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.
4. Log in with your EHSA account.

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

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

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.

Example:
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.

   ![Check out Card Example]

   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.