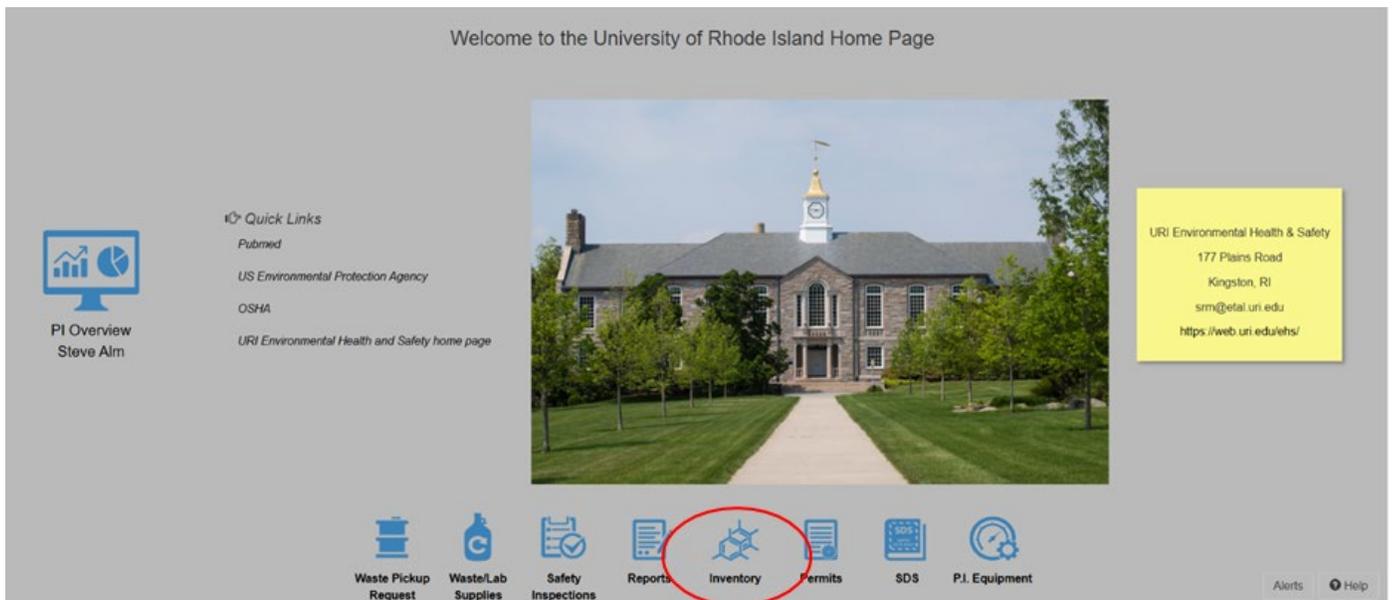


Removing/Disposing Chemicals

Users are required to dispose of chemicals in their inventory when they are used up, disposed of or transferred. See directions below to properly remove chemicals from an inventory

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



2. Click and highlight chemical to be disposed of. Chemical line will be dark blue.
3. Make sure "Current Inventory" is selected in Inventory dropdown

EHSA Inventory / Chemical Inventory Edit Labels Help

+ Add - Edit Remove More Chemical Inventory Reports PI: Moore, Dave Inventory: **Current Inventory** Options

List Filter Search Synonym, CAS or Inventory 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

	Bar Code #	Invalid Inventory	PI	Chemical Name ↑	Synonyms	Constituents
	7852104		Moore, Dave	Acetone	Acetone - PRIMARY	
	12345	Invalid CAS	Moore, Dave	Test Chemical	Test Chemical - PRIMARY	WATER : 7732-18-1 ACETONE : 67-64-

1 500 1 - 2 of 2 items

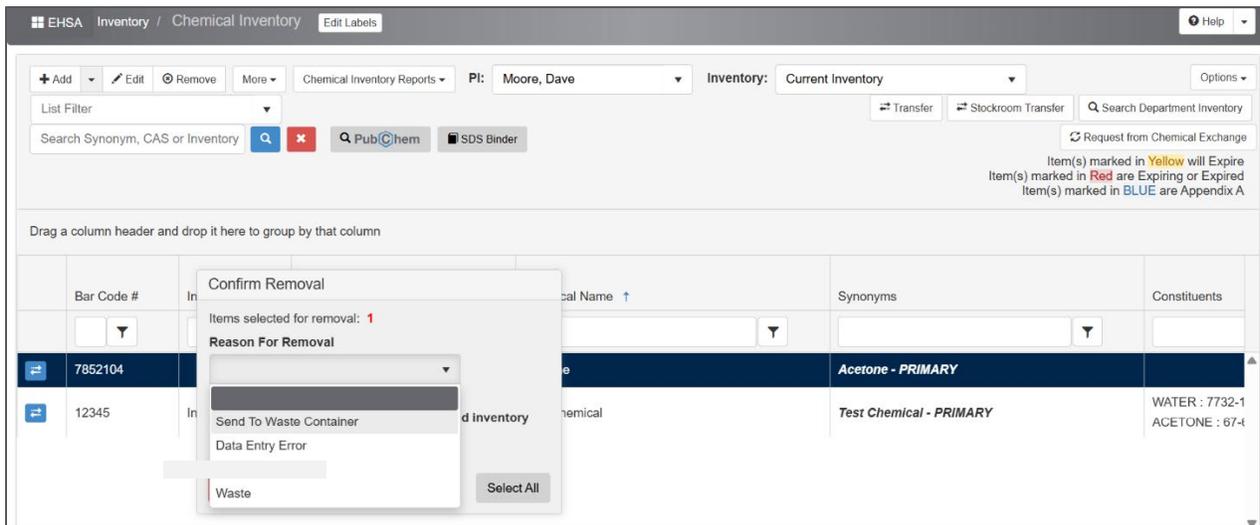
4. Click on **Remove** button

The screenshot shows the 'Chemical Inventory' interface. At the top, there are navigation tabs for 'EHSA', 'Inventory', and 'Chemical Inventory', along with an 'Edit Labels' button. Below this is a toolbar with buttons for '+ Add', 'Edit', 'Remove' (circled in red), and 'More'. There are also dropdown menus for 'Chemical Inventory Reports', 'PI: Moore, Dave', and 'Inventory: Current Inventory'. A search bar is present with the text 'Search Synonym, CAS or Inventory'. Below the search bar, there are buttons for 'PubChem' and 'SDS Binder'. A table of inventory items is displayed with columns for 'Bar Code #', 'Invalid Inventory', 'PI', 'Chemical Name', 'Synonyms', and 'Constituents'. The first row shows '7852104' with 'Acetone' as the chemical name. The second row shows '12345' with 'Test Chemical' as the chemical name. At the bottom, there is a pagination bar showing '1' of 500 items and '1 - 2 of 2 items'.

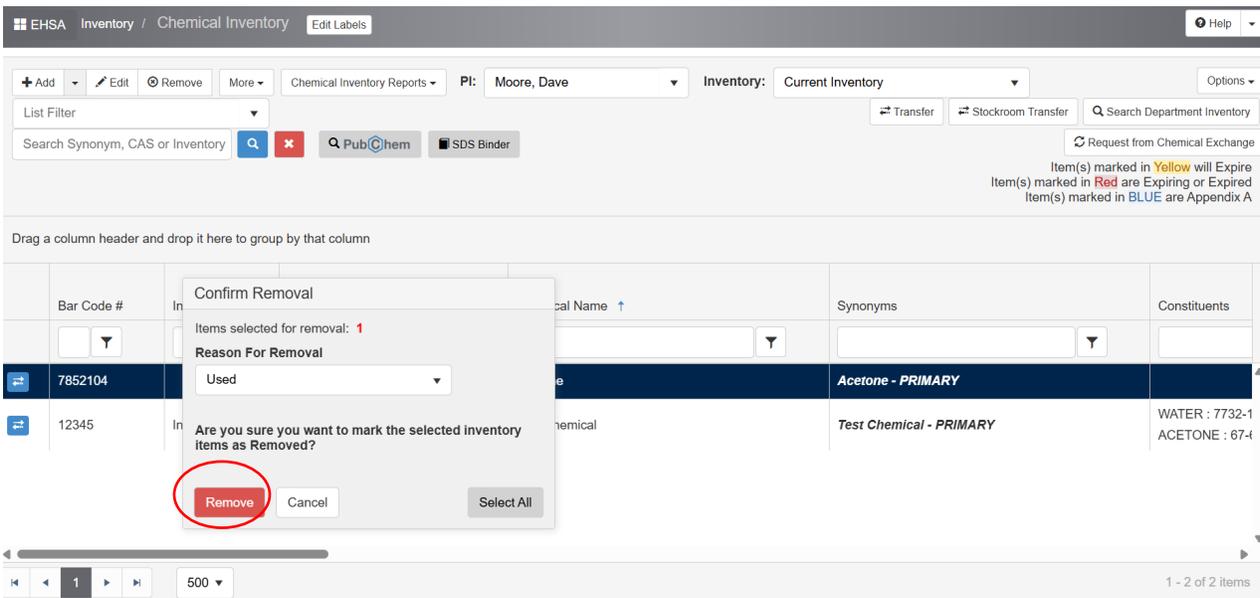
5. This opens the Confirm Removal pop up

The screenshot shows the same 'Chemical Inventory' interface as above, but with a 'Confirm Removal' pop-up dialog box open. The dialog box contains the text 'Items selected for removal: 1' and 'Reason For Removal' with a dropdown menu. Below this, it asks 'Are you sure you want to mark the selected inventory items as Removed?' and has three buttons: 'Remove', 'Cancel', and 'Select All'. The background table is partially obscured by the dialog box, but the 'Remove' button in the toolbar is still visible.

6. Click the Reason for Removal dropdown arrow and select desired removal reason.



7. After selecting removal reason, click the red Remove button and item will be removed from the inventory.



8. Multiple items can be removed at one time by scrolling over to “Select for Removal” after the remove button has been pressed and Confirm Removal pop up is visible. Steps 5-7 can then be followed.

NOTE – The Confirm Removal pop up can be moved on page to see inventory more clearly

Confirm Removal

Items selected for removal: 1

Reason For Removal

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

Remove Cancel Select All

Constituents	Multiple Ingredients?	Select For Removal	SDS	CAS #	SDS Hub	Vendor
	No	<input checked="" type="checkbox"/>	View	67-64-1	SDS Hub	Fisher
WATER : 7732-18-5 : 90% ACETONE : 67-64-1 : 10%	Yes	<input type="checkbox"/>		1524	SDS Hub	3D SY

If you have any questions while using this software, please contact Environmental Health & Safety at srm@etal.uri.edu.