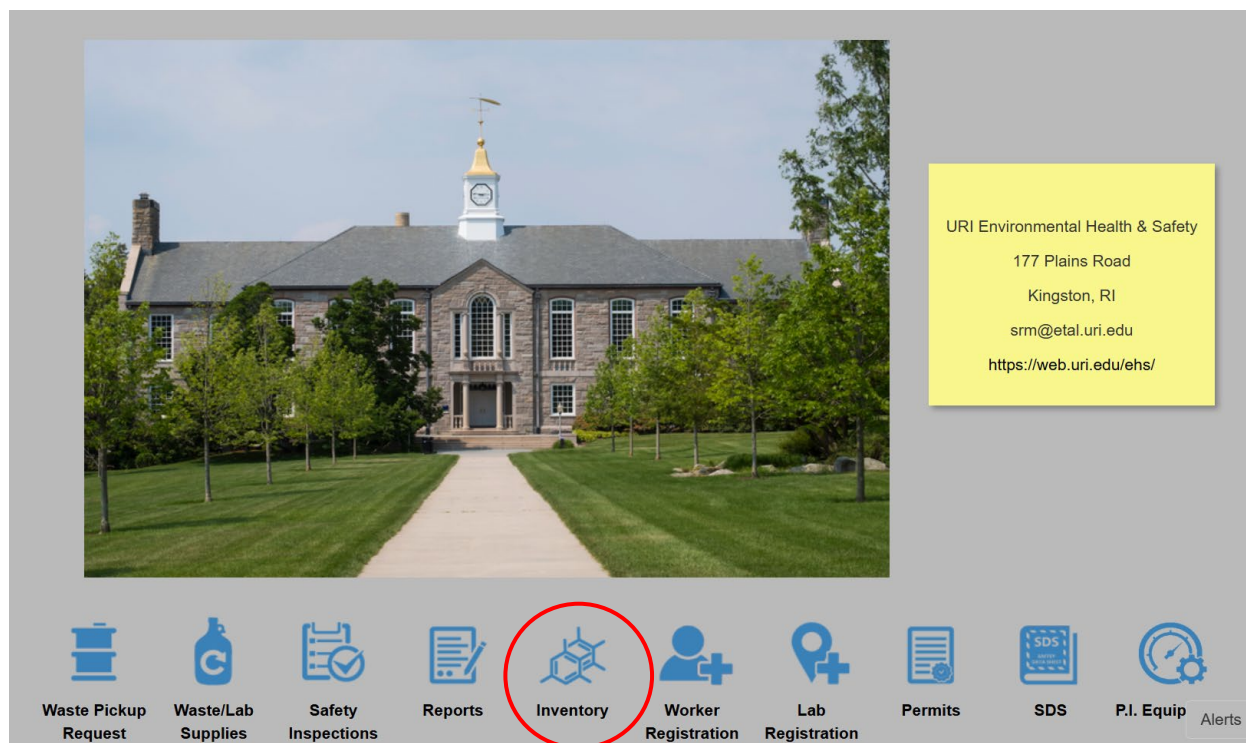
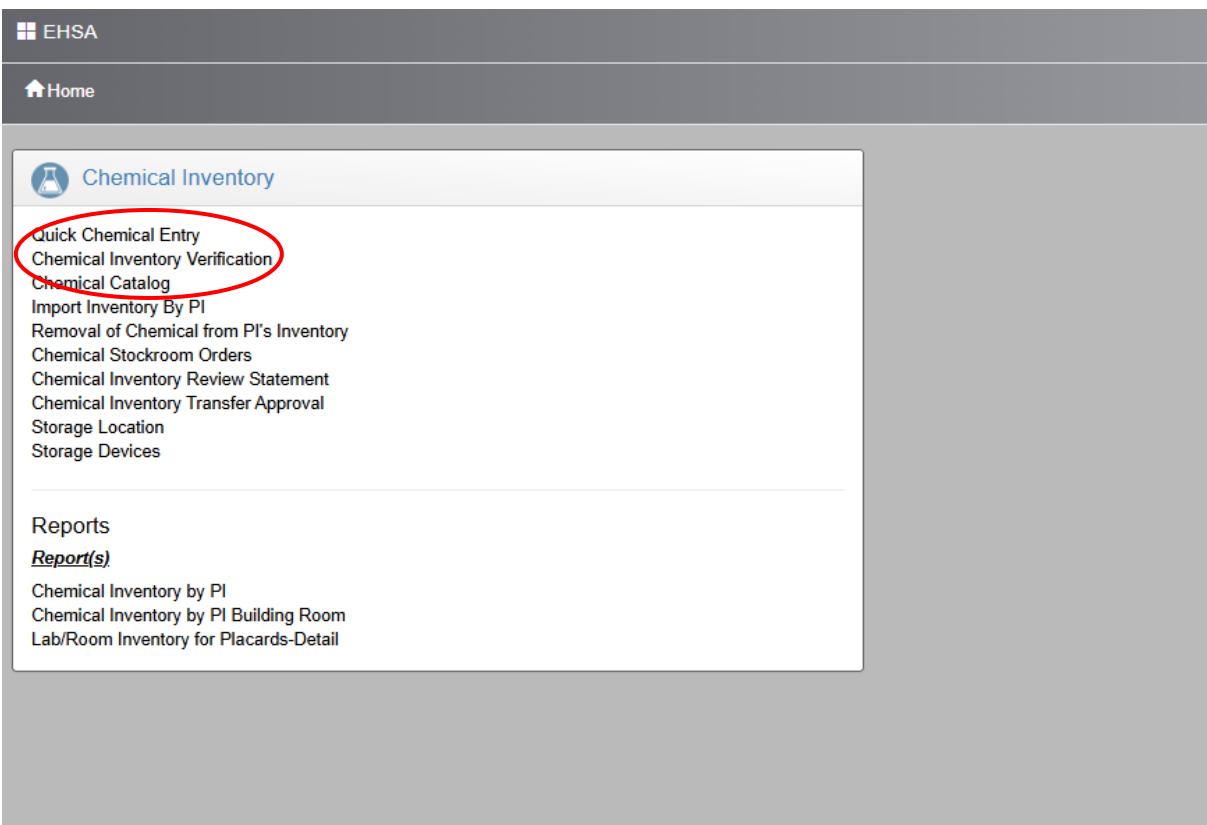


CHEMICAL INVENTORY VERIFICATION

1. Click on “Inventory” button on bottom of dashboard



2. Click on “Chemical Inventory Verification” on top of next page



3. After being directed to the verification home page (where your chemicals should be displayed). Click on the “Scan” button.

EHSA / Inventory / Chemical Inventory Verification Help

NOT SCANNED **94** VERIFIED **0** ATTENTION REQUIRED **0** NOT FOUND **0** DISPOSED **0** 0%

Delete Scan **Scan** Remove Unscanned Import (0 selected) Verification Reports PI: Alm, Steve Not Scanned in the Last 90 Days Options

Import	Bar Code #	Chemical Description	Current PI	Scanned PI	Current Permit	Scanned Permit
<input type="button" value="Select All"/>			<input type="button" value="Select All"/>	<input type="button" value="Select All"/>	<input type="button" value="Select All"/>	<input type="button" value="Select All"/>
Not Scanned						
No Location						
	1092166	METHANOL	Alm, Steve		C-stevealm	
	1092160	GERANIOL	Alm, Steve		C-stevealm	
	1092119	PHOSPHATE BUFFERED SALINE	Alm, Steve		C-stevealm	
	1092153	1-OCTEN-3-OL	Alm, Steve		C-stevealm	
	1092167	HEXYLAMINE	Alm, Steve		C-stevealm	
	1092159	EUGENOL	Alm, Steve		C-stevealm	
	1092164	EUGENOL	Alm, Steve		C-stevealm	
	1092140	ACETONE, REAGENT ACS 99+% (GC)	Alm, Steve		C-stevealm	

1 - 94 of 94 items

4. Scan Inventory pop-up will appear. Choose correct **PI**, **Permit #**, and **Location** you'd like to verify.

NOT SCANNED **94** VERIFIED **0** ATTENTION REQUIRED **0** NOT FOUND **0** DISPOSED **0** 0%

Delete Scan Scan Remove Unscanned Import (0 selected) Verification Reports PI: Alm, Steve Not Scanned in the Last 90 Days Options Edit Instructions

Import	Bar Code #	Chemical Description	Current PI	Scanned PI	Current Permit	Scanned Permit	Current Location
<input type="button" value="Select All"/>			<input type="button" value="Select All"/>	<input type="button" value="Select All"/>	<input type="button" value="Select All"/>	<input type="button" value="Select All"/>	<input type="button" value="Select All"/>
Not Scanned							
No Location							
	1092166	METHANOL					
	1092160	GERANIOL					
	1092119	PHOSPHATE BUFF					
	1092153	1-OCTEN-3-OL					
	1092167	HEXYLAMINE					
	1092159	EUGENOL					
	1092164	EUGENOL					
	1092140	ACETONE, REAGENT ACS 99+% (GC)	Alm, Steve		C-stevealm		
	1105754	ETHYL ACETATE HPLC GRADE UV CUTOFF 255NM	Alm, Steve		C-stevealm		
	1105755	ETHYL ACETATE HPLC GRADE UV	Alm, Steve		C-stevealm		

Scan Inventory

Batch Scan Mode

PI:

Permit #:

Location:

5. Select “**Batch Scan Mode**” in upper left-hand corner.
- Make sure cursor is in “**bar code #**” box ***NOTE*** Barcode Scanners provided by EHS send the barcode # to wherever the cursor is, so this step is important.

The screenshot shows a 'Scan Inventory' dialog box overlaid on a data table. The dialog box contains the following fields and controls:

- Batch Scan Mode** (highlighted with a red circle)
- PI: Alm, Steve
- Permit #: C-stevealm
- Location: East Farm Wood Shop:Attic Room1
- Bar Code #: (empty text box, highlighted with a red circle)
- Batch Scans: (empty text box)
- Buttons: Close, Submit Batch Scans

The background table has columns for 'Current PI', 'Scanned PI', 'Current Permit', and 'Scanned Permit', with 'Select All' buttons under each. The table rows contain chemical descriptions like 'ANOL', 'NIOL', 'PHATE BUFF', etc.

6. All scans will display in the “**Batch Scans**” field.
- ***Note** – You can also type in barcodes as well
7. If all scans look correct, click the green “**Submit Batch Scans**” button.
- ***Note** – It’s recommended to do smaller amounts of scans so any errors are caught, and bottle can be found to rescan.

This screenshot shows the 'Scan Inventory' dialog box after several scans. The 'Batch Scans' field now contains five scanned barcodes, each with a red 'X' icon to its right:

- 1092166 X
- 1092160 X
- 0101010101 X
- 12345678 X
- 1020714 X

The 'Submit Batch Scans' button is highlighted with a red circle. The 'Batch Scan Mode' checkbox remains checked. The other fields (PI, Permit #, Location, Bar Code #) are the same as in the previous screenshot.

8. Entered barcodes now are placed into 4 categories:
- **Green** – Location and PI are correct – No Action Needed
 - **Yellow** – There is a discrepancy in either the location or the PI
 - Location or PI discrepancy must be reconciled by clicking appropriate box
 - *Current Location column is where the system has the chemical
 - *Scanned Location is the location you physically scanned it in the verification process.
 - This decision is based on if you to keep the chemical in your inventory or not.
 - **Blue** – Barcode is not entered into the system
 - These should be treated as new chemicals and added into the system like a new chemical with the existing barcode
 - **Red** – Chemical has been disposed of in the system
 - If chemical is not disposed of, and needs to be reactivated, click green “reactivate” button.
 -

NOT SCANNED 91 VERIFIED 2 ATTENTION REQUIRED 1 NOT FOUND 1 DISPOSED 1

4%

Delete Scan Scan Remove Unscanned Import (0 selected) Verification Reports PI: Alm, Steve Not Scanned in the Last 90 Days Options Edit Instructions

Import Select All	Bar Code #	Chemical Description	Current PI Select All	Scanned PI Select All	Current Permit Select All	Scanned Permit Select All	Current Location Select All	Scanned Location Select All	Current Storage Location Select All	Scanned Storage Location Select All
Scanned										
No Location										
<input type="checkbox"/>	1010101	Chemical Inventory # Not Found	<input checked="" type="checkbox"/>	<input type="checkbox"/> Alm, Steve	<input checked="" type="checkbox"/>	<input type="checkbox"/> C-stevealm	<input checked="" type="checkbox"/>	<input type="checkbox"/> Entomology Field Lab : All Rooms		
<input type="checkbox"/>	1105758	D,L-2-METHYL-1-BUTANOL 98%	Alm, Steve	Alm, Steve	C-stevealm	C-stevealm	<input checked="" type="checkbox"/>	<input type="checkbox"/> Entomology Field Lab : All Rooms		
EHS-Plains Road : Kitchen										
<input type="checkbox"/> Item Disposed Reactivate	12341234	Acetone	<input checked="" type="checkbox"/> Moore, Dave	<input type="checkbox"/> Alm, Steve	<input checked="" type="checkbox"/> C-00001	<input type="checkbox"/> C-stevealm	<input checked="" type="checkbox"/> EHS-Plains Road : Kitchen	<input type="checkbox"/> Entomology Field Lab : All Rooms	<input checked="" type="checkbox"/> Fridge	<input type="checkbox"/>
Entomology Field Lab : All Rooms										
<input type="checkbox"/>	1092129	IODINE SOLUTION	Alm, Steve	Alm, Steve	C-stevealm	C-stevealm	Entomology Field Lab : All Rooms	Entomology Field Lab : All Rooms		
<input type="checkbox"/>	1092132	IODINE SOLUTION	Alm, Steve	Alm, Steve	C-stevealm	C-stevealm	Entomology Field Lab : All Rooms	Entomology Field Lab : All Rooms		
Not Scanned										
No Location										
	1092153	1-OCTEN-3-OL	Alm, Steve		C-stevealm					
	1092166	METHANOL	Alm, Steve		C-stevealm					
	1105757	ETHYL ACETATE HPLC GRADE UV CUTOFF 255NM	Alm, Steve		C-stevealm					
	1092160	GERANIOL	Alm, Steve		C-stevealm					
	1092167	HEXYLAMINE	Alm, Steve		C-stevealm					
	1092159	EUGENOL	Alm, Steve		C-stevealm					
	1092164	EUGENOL	Alm, Steve		C-stevealm					
	1092140	ACETONE, REAGENT ACS 99+% (GC)	Alm, Steve		C-stevealm					
	1105754	ETHYL ACETATE HPLC GRADE UV CUTOFF 255NM	Alm, Steve		C-stevealm					

1 500 1 - 96 of 96 items

- After all scans have been looked over, and any discrepancies addressed, use the “Select All” button, or select the lines you want to import, and then hit the green “Import” button.

NOT SCANNED **91** VERIFIED **2** ATTENTION REQUIRED **1** NOT FOUND **1** DISPOSED **0**

PI: Alm, Steve

	Bar Code #	Chemical Description	Current PI	Scanned PI	
Scanned					
No Location					
<input type="checkbox"/>	101010101	Chemical Inventory # Not Found	<input checked="" type="checkbox"/>	<input type="checkbox"/> Alm, Steve	<input checked="" type="checkbox"/>
<input type="checkbox"/>	1105758	D,L-2-METHYL-1-BUTANOL 98%	Alm, Steve	Alm, Steve	C-steve
Entomology Field Lab : All Rooms					
<input type="checkbox"/>	1092129	IODINE SOLUTION	Alm, Steve	Alm, Steve	C-steve
<input type="checkbox"/>	1092132	IODINE SOLUTION	Alm, Steve	Alm, Steve	C-steve

- After the whole lab is scanned, any chemicals not found/scanned, that were previously in the lab, will show up in the “Not Scanned” section.

Not Scanned					
No Location					
Barcode	Chemical Description	Current PI	Scanned PI	Disposition	
1092153	1-OCTEN-3-OL	Alm, Steve		C-stevealm	
1092166	METHANOL	Alm, Steve		C-stevealm	
1105756	ETHYL ACETATE HPLC GRADE UV CUTOFF 255NM	Alm, Steve		C-stevealm	
1092160	GERANIOL	Alm, Steve		C-stevealm	
1092167	HEXYLAMINE	Alm, Steve		C-stevealm	
1092159	EUGENOL	Alm, Steve		C-stevealm	
1092164	EUGENOL	Alm, Steve		C-stevealm	
1092140	ACETONE, REAGENT ACS 99+% (GC)	Alm, Steve		C-stevealm	
1105754	ETHYL ACETATE HPLC GRADE UV CUTOFF 255NM	Alm, Steve		C-stevealm	
1105755	ETHYL ACETATE HPLC GRADE UV CUTOFF 255NM	Alm, Steve		C-stevealm	
1105757	ETHYL ACETATE HPLC GRADE UV CUTOFF 255NM	Alm, Steve		C-stevealm	
1092119	PHOSPHATE BUFFERED SALINE	Alm, Steve		C-stevealm	
1092147	METHANOL	Alm, Steve		C-stevealm	

- Look over all not scanned chemicals to make sure they aren't in another lab or have been missed. If they have been disposed of already and are not in the lab, click the "Remove Unscanned" button. Click boxes for the chemicals needing to be removed and choose "Used" as the reason for removal in the pop up. Upon clicking the red "Remove" button, the selected chemicals will be removed from your inventory.

EHSA / Inventory / Chemical Inventory Verification Edit Labels

NOT SCANNED **94** VERIFIED **0** ATTENTION REQUIRED **0** NOT FOUND **0** DISPOSED **0**

PI: Alm, Steve
 90

<input type="button" value="Import Select All"/>	<input type="button" value="Select For Removal"/>	Bar Code #	Chemical Description	Current PI <input type="button" value="Select All"/>	Scanned PI <input type="button" value="Select All"/>	Current Permit <input type="button" value="Select All"/>	Scanned Permit <input type="button" value="Select All"/>
Not Scanned							
No Location							
<input checked="" type="checkbox"/>		1092166	METHANOL	Alm, Steve			
<input checked="" type="checkbox"/>		1092160	GERANIOL	Alm, Steve			
<input checked="" type="checkbox"/>		1092119	PHOSPHATE BUFFERED SALINE	Alm, Steve			
<input checked="" type="checkbox"/>		1092153	1-OCTEN-3-OL	Alm, Steve			
<input type="checkbox"/>		1092167	HEXYLAMINE	Alm, Steve			
<input type="checkbox"/>		1092159	EUGENOL	Alm, Steve			
<input type="checkbox"/>		1092164	EUGENOL	Alm, Steve			
<input type="checkbox"/>		1092140	ACETONE, REAGENT ACS 99+% (GC)	Alm, Steve		C-stevealm	
<input type="checkbox"/>		1105754	ETHYL ACETATE HPLC GRADE UV CUTOFF 255NM	Alm, Steve		C-stevealm	
<input type="checkbox"/>		1105755	ETHYL ACETATE HPLC GRADE UV CUTOFF 255NM	Alm, Steve		C-stevealm	
<input type="checkbox"/>		1105756	ETHYL ACETATE HPLC GRADE UV CUTOFF 255NM	Alm, Steve		C-stevealm	
<input type="checkbox"/>		1105757	ETHYL ACETATE HPLC GRADE UV CUTOFF 255NM	Alm, Steve		C-stevealm	
<input type="checkbox"/>		1092147	METHANOL	Alm, Steve		C-stevealm	
<input type="checkbox"/>		1092148	METHANOL	Alm, Steve		C-stevealm	
<input type="checkbox"/>		1092149	METHANOL	Alm, Steve		C-stevealm	

Remove Unscanned Items

Items selected for removal: **4**

Reason For Removal
Used

Are you sure you want to mark the selected inventory items as Removed?