

EHSA Chemical Inventory Tutorial

Accessing the online system to search for materials:

1. Go to <http://safety.uoregon.edu/content/hazardous-materials>
2. Select “online system.”

The screenshot shows the University of Oregon Safety and Risk Services website. The header includes the University of Oregon logo and navigation links: APPLY, VISIT, GIVE. The main navigation bar lists: About, Services, Campus Safety, Training, Compliance Programs, and Report a Concern. A search bar is present with the text "search this site".

The left sidebar lists various services, including: Automated External Defibrillators (AEDs), Building Sciences, Business Continuity, Claims, Driver Certification, Ergonomics, Event Insurance for Tenants and Facility Users, Fire Drills, Fire Inspections, GIS and Mapping Technology, and Hazardous Materials & Wastes (with sub-items: Hazardous/Regulated Materials, Transportation, Procedure for Radioactive Waste Tag, Radioactive Waste Pick-up, Shipping by Contract Carrier, and Transportation by UO Employees).

The main content area is titled "Hazardous Materials" and includes the following text: "Environmental Health and Safety (EHS) collects hazardous materials in several categories for disposal, treatment or recycling for all UO departments." Below this is a section titled "Hazardous Waste Pick-Up for the Sciences" which states: "Submit a service request through the Environmental Health and Safety Assistant (EHS) **online system**." This phrase is circled in red. It lists two steps: "Login to your workgroup's on-line interface. You will then be able to submit requests and view the queue of existing requests." and "Please review a [short tutorial on waste pick-up submittals](#)." It also provides contact information for Luke Stitts or Matt Hendrickson and states "Allow three business days for collection." Below this is a section titled "Hazardous Waste Pick-Up for Non-Science Departments" which states: "To schedule a waste pick-up for a non-science department such as A&AA, Athletics, Campus Operations, EMU, Housing, Libraries, Printing, UOPD, Health Center, etc., please follow these steps:" followed by two numbered steps: "1. Submit your hazardous waste pick up using this [link](#)." and "2. Both the username and password is 'Guest' then click on 'Login'."

3. Log in with your duck ID.

The screenshot shows the University of Oregon login page. The header includes the University of Oregon logo and the text "UNIVERSITY OF OREGON". Below the header is a yellow banner with the text "Login Required".

The main content area contains the following text: "Please log in with your Duck ID to access the requested service. To protect your privacy, always log out and quit your web browser when finished." Below this text are two input fields: "Username" and "Password". Below the input fields is a green "Login" button.

At the bottom of the page, there is a footer with the text: "© University of Oregon | Privacy Policy".

4. Log in with your EHSA account.



Environmental Health & Safety Assistant Login

Username
Password
[Change Password](#)

[Build Date: 10/15/2016 4:00:10 PM](#)

5. Select “Inventory” under the “CHEM” heading.

EH&S Assistant [Log Off](#)

PI: WASTE: WASTE AREA, EH&S

RAM Requisitions Inventory/Disposals PI's Permit Limits Training Permit Worker Registration Contamination Survey Reports	CHEM Inventory Training Permit Worker Registration Chemical Inventory Verification Reports	BIO Inventory Training Permit Worker Registration Biosafety Permits Reports
INSPECTIONS Uncorrected Inspection Violations Inspection History	ADMINISTRATION Labs Reports	WASTE PICKUP REQUEST Pickup Request

6. Select “Chemical Re-Use Inventory.”

[Main Menu](#) [< BACK](#) WASTE WASTE AREA, EH&S [Log Off](#)

Current Inventory Disposed Inventory Archived Inventory **Chemical Re-Use Inventory**

Total # of chemicals in current inventory: 7587

- Items Received/Ordered on
- All Items
- Show me Chemicals where
- Show Chemicals by Location
- Show Chemicals by 1st Letter
- Show Chemicals with Expiration Dates

- Search the inventory for the desired material. Selecting the “Show me Chemicals where” feature allows to user to search based on the chemical description (name), CAS #, Catalog # (location), and Inventory # (UO ID #).

Main Menu < BACK WASTE WASTE AREA, EH&S Log Off

Current Inventory
 Disposed Inventory
 Archived Inventory
 Chemical Re-Use Inventory
 Total # of chemicals in current inventory: 7587

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

Chemical Description Starts with... Show

Chemical Description
 CAS #
 Catalog #
 Inventory #

- Once the category of inquiry is selected, the second drop down menu enables the user to search based on starts with, contains or equals.

Main Menu < BACK WASTE WASTE AREA, EH&S Log Off

Current Inventory
 Disposed Inventory
 Archived Inventory
 Chemical Re-Use Inventory
 Total # of chemicals in current inventory: 7587

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

Chemical Description Starts with... Show

Starts with...
 Contains...
 Equals...

Example:

Main Menu < BACK WASTE WASTE AREA, EH&S Log Off

Current Inventory
 Disposed Inventory
 Archived Inventory
 Chemical Re-Use Inventory
 Total # of chemicals in current inventory: 7587

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

Chemical Description Starts with... chromium chloride Show

Display 50 rows per page.

	Google SDS	Inventory #	CAS #	Chemical Description	Physical State	Total Containers	Total Qty.	Units	Campus Na
Highlight	SDS Search	UO30977	10025-73-7	chromium chloride anhydrous	S	<input type="text" value="1"/>	<input type="text" value="5"/>	Grams	University of Oregon - Eugene
Highlight	SDS Search	UO30978	10060-12-5	chromium chloride hexahydrate	S	<input type="text" value="1"/>	<input type="text" value="1"/>	Pounds	University of Oregon - Eugene

Display 50 rows per page.

Checking out materials:

- 9. When the desired material has been located in the Re-Use Inventory, follow the instructions based on your department.
 - a. Chemistry Department: obtain the office key, find the material and fill out a check out card. See the example below.

REUSE CHEMICAL FACILITY CHECKOUT CARD - PRINT ALL DATA























Chemical Name: Chromium chloride anhydrous UO Control Number: 30977
Room: 328 Cabinet: I Shelf: 3 Bin No: A
Chemical Name: _____ UO Control Number: _____
Room: _____ Cabinet: _____ Shelf: _____ Bin No: _____
Checkout Date: 5, 8, 17
Laboratory / PI: EHS Your Name: Jane Doe

- b. Outside of the Chemistry Department: contact Environmental Health and Safety with your name, department and the UO # of the material to arrange a pick-up.
 - o Environmental Health and Safety Office: safety@uoregon.edu, (541) 346-9058
 - o Matt Hendrickson: mhendric@uoregon.edu

- 10. When you no longer need the material put in a waste request through EHSA online.

EH&S Assistant Log Off

PI: WASTE: WASTE AREA, EH&S

<p style="text-align: center;">RAM</p> <ul style="list-style-type: none"> Requisitions Inventory/Disposals PI's Permit Limits Training Permit Worker Registration Contamination Survey Reports	<p style="text-align: center;">CHEM</p> <ul style="list-style-type: none"> Inventory Training Permit Worker Registration Chemical Inventory Verification Reports	<p style="text-align: center;">BIO</p> <ul style="list-style-type: none"> Inventory Training Permit Worker Registration Biosafety Permits Reports
<p style="text-align: center;">INSPECTIONS</p> <ul style="list-style-type: none"> Uncorrected Inspection Violations Inspection History	<p style="text-align: center;">ADMINISTRATION</p> <ul style="list-style-type: none"> Labs Reports	<p style="text-align: center;">WASTE PICKUP REQUEST</p> <ul style="list-style-type: none"> Pickup Request