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INTRODUCTION

This manual does not attempt to explain how to use Windows components—dialog boxes and check boxes, pointers and cursors, list boxes and drop-down list boxes. All these are common to all Windows programs, and we’ve assumed you understand how to use them. Please refer to your Windows documentation for basic Windows training, or select Windows Tutorial from Program Manager’s Help Menu.

Technical Support

Technical support questions should be directed to UO Environmental Health and Safety (EHS). EHS will work towards solutions with the program vendor (On Site Systems, Inc.).
**Getting Started**

**Access to the Program**
Access to the Chemical Safety Assistant Web Application is provided by the University of Oregon Office of Environmental Health and Safety (EHS), Research Safety division, at: http://ehs.uoregon.edu/chemical-safety-assistant

**Starting CS Assistant**

The following screen will appear when accessing the chsaweb link.

![Chemical Safety Assistant Login](image)

This is your Chemical Safety Assistant login window:

- Enter in your designated User Name.
- Hit Tab and type in your designated Password.
- Then click on [LOGIN]. This will log you onto the system.

Please contact the Laboratory Safety Officer if you have not been assigned a User ID and initial Password.
Main menu

The main menu allows controlled access to the EH&S Web Applications. At this point the Chemical Safety Assistant Web Application is available; we will address that application.

- From the main menu, under CHEM click on Inventory.

You have six choices that perform the following functions:

- **Inventory** – View, print, or update your chemical inventory
- **Training** – View your staff training records
- **Chemical Reports** – View or print select reports
- **Waste Pickup Request** – Request a chemical waste pickup from the EHS Office
- **Labs** – View lab spaces assigned to PI
- **Administrative Reports** – View or print select reports

To Exit the program – Click on [Log Off]

If you are not working in the program, you must Log Off. You may not leave the program running continuously. This program has a time-out system that will automatically shut down your connection when the program remains inactive for extended periods of time. Allowing the Time-Out function to activate may cause problems with your computer. This feature is part of the security systems. It is in your best interest to Log Off and close the program when it is not in use.
Chemical Inventory

Inventory

- From the main menu, under CHEM click on [Inventory].

1. The Inventory Log screen will appear.
2. The Web Browser commands do not function within the Chemical Program. Use the [<BACK] to go back to the previous window, and [Log Off] to exit the Chemical Program.

3. From Inventory window you have many options;
   a. View Current Inventory
      i. Items Received/Ordered on (Date)
      ii. Show All Items
      iii. Chemicals by Description look-up
      iv. Chemicals by Location
v. Chemicals by First Letter
vi. Appendix A Chemicals

b. View Disposed Inventory
   i. Items Received/Ordered on (Date)
   ii. Show All Items
   iii. Chemicals by Description look-up
   iv. Chemicals by Location
   v. Chemicals by First Letter
   vi. Appendix A Chemicals

c. View Archived Inventory
   i. Items Received/Ordered on (Date)
   ii. Show All Items
   iii. Chemicals by Description look-up
   iv. Chemicals by Location
   v. Chemicals by First Letter
   vi. Appendix A Chemicals

d. Add Receipts – add a chemical to your inventory

e. Edit – edit the information for any chemical in your inventory

f. Remove – Remove a chemical from your inventory to disposed status

g. MSDS Search – Google Web Search for the MSDS Sheet

Notice that the “Current Inventory” radio button is marked. This is a default setting. You may also view Disposed Inventory or Archived Inventory by clicking on the radio button.

How to execute the commands:
1. Click on “Items Received/Ordered on” and enter a date, then click on “Show”, this displays all chemicals ordered or received on a specific date.
2. Click on “All Items”, this will display all of the chemicals in your chemical inventory.
3. Click on “Show me Chemicals where”, this command is followed by two search parameter selection fields and a blank field. This command is a sort/group mechanism.
   a. In the first field you may select Chemical Description, CAS#, Catalog # or Chemical #.
      i. Chemical Description is the chemical name,
ii. CAS# is the Chemical Abstract Service Number,
iii. Catalog# is the Vendor Catalog number, and

b. **It is recommended that you start with Chemical Description (Chemical Name).**

c. In the next field you may choose Starts with, Contains, or Equals. These terms are self explanatory.

d. In the Blank field, you will **type your search parameter** which is:
   i. Chemical Description – type in the name of the chemical
   ii. CAS# - type in the Chemical Abstract Service Number and include hyphens,
   iii. Catalog# - if you know the catalog number you may type this in the blank field

e. When you have finished typing in one of the above search items, click on “Show”. All of the chemicals in your inventory that fit your search parameters will appear at the bottom of the window.

4. Click on **“Show Chemicals by Location”**, this command is followed by one search parameter selection field and a blank field. Click on the [?] to display the building & labs attached to you. After the lab is selected click [SHOW].

5. Click on **“Show Chemicals by 1st Letter”**, this command will display the alphabet and numbers 0 – 9, [ABCDEFGHIJKLMNOPQRSTUVWXYZ 0123456789]. Clicking on a letter or number will display any current chemicals starting with the letter or number.

To display your entire chemical inventory click the [ALL ITEMS] button.
Inventory Reports & Chemical Fact Sheets

From the Inventory Window you may view, print, or download inventory reports, add a chemical to your inventory, and edit each individual chemical in your inventory.

View/Print Inventory Reports:

1. Click on the arrow to the right of [Reports] to view your report options.
2. Scroll and highlight to run each report. A file download window will appear. Click on [Open] to view the report. The report selected will be displayed on your screen. When the report is displayed, you may execute “Print” under the “File” Command. You can also save the report to your hard drive by executing “Save as” under the “File” Command.
At present, you have two formats available for your inventory:

- Chemical Inventory Listing – basic listing of inventory for export and manipulation within Excel
- Chemical Inventory Auditing – inventory items are ordered by the storage location in your lab, and then alphabetically by chemical. Container number, quantity, and unit of measure are listed. Report is meant to aid regular physical auditing of inventory data.
Adding and Editing Chemicals in Your Inventory

Adding a New Chemical to Your Inventory

1. To enter a new Chemical in your Inventory, Click on [ADD CHEMICAL]. This allows for adding a chemical directly into your inventory from your lab.

2. An Adding Chemical screen will appear.
3. In the Adding Chemical screen, all items highlighted in red are required fields. You must enter data in these fields in order to save an entry. Fields that are not highlighted in pink are optional.

4. Using your Tab key will take you through each field.

5. Inventory# is automatically assigned by the CS Assistant program. This should not be changed. Tab to the next required field.

6. Lab is the laboratory where the chemical is stored. This is a required field. You must select a lab for each chemical. Click the [?] to access the Lab selection pick list. Only your authorized labs will be displayed. If you do not see your lab on the lab selection list, contact EH&S Technical Support. (See page 3 for Support Information)

   a. When you click on [SELECT] the building and room number for the lab selected will auto-load into Adding Chemical lab field and the name of the building will auto-load in the following field.

   b. Note that [Last] follows the [?] after the Lab field. If there are multiple chemicals to be added to the same lab, you may click [LAST] after you have entered and saved your first chemical, and the lab used for the previous entry will auto-load into the field.
7. Tab to the next field which is “Chemical Description.” The “Chemical Description” is the name of the chemical.
   a. This program contains a database Chemical Catalog with 11,000+ chemicals. The database Chemical Catalog is maintained by EHS Office Staff.
   b. It also produces a “Personal Chemical Catalog” which is a list of all the chemicals you have ever had in your Chemical inventory. Each time you add a chemical to your inventory, it is also added to your personal catalog.
   c. The Chemical Catalog in this database has the common chemical name and most synonyms by which a chemical may be known. When you search by chemical name in the database, you are searching a list that contains almost all possible names for the chemicals.

8. Click on the [?] to the right of the Chemical Description field to activate the search system.

9. A search window will appear. There are three search options available.
   a. Show me Chemicals where Vendor is,
   b. Show me Chemicals where [Chemical Description, CAS #, Catalog #, or Chemical #] [Starts with, Contains, or Equals], and
   c. Show me Chemicals that are in my “Personal Catalog” (previously received)
   d. Show me Chemicals that are Appendix A Listed
You may use any one or a combination of the four.

10. As long as the “Show me Chemicals that are in my Personal Catalog” is marked you will be searching your Personal Chemical Catalog.

11. If you have included the Vendor for each chemical in your inventory, you may search your “Personal Catalog” by specific vendor. Click on the box before “Show me Chemicals where Vendor is”, then Click on the arrow to the right of the blank field to pull up a pick list of vendors. To select the vendor, Click on the Vendor name. A list of chemicals for the vendor chosen will appear at the bottom of the screen. Click on the chemical name or CAS
# to select the chemical. If you do not wish to search by vendor in your Personal Catalog, do not mark the “Show me Chemicals where Vendor is” selection.

12. To search the entire Database Chemical Catalog, you must unmark the Show me Chemicals that are in my "Personal Catalog" (previously received). You must also unmark the “Show me Chemicals where Vendor is. Vendors are not included in the Database Catalog because several vendors may supply each chemical product. Mark the checkbox before “Show me Chemicals where” from here you will have several options.

13. In the first field option, you may choose Chemical Description, CAS #, Catalog #, or Chemical #. It is recommended that you use the Chemical Description, which is the chemical name, or use the CAS # which is the Chemical Abstract Service Number.
14. In the next field you may choose Starts with, Contains, or Equals. After you have made your selections in both fields, tab to the next field, which is blank. Type in the name of the chemical you are looking for and Click on “Show”. The window will display all of the chemicals in the Catalog that Starts With, Contains, or Equals the name you typed in the blank field.

15. Double click on the [Chemical Name] or the CAS# to select the chemical you want. The catalog number and CAS number are automatically loaded into the “Chemical Description” field in the Adding Chemical window.

16. If you have searched your “Personal Catalog” and you have searched the “Database Catalog” and you still cannot find the chemical you are looking for your chemical may not be in the program’s chemical catalog. If this is the case, you may either contact the EHS Office to have your chemical added to the Database Catalog, or you may go back and use the “Not In Catalog” command. Do Not use this command until after you have searched the database catalog and you are absolutely sure that your chemical is not in the database.

17. Marking the “Not in Catalog” command will allow you to type a chemical name into the “Chemical Description” field. However, the program will treat this addition to your inventory as a “Void” entry until the chemical is added to the Database Catalog. When you must use this command, notify EH&S Technical Support (See page 3 for contact information). Be prepared to provide the following information so that the chemical can be added to the database:
   a. Chemical Name & CAS#
   b. Copy of the Material Safety Data Sheet, if you have it. If not then,
   c. Vendor/Supplier for the chemical & vendor catalog number

In most cases, a chemical can be added to the database within minutes.
18. The “# of Units” field is where you will enter the number of containers you have. The default number is 1. To enter any number higher than 1, all of the container have to be of the same size and same unites of measure. For example, if you have 2 containers of Methanol and they are all 1 liter in size, you may enter the number 2 in the “# of Units” field. If one container is 1 liter and the other is 500 ml, then you will have to enter the two containers separately. Type in the [#of Units] and Tab to the next field.

19. The “Quantity per Unit” field is where you will enter the container size (1 for the 1 liter or 500 for the 500 ml. Type in the [Quantity per Unit] and Tab to the next field.

20. In the “Volume/Size” field. Enter the unit of measure for the container, G=Grams, mg=Milligrams, etc. – click on the arrow to the right of the field to access the units pick list.

21. In the next field you will select the Physical State of your chemical. Click the radio button to the left of the Physical State that matches your chemical (Gas, Liquid, or Solid). Tab to the next field.

22. The CAS # will be entered if the chemical is listed in the system catalog.

23. Enter the [Chemical Formula].

24. Enter the molecular weight

25. [Storage Location] is the location of the chemical in your lab. To choose from a pick list click on the [P] following the field. Click on Select to choose the storage location. If you do not wish to use any of the pick list items, click on Cancel at the top of the window. This will take you back to the Adding Chemical screen. Click on the blank field and type in your location description.

26. Enter a [Maximum On Hand]

27. MSDS Location is the location where the MSDS Sheets for chemicals within the lab are filed.

28. Find MSDS online is the means of a Google search for locating and printing a new MSDS Sheet for this chemical.
29. Click [FIND MSDS ONLINE].

30. The system initially looks for the MSDS by the vendor selected for the chemical entry. If no vendor is listed the system searches JT Baker. Double click the search results that relate to the chemical you are entering.

31. Print the MSDS Sheet for the labs records.

32. Enter the vendor name. Click the word VENDOR for a list of vendors.
33. Double click the vendor.

34. Enter the Vendor Chemical Catalog number

35. Enter the PO Number

36. Enter [Order Date], [Receipt Date], [Open Date] and [Expiration Date]. Today’s date will be entered unless overridden. Click [Calc] for expiration date.

37. Enter [Contact Name] and [Phone Number].

38. Enter any comments.

39. Click [SAVE & ADD ANOTHER CHEMICAL] or [SAVE/RETURN].
Removing Chemicals from Your Inventory

Removing a Chemical from Your Inventory

1. To remove a chemical from your inventory, click [REMOVE] for the chemical to be removed from your inventory.

2. Clicking [REMOVE] displays the removal confirmation screen. At this point you will need to declare your reason for the removal.

3. Click the down arrow to display your choices for the removal.
4. Highlight your reason for the removal and confirm that you do want this removed by clicking [YES].

5. You will be returned to your all items inventory screen showing the item removed. The item will now be listed under [DISPOSED INVENTORY].

6. To view your listing of disposed inventory click the [DISPOSED INVENTORY] button.
7. You will now find the removed chemical listed.

8. If you find that the removal was a mistake click [ACTIVATE] for the item that you want moved back to current inventory status.

9. Confirm your intention to move the item to current inventory status by clicking [YES].
10. The item is removed from the disposed inventory listing. Click [CURRENT INVENTORY].

11. The item is now listed as current inventory.

12. Click [MAIN MENU].
Training

The main menu allows controlled access to the Chemical Safety Assistant Web Application. We will now look at the Training portion of the Chem Web Application. The Training module allows the P.I. access to his/her training history and the training history of any worker that works directly for him/her.

- From the main menu, under CHEM click on Training.

Employee Selection

1. The screen displayed is a listing of all workers attached to this user.
2. Click on the [VIEW] for the person that you would like to view his/her training records.
3. Training information consists of all training classes complete and training required for the worker employee type. The employee training status of required training is documented with Due Dates, Status, Course, Course Name and Frequency of the training.

4. Click [BACK] to exit this user records and select another worker. Click [MAIN MENU] to exit the training module.
Waste Pickup

The main menu allows controlled access to the Chemical Safety Assistant Web Application. We will now look at the Waste Pickup portion of the Chem Web Application. The Waste Pickup module allows the P.I. access to edit or delete existing waste pickup requests or enter a new waste pickup request.

- From the main menu, under CHEM click on Waste Pickup.

The screen displayed allows for adding a new Waste Pickup Request, Viewing an existing Waste Pickup Request, Editing an existing Waste Pickup Request or Deleting an existing Waste Pickup Request.

Adding a Waste Pickup Request

1. Click [ADD REQUEST].
2. The P.I. code and name are inserted.

3. The program assigns a Waste Pickup Request Number, a combination of the date in reverse order and a numbered request for the day [090106001].

4. Today’s date is inserted but it can be overridden.

5. Select the type of pickup: Biological (red biohazard boxes or containers), Chemical, Radiological, or Other (e.g. batteries, light tubes, light ballasts, used oil, etc.)
   a. Note: Separate requests MUST be submitted when you have multiple pick-up types ready for collection.

6. Give a brief description of the waste (e.g. number of containers, type of containers, solid, liquid, organic, inorganic, type of waste if Other, etc.)

7. Indicate the Lab/Location, your name as a Contact, and a Contact Phone
   a. Data may be input directly into the text boxes. Predefined selections for your laboratory/workgroup are also available by clicking upon the “?” icons – this method of entry is preferred when available.

8. Click “Save” to complete your request and you will be taken back to the collection queue. You may now submit additional requests, or return to the main menu for your laboratory/workgroup, or may log off of the database system.
9. The waste pickup request has now been sent to the CS Assistant database awaiting action by the EHS Department.

**Editing or Viewing a Waste Pickup Request**

The steps involved in editing or viewing an existing request are identical as adding a request.

Once the requested waste pickup has been made and the Hazardous Waste Team transfers the waste to the waste area and marks it as [PICKED UP] the waste request will be removed from the list of open pickup requests.
The main menu allows controlled access to the EH&S Web Applications. We will now look at the Report portion of the Chem Web Application. The Report module allows the P.I. access to view and print reports.

- **From the main menu, under CHEM click on Reports.**

The screen displayed allows for running various reports relative to this user.