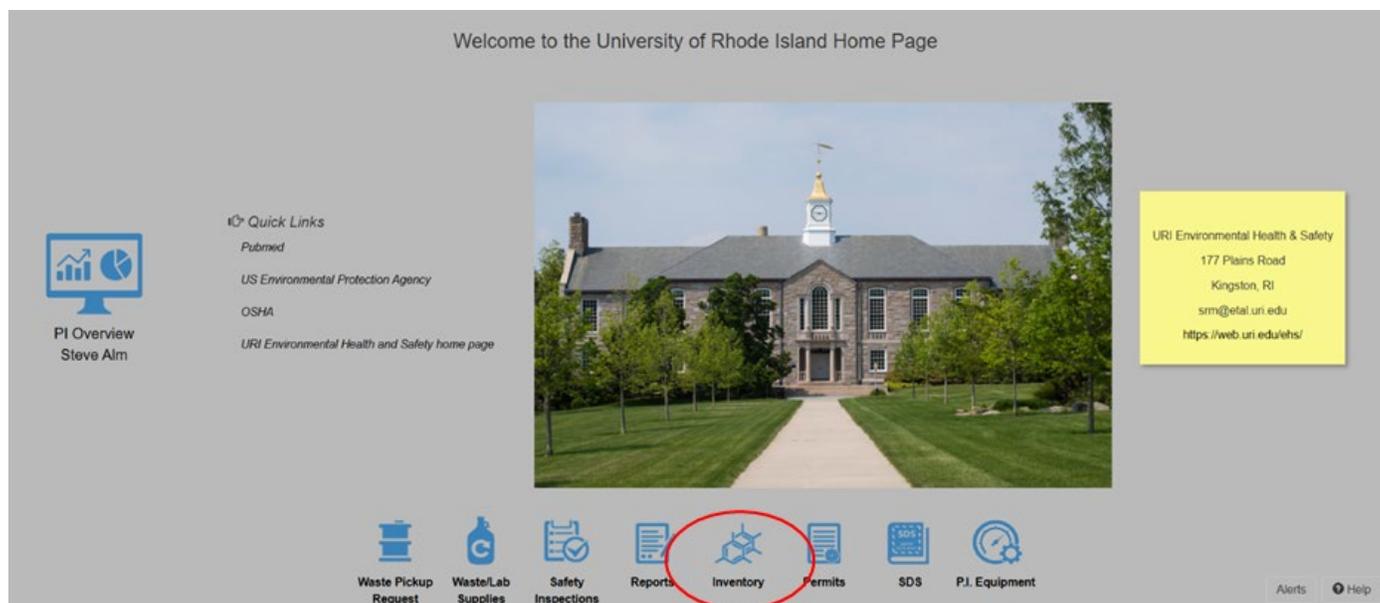
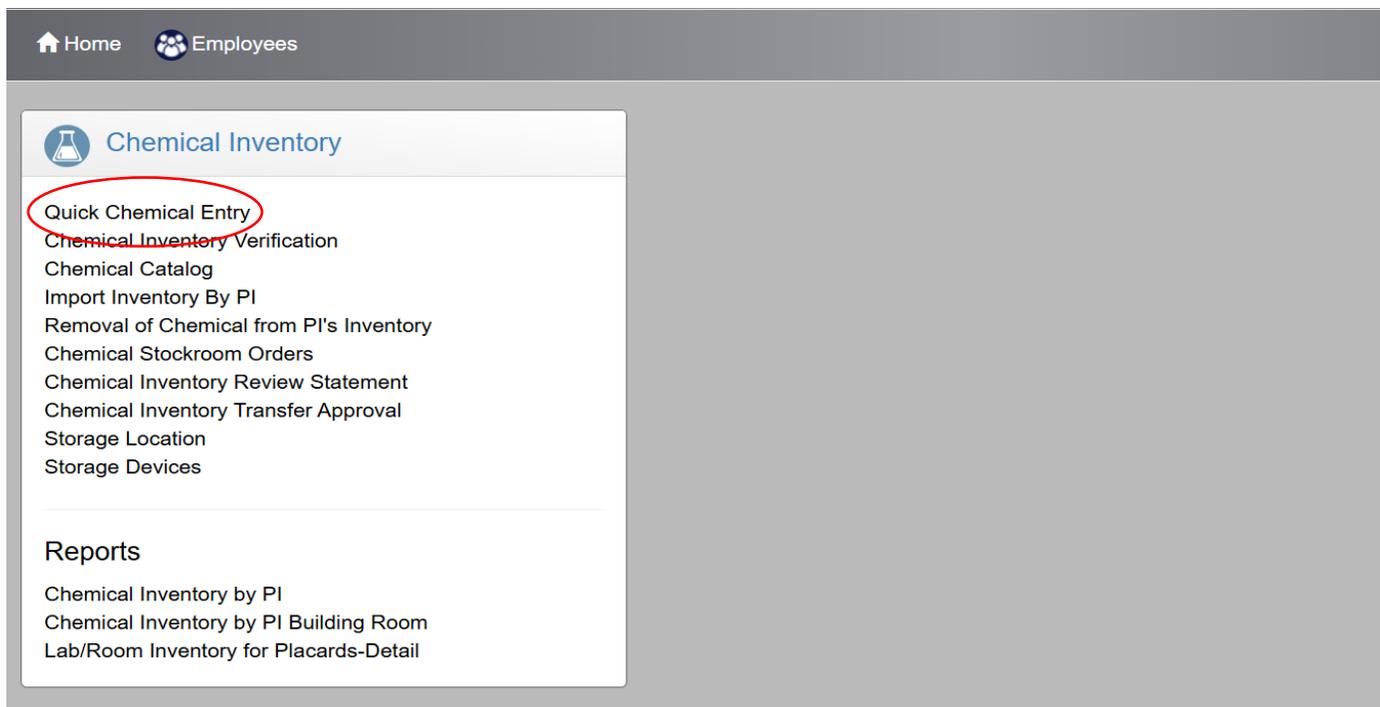


Chemical Inventory Add

1. PI users will select **Inventory** from the icons shown on the Home Page



2. Select **Quick Chemical Entry** from under [**Chemical Inventory**].



3. Click the +Add button. This also opens the **Chemical Inventory Edit** screen.

EHS Inventory / Chemical Inventory Edit Labels Help

+ Add Edit Remove More Chemical Inventory Reports PI: Please Select a PI Inventory: Current Inventory Options

List Filter

Search Synonym, CAS or Inventory Search PubChem SDS Binder

Transfer Stockroom Transfer Search Department Inventory Request from Chemical Exchange

Item(s) marked in Yellow will Expire
Item(s) marked in Red are Expiring or Expired
Item(s) marked in BLUE are Appendix A

Drag a column header and drop it here to group by that column

4. Search by **Chemical Description** or **Search By CAS #** and enter a Description/CAS # or use
5. **Show PI's Personal Catalog** (This shows your current inventory items to duplicate – **PREFERRED OPTION and shown below**)

Select a Chemical

Search By Chemical Description Search By Catalog or CAS # Show PI's Personal Catalog

Drag a column header and drop it here to group by that column

	CAS #	Chemical Name	# of Units	Qty Per Unit	Unit	Physical State	Vendor Name	Ca
Select	67-64-1	Acetone	1	1	Grams	Liquid	Fisher Scientific	13
Select	1524	Test Chemical	1	50	Milliliters	Liquid	3D SYSTEMS	12

- If chemical cannot be found using either the Chemical Description or CAS # search options, it is not found in the chemical catalog. Click the **“Not found in Catalog”** button. The chemical will still be added to PI’s personal inventory and EHS will update the entry into the catalog. Steps 8-25 will follow the same process as a catalog entry.

Select a Chemical ×

Search By Chemical Description

Search By Catalog or CAS #
 Show PI's Personal Catalog
 ⊕ Not Found In Catalog

Drag a column header and drop it here to group by that column

	CAS #	Chemical Name	# of Units	Qty Per Unit	Unit	Physical State	Vendor Name	Ca
<input type="button" value="Select"/>	67-64-1	Acetone	1	1	Grams	Liquid	Fisher Scientific	13
<input type="button" value="Select"/>	1524	Test Chemical	1	50	Milliliters	Liquid	3D SYSTEMS	12

- Click the **[Select]** button beside the Chemical you want to add -**Whether using Personal catalog or Chemical description/CAS#** *This will populate the chemical information - **Chemical Description and CAS #** (if available) will fill in.

8. Enter the **# of Units**, **Qty per Unit**, **Volume/Size**, and **Physical State**, and **Concentration**
9. **NOTE:** Synonyms can be added via Catalog Entry and Additional CAS #'s can be added/edited by clicking the blue button next to text "Additional CAS Numbers"

Basic Information			
*P.I.	Moore, Dave	*Permit #	C-00001
Chemical Information			
*Chemical Name	Acetone	<input type="button" value="Select Chemical"/>	
	<input checked="" type="radio"/> Found in Catalog	<input type="radio"/> Not in Catalog	
CAS #	67-64-1		
<input type="button" value="Synonyms"/>			
<input type="button" value="Additional CAS Numbers"/>			
*# of Units	1	*Quantity per Unit	
Physical State		Concentration	100.00
		Volume / Size	
		Concentration Unit	

10. **Scroll down to view Vendor, Location and Dates section:**
11. The **Receipt Date** will default to the current date. Edit if necessary.
12. Select Yes/No if **Chemical Will Expire**.
13. Enter the **Expiration Date** if the Chemical will expire.
14. Select the **Vendor** and **Catalog #** (for Vendor) if applicable.
15. Select the **Lab/Location** from the dropdown of labs for the PI on the Permit that was selected.
16. Select/enter **In-Lab Storage Location** as applicable/needed (NOTE: Sub locations need to be added separately)
17. If chemical was chosen from catalog, will be present, if not press **blue** SDS button to activate system to search for SDS.

Vendor Information

Vendor:

Catalog #:

Lot #:

PubChem CID #:
Acetone

Location & Storage Information

*Location:

Restricted:

Dates

*Entry Date:

Chemical Will Expire:

Expiration Date:

Open Date:

Last Inventory Date:

SDS Information & Documentation

Chemical Documentation

SDS URL:

18. Scroll down and hit the **Save** button
19. Scan or Type Inventory # pop up will appear
20. Enter EHS provided barcode # placed on bottle
21. Hit **Continue** button and entry will be saved and placed in current Inventory.

The screenshot shows a web-based form for adding a chemical inventory entry. The form fields include: *P.I. (Aim, Steve), *Permit # (C-steveaim), *Chemical Name (Acetone), CAS # (67-64-1), # of Units (1), *Physical State (Solid), *Location (PLANT SCIENCES), Vendor (Fisher Scientific), and *Receipt Date (3/13/2025). A modal dialog titled "Scan or Type Inventory #" is overlaid on the form, containing a "Bar Code #" field with the placeholder text "Scan or Type Barcode # then Press Enter" and two buttons: "Continue" (green) and "Cancel" (red).

22. If multiple units are selected to add multiple bottles of the same chemical, then you will be asked if you'd like to create 5 separate records. If so, click **YES**.

The screenshot shows the same chemical inventory form as above, but with the # of Units set to 5. A modal dialog titled "Multiple Units" is overlaid on the form, asking "Would you like to create 5 inventory records for this entry?" with "No" and "Yes" buttons. The "Yes" button is highlighted in green. The form fields are: *P.I. (Moore, Dave), *Chemical Name (Acetone), CAS # (67-64-1), # of Units (5), *Qty per Unit (1.00000), *Volume / Size (Liters), *Physical State (Liquid), *Location (EHS-Plains Road:Kitchen), Vendor (Fisher Scientific), Catalog # (56257), and *Receipt Date (3/13/2025).

23. Enter barcode # for first bottle into field and hit enter or **Blue** arrow button.
24. If adding multiple bottles/barcodes in sequential order, click **Blue** lightning button to automatically fill barcodes
25. Click continue button to save entries and add them to inventory

Scan or Type Inventory # / Barcode #

Bar Code #  

	Inventory #
<input type="button" value="Remove"/>	1000001
<input type="button" value="Remove"/>	1000002
<input type="button" value="Remove"/>	1000003
<input type="button" value="Remove"/>	1000004
<input type="button" value="Remove"/>	1000005

*****Chemicals can be further edited from the labs current inventory screen*****

If you have any difficulty adding chemicals or have questions about the software, please contact EHS at srm@etal.uri.edu.