

# 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.”

The screenshot shows the University of Oregon Safety and Risk Services website. The header includes the University of Oregon logo and navigation links for APPLY, VISIT, and GIVE. The main navigation bar lists: About, Services, Campus Safety, Training, Compliance Programs, and Report a Concern. A search bar is located in the top right corner.

The left sidebar contains a list of services under the heading "SERVICES":  
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  
Hazardous Materials & Wastes  
Hazardous/Regulated Materials Transportation  
Procedure for Radioactive Waste Tag  
Radioactive Waste Pick-up  
Shipping by Contract Carrier  
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.  
**Hazardous Waste Pick-Up for the Sciences**  
Submit a service request through the Environmental Health and Safety Assistant (EHS) **online system**.  
• Login to your workgroup's on-line interface. You will then be able to submit requests and view the queue of existing requests.  
• Please review a [short tutorial on waste pick-up submittals](#).  
If you are having difficulties with the EHS online system or need a login, please contact [Luke Stitts](#) or [Matt Hendrickson](#).  
Allow three business days for collection.  
**Hazardous Waste Pick-Up for Non-Science Departments**  
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:  
1. Submit your hazardous waste pick up using this [link](#).  
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 Required page. The header includes the University of Oregon logo and navigation links for APPLY, VISIT, and GIVE. The main heading is "Login Required".

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.*

Username  Password

© 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

<b>RAM</b> Requisitions Inventory/Disposals PI's Permit Limits Training Permit Worker Registration Contamination Survey Reports	<b>CHEM</b> <b>Inventory</b> Training Permit Worker Registration Chemical Inventory Verification Reports	<b>BIO</b> Inventory Training Permit Worker Registration Biosafety Permits Reports
<b>INSPECTIONS</b> Uncorrected Inspection Violations Inspection History	<b>ADMINISTRATION</b> Labs Reports	<b>WASTE PICKUP REQUEST</b> 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	1	5	Grams	University of Oregon - Eugene
Highlight	SDS Search	UO30978	10060-12-5	chromium chloride hexahydrate	S	1	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:	<u>Chromium chloride anhydrous</u>	UO Control Number:	<u>30977</u>				
Room:	<u>328</u>	Cabinet:	<u>I</u>	Shelf:	<u>3</u>	Bin No:	<u>A</u>
Chemical Name:	_____	UO Control Number:	_____				
Room:	_____	Cabinet:	_____	Shelf:	_____	Bin No:	_____
Checkout Date:	<u>5, 8, 17</u>						
Laboratory / PI:	<u>EHS</u>	Your Name:	<u>Jane Doe</u>				

- 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](mailto:safety@uoregon.edu), (541) 346-9058
    - o Matt Hendrickson: [mhendric@uoregon.edu](mailto: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

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