



Chemical Environmental Management System keys to success

Timely pick-up of hazardous chemicals

1. Hazardous chemicals will be received centrally as part of the Chemical Environmental Management System.
2. Hazardous chemicals will be delivered to labs or accepted distribution hubs.
3. To maintain accurate inventories, schedule pick-ups or deliveries from chemical distribution hubs as soon as possible.
4. Hazardous chemicals not picked up from distribution hubs promptly will be shipped back to the vendor or disposed of as hazardous waste at the department's expense.
5. If distribution hubs are holding chemicals, the lab manager will need to register the room and keep an accurate inventory.

Moving the chemical location within your own spaces

1. Log in to CEMS and locate the Chemical Inventory tab on your dashboard.
2. Click on Search Chemical Inventory.
3. Enter the barcode number on the chemical container and click Search.
4. Verify that the inventory item displayed is the item that is being moved.
5. Under the location drop-down, select the new location where you will move the chemical within your registered spaces.
6. Click Save on the right-hand side.
7. If you are transferring a chemical to a lab that is not registered to you, [email Environmental Health and Safety](#).

Replacing damaged, removed or missing barcodes

1. If one of the barcodes on an inventory item falls or comes off inadvertently, try to reattach it or stick the barcode back on the container.
2. If one of the barcodes on any inventory items becomes damaged, illegible, no longer sticks to the container or is missing, [email EHS](#) for a chemical container barcode replacement.

Receiving a hazardous chemical container without a barcode

1. [Notify EHS](#) if you receive chemical containers without barcodes on the Tempe campus. EHS will inform other campuses when their central receiving is established.
2. EHS will add a barcode to the chemical container in your inventory.
3. If necessary, EHS will provide more information about ordering chemicals through the central receiving process after EHS places the barcode on the chemical container.