The screenshot shows a web application interface for adding chemical inventory. The form is titled "Quick Add Chemical Inventory" and is part of the "EHS Inventory" system. It contains several fields for data entry:

- Researcher:** A dropdown menu labeled "PI Name".
- Permit #:** A dropdown menu with the value "C-LLLLFF permit".
- Chemical Description:** A text input field containing "ACETONE" and a "Select Chemical" button.
- CAS #:** A text input field containing "67-64-1".
- Found in Catalog:** Radio buttons for "Found in Catalog" (selected) and "Not in Catalog".
- # of Units:** A spinner control with the value "1".
- Qty per Unit:** A spinner control.
- Volume / Size:** A dropdown menu.
- Physical State:** A dropdown menu.
- Report Denominator:** A text input field.
- Location:** A dropdown menu.
- Storage Location:** A dropdown menu.
- Sub-Storage Location:** A dropdown menu.
- Storage Device:** A dropdown menu.
- Vendor:** A dropdown menu.
- Receipt Date:** A date input field with the value "1/26/2023" and a calendar icon.

At the top right and bottom left of the form, there are "Save" and "Cancel" buttons, both of which are circled in green in the image.

Click **[Save]** button to save the record, or click **[Cancel]** to discard the entry.

## 3a – “Quick Add” Completion

After entry of the item and location description, a pop up box will ask for the Inventory #.

Use this box to enter the 7-digit bar code which was affixed to the container.



The image shows a dialog box titled "Scan or Type Inventory #". It features a text input field with the placeholder text "Scan or Type Barcode # then Press Enter". Below the input field, there are two buttons: a green "Continue" button and a red "Cancel" button. The dialog box has a close button (X) in the top right corner.

Click [**Continue**] button to save the record, or click [**Cancel**] to discard the entry.

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

Fields highlighted in **yellow** must be filled in:

- Chemical Name (no abbreviations)
- CAS #
- Total # of Units – should be 1
- Quantity per Unit (container size)
- Volume/Size (unit of measure)
- Physical state
- Location
- Storage Device (type of container)
- Receipt Date
- Vendor
- Vendor Catalog Number

The screenshot shows the 'Quick Add Chemical Inventory' form. The top navigation bar includes 'EHS', 'Inventory', 'Chemical Inventory', and 'Quick Add Chemical Inventory'. In the top right corner, the 'Save', 'Cancel', and 'Help' buttons are circled in green. The form contains several fields: 'Researcher' (PI Name dropdown), 'Permit #' (C-LLLLFF permit dropdown), 'Chemical Description' (text input with a 'Select Chemical' button), 'Found in Catalog' (radio buttons, 'Not in Catalog' selected), 'Cas #' (text input), '# of Units' (spin box), 'Qty per Unit' (spin box), 'Volume / Size' (dropdown), 'Physical State' (dropdown), 'Report Denominator' (text input), 'Location' (dropdown), 'Storage Location' (dropdown), 'Sub-Storage Location' (dropdown), 'Storage Device' (dropdown), 'Vendor' (dropdown), and 'Receipt Date' (calendar icon, showing 1/26/2023). The 'Chemical Description', 'Cas #', '# of Units', 'Qty per Unit', 'Volume / Size', 'Physical State', 'Location', 'Storage Device', and 'Vendor' fields are highlighted in yellow. At the bottom, the 'Save' and 'Cancel' buttons are circled in green. A green arrow points from a text box on the left to the 'Save' button.

When you have filled out the required fields, click the [Save] button.

# 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
- Per the UCF Chemical Inventory Policy, each container must have a bar code affixed

OR

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

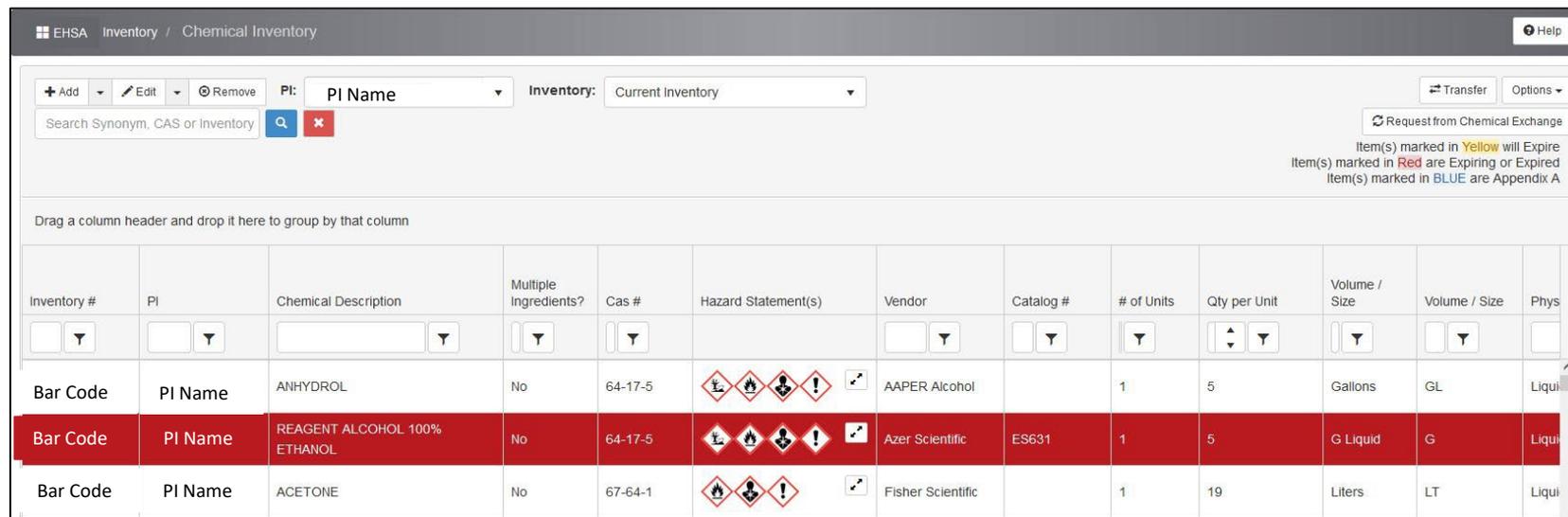
Please contact the Chemical Safety Officer (Dr. Sandra Hick, 407-823-3307, [Sandra.Hick@ucf.edu](mailto:Sandra.Hick@ucf.edu)) to schedule a training session.

# 4 - Disposing of inventory items

Items consumed or contaminated must be marked as disposed in the database once they have left the laboratory.

The two most efficient ways to dispose of items are:

- [Single item](#) – look up the item by unique “Inventory #” (bar code)
- [Several items from the same location](#) – filter at the top of a column by room, chemical name, etc.



The screenshot shows the EHS Chemical Inventory interface. At the top, there are navigation tabs for 'EHS Inventory / Chemical Inventory' and a 'Help' button. Below the navigation, there are controls for adding, editing, and removing items, along with dropdown menus for 'PI: PI Name' and 'Inventory: Current Inventory'. A search bar is present with the text 'Search Synonym, CAS or Inventory'. On the right side, there are buttons for 'Transfer' and 'Options', and a 'Request from Chemical Exchange' button. A legend indicates that items marked in Yellow will expire, items marked in Red are expiring or expired, and items marked in Blue are Appendix A. Below the legend, there is a section for grouping items by column. The main table has the following columns: Inventory #, PI, Chemical Description, Multiple Ingredients?, Cas #, Hazard Statement(s), Vendor, Catalog #, # of Units, Qty per Unit, Volume / Size, Volume / Size, and Phys. The table contains three rows of data:

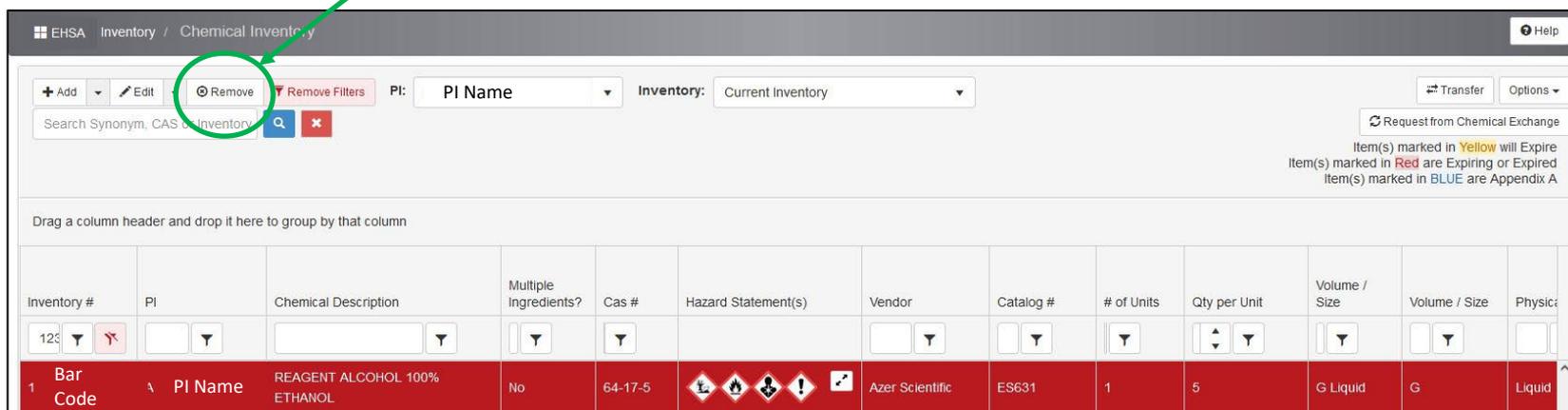
Inventory #	PI	Chemical Description	Multiple Ingredients?	Cas #	Hazard Statement(s)	Vendor	Catalog #	# of Units	Qty per Unit	Volume / Size	Volume / Size	Phys
Bar Code	PI Name	ANHYDROL	No	64-17-5		AAPER Alcohol		1	5	Gallons	GL	Liqui
Bar Code	PI Name	REAGENT ALCOHOL 100% ETHANOL	No	64-17-5		Azer Scientific	ES631	1	5	G Liquid	G	Liqui
Bar Code	PI Name	ACETONE	No	67-64-1		Fisher Scientific		1	19	Liters	LT	Liqui

# 4a - Disposing of a single item

To remove/dispose of a single inventory item:

Use the “Inventory #” column search field to look up a bar code number.

1. Click anywhere on the row to highlight (red) the container of interest.
2. Click the [**Remove**] button in the upper left of the screen.



EHS Inventory / Chemical Inventory

+ Add Edit Remove Remove Filters PI: PI Name Inventory: Current Inventory

Search Synonym, CAS, Inventory

Transfer Options

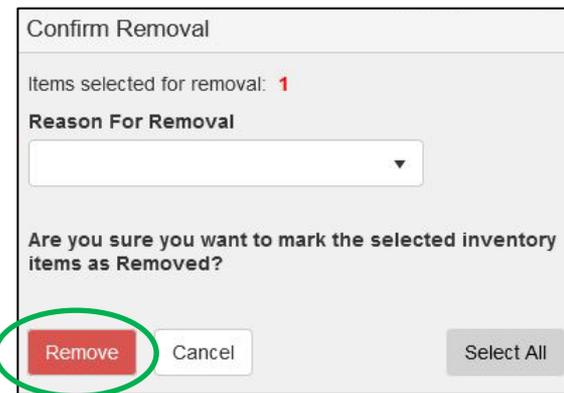
Request from Chemical Exchange

Item(s) marked in Yellow will Expire  
Item(s) marked in Red are Expiring or Expired  
Item(s) marked in BLUE are Appendix A

Drag a column header and drop it here to group by that column

Inventory #	PI	Chemical Description	Multiple Ingredients?	Cas #	Hazard Statement(s)	Vendor	Catalog #	# of Units	Qty per Unit	Volume / Size	Volume / Size	Physical State
123												
1	PI Name	REAGENT ALCOHOL 100% ETHANOL	No	64-17-5		Azer Scientific	ES631	1	5	G Liquid	G	Liquid

3. A “Confirm Removal” pop-up window will appear.
4. Choose the **Reason for Removal** from the dropdown:
  - a. Data Entry Error;
  - b. Used; or
  - c. Waste
5. Click [**Remove**] to remove the inventory item or [**Cancel**] to go back to the inventory list.



Confirm Removal

Items selected for removal: 1

Reason For Removal

Are you sure you want to mark the selected inventory items as Removed?

Remove Cancel Select All

# 4b - Disposing of more than one item

Use a filter or sort to find the items for removal.

1. From the pull down box, select the room containing the items.
2. Click the **[Remove]** button in the upper left of the screen.
3. In the column “Select for Removal,” check the boxes for the inventory items.

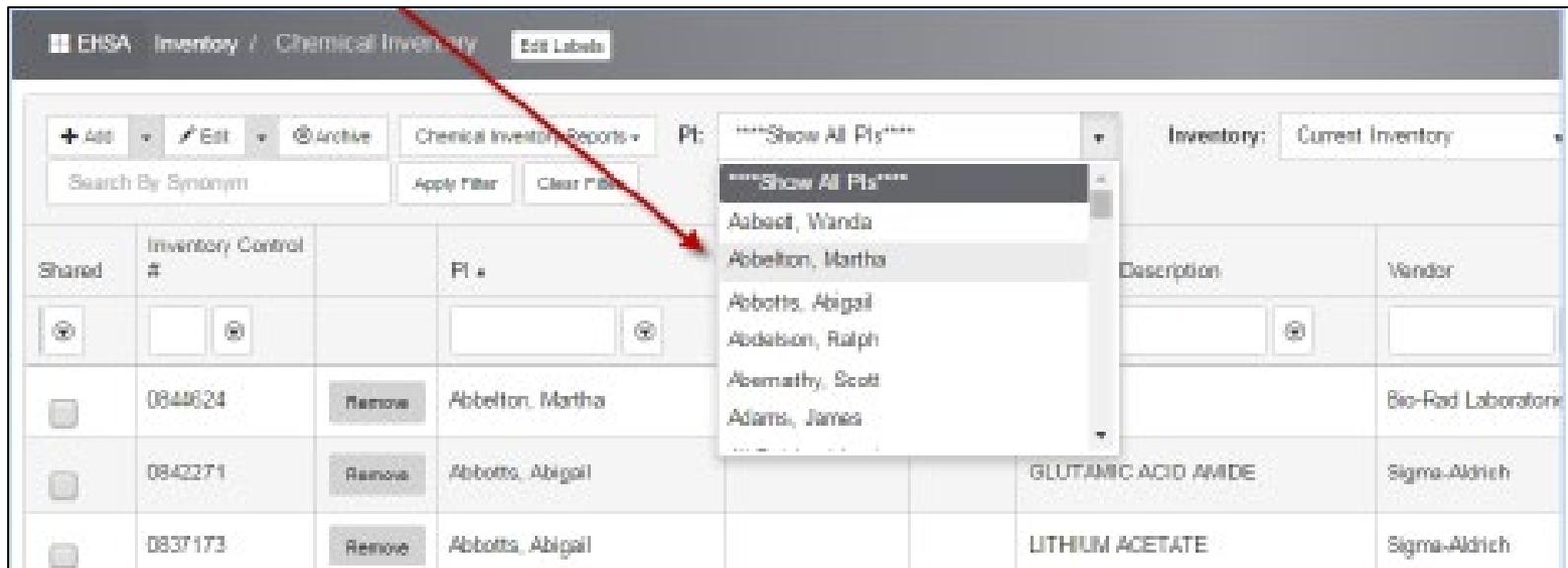
The screenshot shows the EHS Inventory system interface. At the top, there are navigation tabs for 'EHS Inventory / Chemical Inventory' and a 'Help' button. Below this is a search bar with options to 'Add', 'Edit', 'Remove', and 'Remove Filters'. A search filter is set to 'PI Name' and the inventory is set to 'Current Inventory'. A search bar contains 'Search Synonym, CAS or Inventory'. A 'Transfer' button and 'Options' dropdown are also visible. A note states: 'Item(s) marked in Yellow will Expire. Item(s) marked in Red are Expiring or Expired. Item(s) marked in BLUE are Appendix A'. Below this is a table with columns: Inventory #, PI, Chemical Description, Multiple Ingre..., Select For Removal, Catalog #, # of Units, Qty per Unit, Volume / Size, and Volume. The table contains four rows of chemical inventory items. A 'Confirm Removal' pop-up window is overlaid on the table. The pop-up displays 'Items selected for removal: 3' (the number 3 is circled in green). It has a 'Reason For Removal' dropdown menu and asks 'Are you sure you want to mark the selected inventory items as Removed?'. There are 'Remove', 'Cancel', and 'Select All' buttons. A green arrow points from the 'Select For Removal' column in the table to the '3' in the pop-up.

Inventory #	PI	Chemical Description	Multiple Ingre...	Select For Removal	Catalog #	# of Units	Qty per Unit	Volume / Size	Volume	
		ACETONE	No	<input checked="" type="checkbox"/>		1	19	Liters	LT	
Bar Code	PI Name	REAGENT ALCOHOL 100% ETHANOL	No	<input checked="" type="checkbox"/>	ES631	1	5	G Liquid	G	
		ANHYDROL	No	<input checked="" type="checkbox"/>		1	5	Gallons	GL	
		AGAROSE 3:1	No	<input type="checkbox"/>	9012-36-6					
					VWR International	E776	1	100	Grams	G

4. A “Confirm Removal” pop-up window will appear. Confirm that the number of items is correct.
5. Choose the **Reason for Removal** from the dropdown list:
  - a. Data Entry Error; Used; or Waste are most appropriate
6. Click **[Remove]** to remove the inventory item or **[Cancel]** to go back to the inventory list.

# 5 - Transferring inventory

To transfer a single inventory item, from one PI or location to another, select the PI you want to transfer **from** in the PI list.



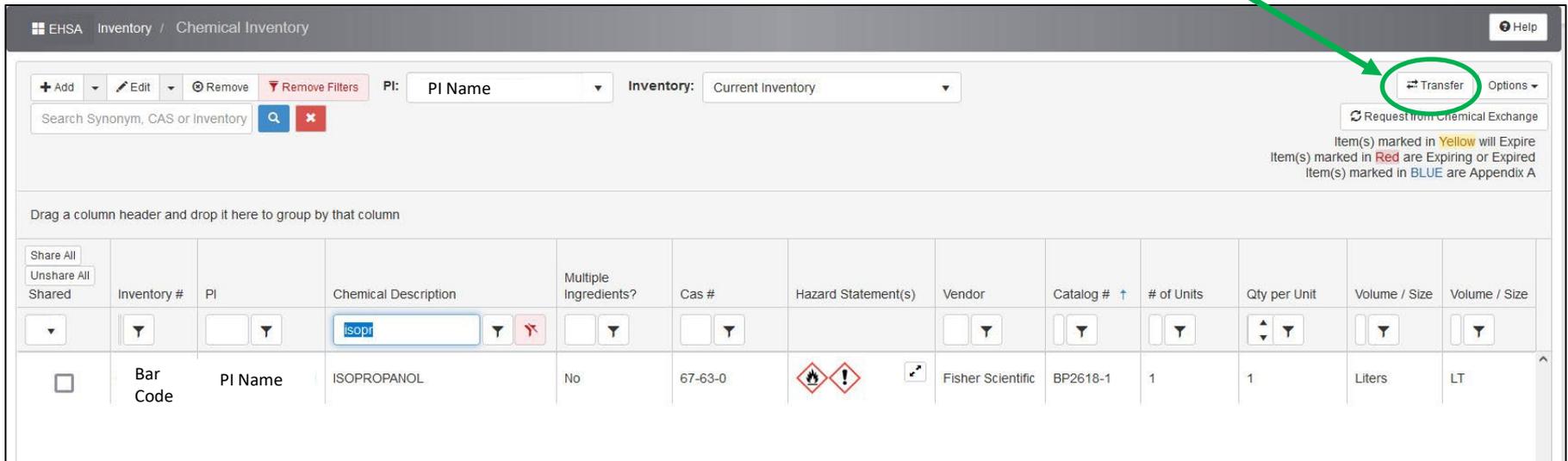
The screenshot shows the EHS Inventory system interface. At the top, there is a breadcrumb trail: "EHS Inventory / Chemical Inventory" and a button "Edit Labels". Below this, there are several action buttons: "+ Add", "Edit", "Archive", "Chemical Inventory Reports", and "PI:". The "PI:" dropdown menu is open, showing a list of personnel names: "\*\*\*\*Show All PIs\*\*\*\*", "Aabect, Wanda", "Abelton, Martha", "Abbotts, Abigail", "Abdelson, Ralph", "Abemathy, Scott", and "Adams, James". A red arrow points from the top of the dropdown menu to the "Abelton, Martha" option. Below the dropdown, there is a table with columns: "Shared", "Inventory Control #", "PI", "Description", and "Vendor". The table contains three rows of data:

Shared	Inventory Control #	PI	Description	Vendor
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>		
<input type="checkbox"/>	0844624	Abelton, Martha		Bio-Rad Laborator
<input type="checkbox"/>	0842271	Abbotts, Abigail	GLUTAMIC ACID AMIDE	Sigma-Aldrich
<input type="checkbox"/>	0837173	Abbotts, Abigail	LITHIUM ACETATE	Sigma-Aldrich

If you need to transfer to a **PI not listed**, please contact UCF EHS.

# 5 - Transferring inventory

Once you have an individual PI's inventory on screen, click the **[Transfer]** button.



The screenshot displays the EHS Inventory Management interface. At the top, there is a navigation bar with 'EHS Inventory / Chemical Inventory' and a 'Help' button. Below this is a toolbar with buttons for '+ Add', 'Edit', 'Remove', and 'Remove Filters'. A search bar is present with the text 'Search Synonym, CAS or Inventory'. The main area shows a table of inventory items. The first row is highlighted, showing details for 'ISOPROPANOL'. A green arrow points to the 'Transfer' button in the top right corner of the interface.

Item(s) marked in **Yellow** will Expire  
Item(s) marked in **Red** are Expiring or Expired  
Item(s) marked in **BLUE** are Appendix A

Share All Unshare All Shared	Inventory #	PI	Chemical Description	Multiple Ingredients?	Cas #	Hazard Statement(s)	Vendor	Catalog #	# of Units	Qty per Unit	Volume / Size	Volume / Size
<input type="checkbox"/>	Bar Code	PI Name	ISOPROPANOL	No	67-63-0		Fisher Scientific	BP2618-1	1	1	Liters	LT

The Chemical Transfer screen will open in a pop up window.

# 5 - Transferring inventory – a shopping cart

On the Chemical Transfer Screen, select:

1. Receiving PI from the dropdown list to transfer to a different PI.
2. Receiving Lab from the dropdown list to transfer to a different lab.
  - a. Once a lab is chosen, the “Storage Location” list in the room becomes available. The “Sub-Storage Location” field is free-type.

The screenshot shows the 'Chemical Transfer' interface. At the top, there are fields for 'Receiving PI' (with a dropdown menu), 'Permit' (with a dropdown menu showing 'C-LLLLLFF permit'), 'Receiving Lab' (with a dropdown menu), 'Storage Location' (with a dropdown menu), and 'Sub-Storage Location' (with a text input field). Below these are two tables. The left table is titled 'Select Chemical to Transfer' and contains a list of items with columns for 'Inventory #', 'Location', 'Transfer' (with a button), 'Chemical Inventory', 'CAS #', and 'Storage Location'. A green arrow points to the 'Transfer' button in the second row. The right table is titled 'Transferred Chemicals' and has columns for 'Chemicals To Transfer', 'CAS #', and 'Inventory #'. At the bottom left, there are 'Transfer' and 'Cancel' buttons, with a green circle around the 'Transfer' button and a green arrow pointing to it from the number '5'.

If you need to transfer to a **laboratory not listed** or a **different PI**, please contact UCF EHS.

3. Click the **[Transfer]** button for each item to be transferred.

This will move the items to the "Chemicals to Transfer" side of the screen.
4. To complete, confirm bar code numbers and chemical names.
5. Then, click the **[Transfer]** button in the lower left corner of the screen.

# 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 Officer.

(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 chemical inventory, contact EHS:

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