Chemical Inventory

- Select “Show Chemicals by Location”
- Select Lab/space in the drop down box
- To view chemical inventory in selected Lab/space select “Show”
- To add a chemical, click on “Add Chemical”
- To remove a chemical, skip to slide #8
The web screen should look like this with Lab location info fields populated. Next locate the chemical you wish to add to this inventory by clicking here.

The next screen you see will be the “Find a Chemical in the EHS Database” (next slide). There are several methods to find the chemical you wish to add.
One of the fastest methods of finding a chemical is to select the second box, “Show me the Chemicals where”.

Choose to search by: criteria, method, and term.

After you type your search term, press “Show” and a list of chemicals will appear so you can scan for the one you want.

Once you scan and find your chemical click on your selection and it will automatically populate the Chemical Fields with available data.
If you do a search and no chemical is found, contact EHSA Program Manager with the MSDS information or email the MSDS to EHSASST@asu.edu. The information will located and entered on the “Adding Chemical Catalog Record” by EHS. Once it is entered it will be available in the database and you will be notified.
Once you click on your chemical selection several data fields automatically populate on this screen as shown by the Blue circles.

**IMPORTANT**: It is your responsibility to fill in these required fields as indicated by the footnote* and the red circles.
If you wish to add another chemical to the same inventory after you completed this addition select “Save & Add Another Chemical”. When finished adding chemicals select “Save/Return”
First, select “Show Chemicals by Location” to view inventory by Lab/space.
Select Lab/space in the drop down box and click on “Show” to see inventory.
Next, select “Remove” to remove the selected chemical.
You will be prompted to give a reason for removal.
Select one of the four (4) choices.
Make your choice and click on “Yes” then follow the procedures to complete the task.