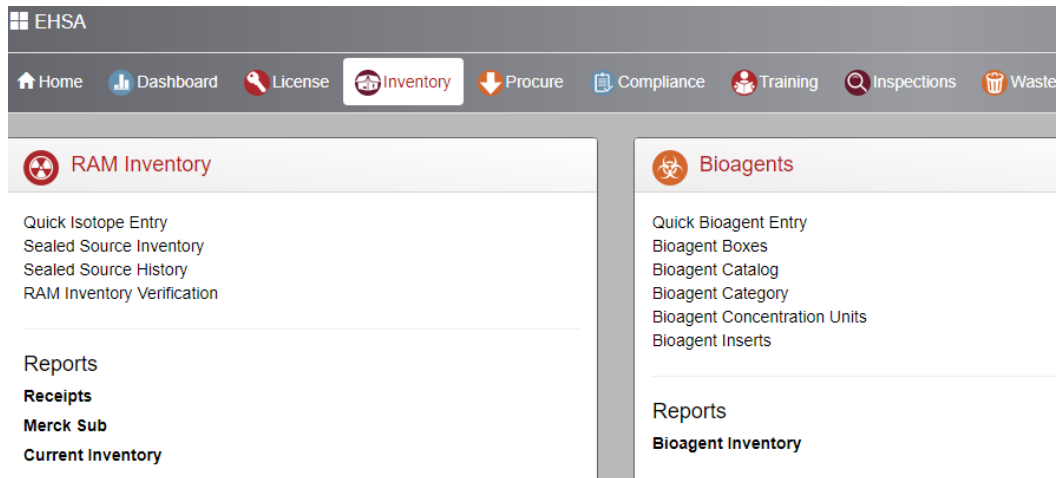
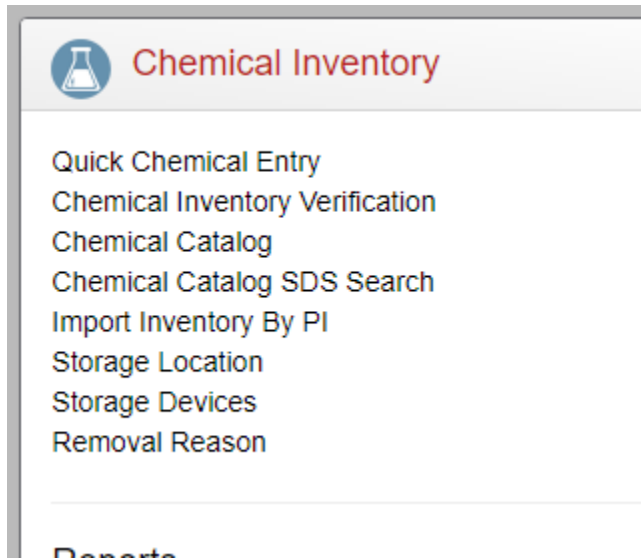


Searching Chemical Exchange/Re-Use Inventory in EHSA

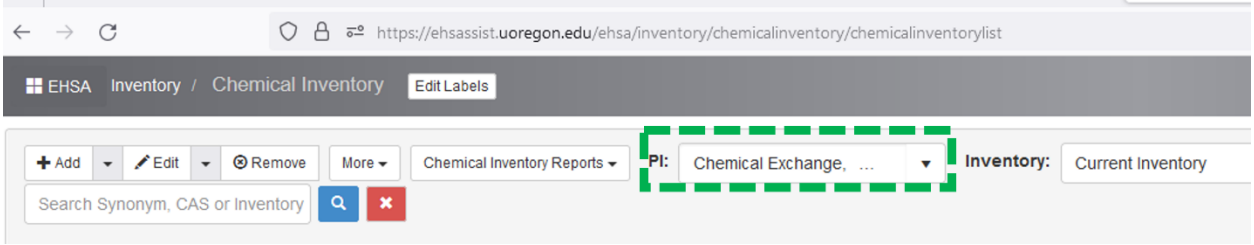
1. Log into <https://ehsassist.uoregon.edu/EHSA> or log in as normal.
2. Go to the **Inventory** tab.



3. Click on **Quick Chemical Entry** under Chemical Inventory. Here you can also view or enter your lab inventory.

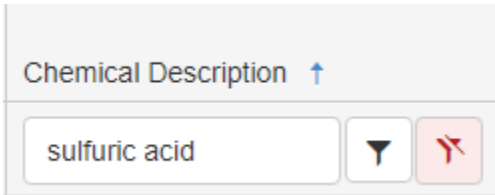


4. In the PI: table select “Chemical Exchange, EH&S”.

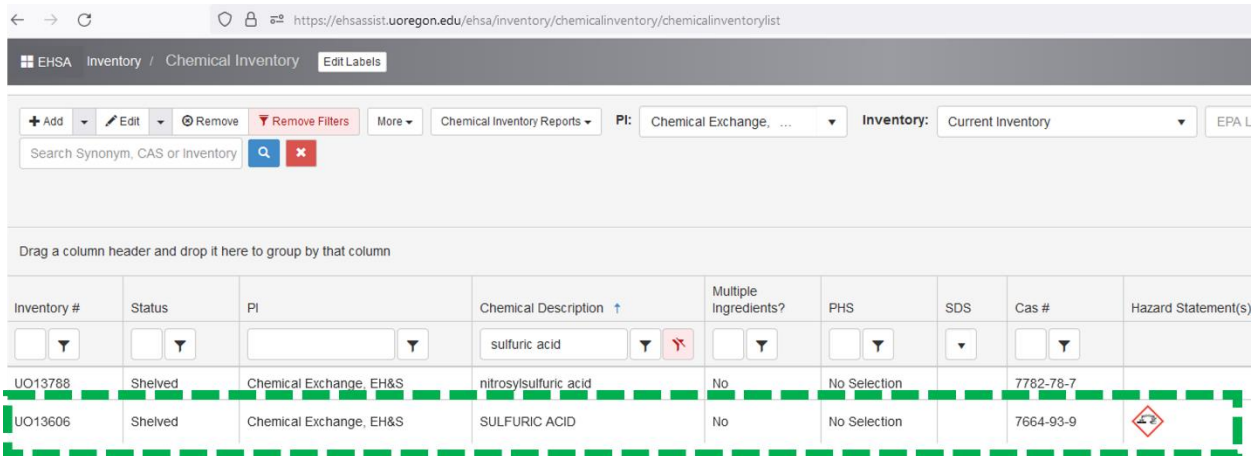


This should produce a long list of chemicals.

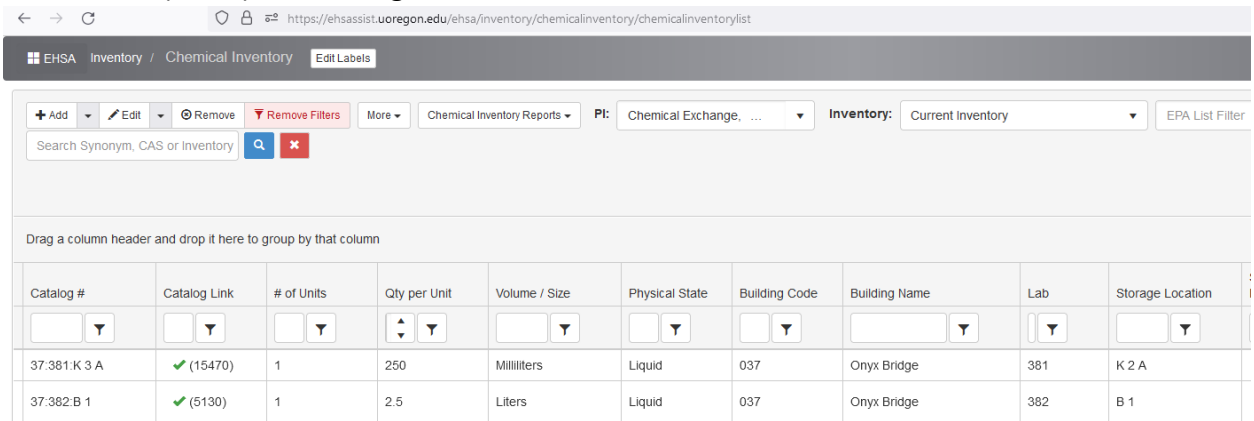
5. To search for a chemical go to **Chemical Description** and type in the name you are looking for. You may use the drop down to change your search criterion.



Example result:



6. By moving the scroll bar to the right you can see the number of units, quantity per unit, volume, lab (room), and storage location.



If the chemical potentially meets your requirements, please contact us and we will assist:

<u>Person</u>	<u>Title</u>	<u>Phone</u>	<u>E-mail</u>
Seth Sponcey	Haz Waste Prog Coord.	541-346-2348	ssponcey@uoregon.edu
Jenny Kane	Haz Materials Specialist	541-346-2719	jkane@uoregon.edu
Ben Bythell	Chemical Safety Officer	541-346-0371	bythell@uoregon.edu

7. If your PI/department has a key access may be more direct to the facility (typically only Chemistry). If you acquire a chemical this way, please fill out a Reuse Facility inventory card located at the main shelf end. This way we can update the online portal to ensure inventory is as current as possible.
8. When finished with the compound and it is still useful please submit a waste request and EHS personnel will remove, evaluate, and restock the material.

Note: While UO EHS currently performs a basic evaluation on all new Re-use items, we cannot guarantee the quality of the re-use materials. They may be degraded due to age, storage conditions, or contamination. Please test to ensure any Re-use material meets your experimental quality needs.