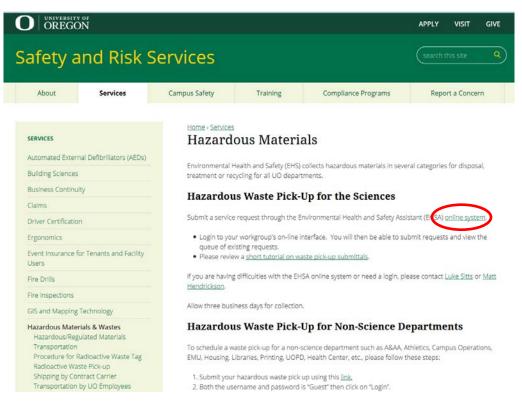
EHSA Chemical Inventory Tutorial

Accessing the online system to search for materials:

- 1. Go to http://safety.uoregon.edu/hazardous-waste
- 2. Select "online system."



3. Log in with your duck ID.

OREGON	e X
Login Requi	red
	buck ID to access the requested service. always log out and quit your web browser when finished.
Username	Password
Login	

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4. Log in with your EHSA account.





5. Select "Inventory" under the "CHEM" heading.

Build Date: 10/15/2016 4:00:10 PM

	EH&S Assistant						
PI: WASTE:	WASTE AREA, EH&S						
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ß	Requisitions	3	Inventory	No.	Inventory		
1	Inventory/Disposals	Mendos	Training		Training		
2	PI's Permit Limits	美	Permit Worker Registration	Ŧ	Permit Worker Registration		
	Training		Chemical Inventory Verification		Biosafety Permits		
م ج ع	Permit Worker Registration		Reports		Reports		
8	Contamination Survey						
	Reports						
	INSPECTIONS		ADMINISTRATION	\$	WASTE PICKUP REQUEST		
1	Uncorrected Inspection Violations	-	Labs		Pickup Request		
	Inspection History		Reports				

6. Select "Chemical Re-Use Inventory."



7. 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 Inver	ntory 🔘 Disposed Inventory	Archived Inventory	
 All Items Show me Cl Show Chem Show Chem 	ved/Ordered on nemicals where icals by Location icals by 1st Letter icals with Expiration Dates	Chemical Description Starts with Show Chemical Description Starts with Show CAS # Catalog # Inventory #	

8. 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 Inve	ntory 🔘 Disposed Inventory	Archived Inventory	
 All Items Show me C Show Chem Show Chem 	ved/Ordered on hemicals where iicals by Location iicals by 1st Letter iicals with Expiration Dates	Total # of chemicals in current inventory: 7587 Chemical Description • Starts with Starts with • Contains Equals	

Example:

Main	Main Menu < BACK								Log Off
© Cur	rent Inv	entory C	Disposed	Inventory © Archived Inventory Chemical 	Re-Use In	ventory			
 All She She She 	Items Received/Ordered on All Items Show me Chemicals where Chemical Description Starts with 								
Add (Chemical			Sa	ive Chang	jesRepor	ts		•
Display	/ 50	rows pe	r page.						
	Google SDS Inventory # CAS # Chemical Description Physical State Total Containers Total Qty. Units Campus Na								
<u>Highlight</u>	<u>SDS</u> Search	UO30977	10025-73-7	chromium chloride anhydrous	s	1	5	Grams 👻	University of Oregon - Eugene
<u>Highlight</u>	<u>SDS</u> Search	UO30978	10060-12-5	chromium chloride hexahydrate	s	1	1	Pounds 👻	University of Oregon - Eugene
Display	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 CHEMIC	CAL FACILITY CH	ECKOUT CARD – <u>PRINT</u>	ALL DATA
		<u>Ydrws</u> UO Control Number: <u>shelf:</u> Bin No:	
Themical Name:		UO Control Number:	
Room:		Shelf: Bin No:	
aboratory / PI: EH.	0	Your Name: Jane Doe	6

- 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		
: WASTE:	WASTE AREA, EH&S		СНЕМ		d	BIO	
	Requisitions		Inventory		Se Se	Inventory	
	Inventory/Disposals		Training			Training	
-	PI's Permit Limits	H 🔾	Permit Worker Registration		Ť	Permit Worker Registration	
	Training		Chemical Inventory Verification			Biosafety Permits	
÷ t	Permit Worker Registration		Reports			Reports	
8	Contamination Survey						
	Reports						
	INSPECTIONS		ADMINISTRATION		<u>s</u>	WASTE PICKUP REQUEST	
1	Uncorrected Inspection Violations		Labs			Pickup Request	
	Inspection History	<u></u> <u> </u>	Reports				