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1.0 PURPOSE

The purpose of this standard operating procedure (SOP) is to provide general information and guidelines for chemical inventory management in the EHS Assistant online database. Every research group is required to update their chemical inventory annually or when significant changes in chemical volume or type occur.

2.0 PROCEDURES

Add a Chemical: Log into EHSA > Chemical Inventory > Manage Chemical Inventory > Search/Add Chemical > Save

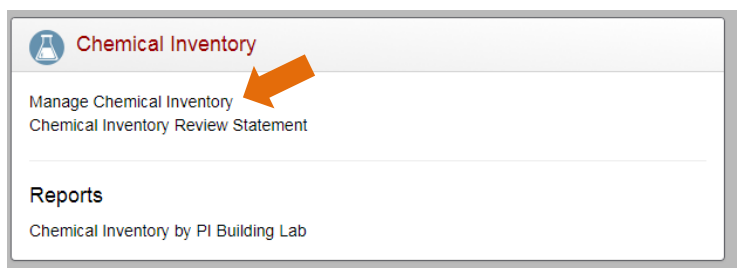
Remove a Chemical: Log into EHSA > Chemical inventory > Select Chemical > Remove

2.1 Login

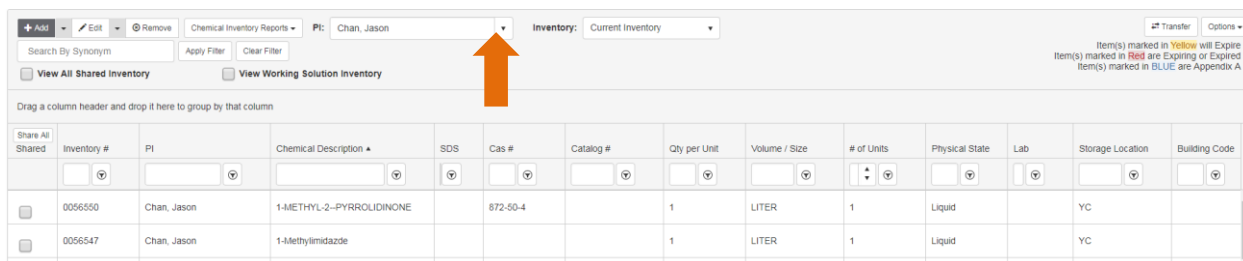
1. Log in at EHSA (<https://adminsafety.usc.edu/ehsaweb/>) and click on the **Inventory** icon (see image below).



2. At the **Chemical Inventory** box, click on “Manage Chemical Inventory” (see arrow).



3. The chemical inventory for the Principal Investigator will appear in tabular form. If you have access to several research group chemical inventories, select the Principal Investigator from the **PI** field drop-down menu at the top of the table (see arrow).

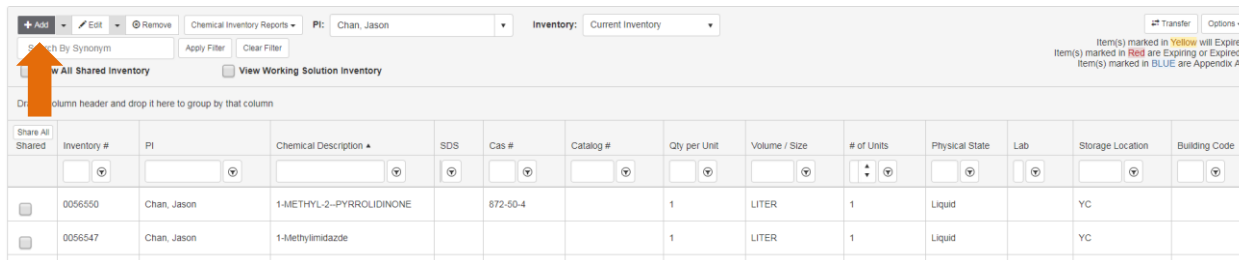


Inventory #	PI	Chemical Description	SDS	Cas #	Catalog #	Qty per Unit	Volume / Size	# of Units	Physical State	Lab	Storage Location	Building Code
0056550	Chan, Jason	1-METHYL-2-PYRROLIDINONE		872-50-4		1	LITER	1	Liquid		YC	
0056547	Chan, Jason	1-Methylimidazole				1	LITER	1	Liquid		YC	

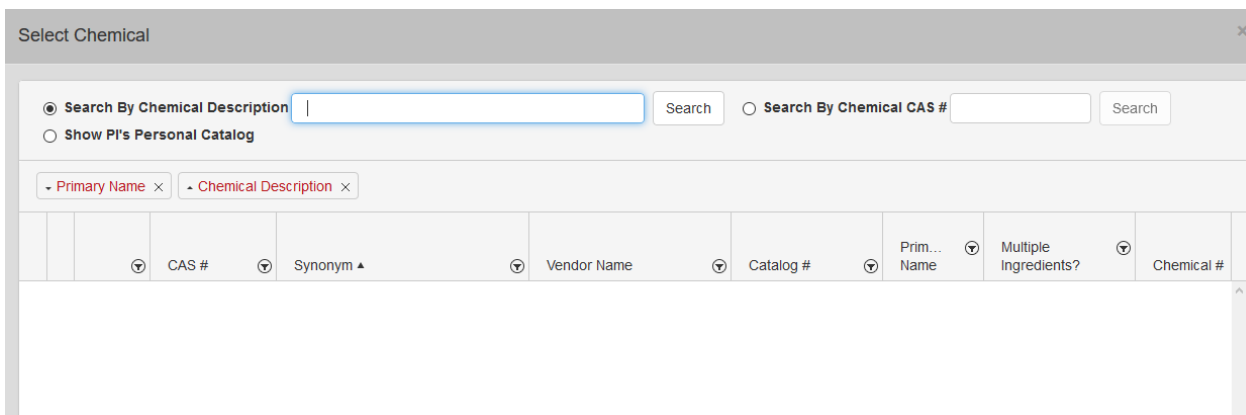
4. Scroll to see the inventory list at the current page. Move between inventory pages via the arrows at the bottom of the page.

2.2 Add New Chemical(s)

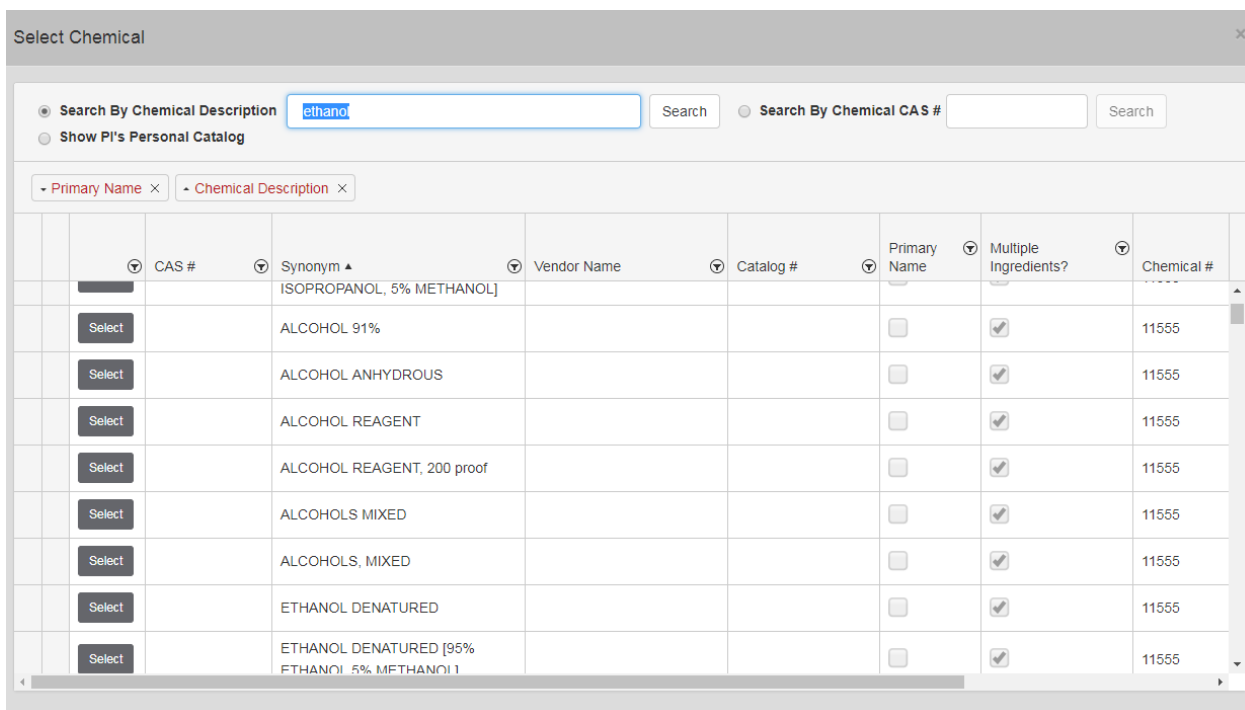
1. Click the **+Add** button at the top of the page (see arrow).



2. A pop-up window will then open to search for the chemical from the internal catalog (the catalog has more than 12,000 commonly used chemicals).



3. The radio button "Search by Chemical Description" is the default value; "Search By Chemical CAS #" is an option. Type chemical name or CAS # in the respective box and click "Search". NOTE: The "Show PI's Personal Catalog" radio button displays chemicals added to the PI's chemical inventory.



- Results of the chemical search will be displayed in the pop-up window. Click “Select” next to the desired chemical. The chemical will appear on the “Add Chemical Inventory” page with **Chemical Information** and **Hazard Information** boxes auto-populated (see images below). NOTE: If the chemical is not in the catalog, close the pop-up window. The chemical of interest will automatically appear in the **Chemical Information** box and “Not in Catalog” radio button will be selected. NFPA/HMIS values are only available for chemicals in the catalog.

Chemical Information

*Chemical Description Select Chemical

Found in Catalog
 Not in Catalog

Cas # Chemical Number

Hazard Information

Chemical Formula Molecular Weight

PHS?

NFPA 704 Codes

Health	Flame	Reactivity	Physical Hazards Associated With Chemical	Primary Hazard
2	3	0	<input style="width: 80px;" type="text"/>	<input style="width: 50px;" type="text" value="3"/>

HMIS

Health	Flame	Physical	Chronic Health
			<input style="width: 50px;" type="text"/>

- Continue to fill in chemical information (e.g., units, quantity); Vendor (optional); Lab/Storage Location; receipt date; and other information (see below).

*# of Units

*Qty per Unit

*Volume / Size

*Physical State

Report Denominator GAL

Concentration %

Vendor Information

Vendor

Catalog #

Location & Storage Information

*Lab / Location

Storage Location

Sub-Storage Location

Storage Device

Storage Requirements RED

Flammable and Combustible - store in area segregated for flammable/combustible reagents - flammable cabinet - segregate solids and liquids. Store temperature sensitive materials in Explosion proof refrigerator. Store liquids in flammable cabinet.

Restricted

- You may upload documentation (e.g., SDS, safety card) for the chemical at the **SDS Information & Documentation** box. You may use the “Google Search” button to find the appropriate SDS and other pertinent documents and save it to your computer or network directories. Once saved, click the **+Add** button and then click the “Select Document/File for Upload” button to upload the saved documents.

[Google Search](#)

Chemical Documentation

+ Add
✎ Edit
🗑 Archive Row
View Document / File
View Archived

Upload Date ▼	Expiration Date	Document / File Name	Chemical Catalog

SDS URL

[View SDS](#)

- Add “Contact Information” and “Comments” if needed. Click “Save” when complete to add the chemical to the chemical inventory.

Contact Information

Contact

Phone #

Email

Comments

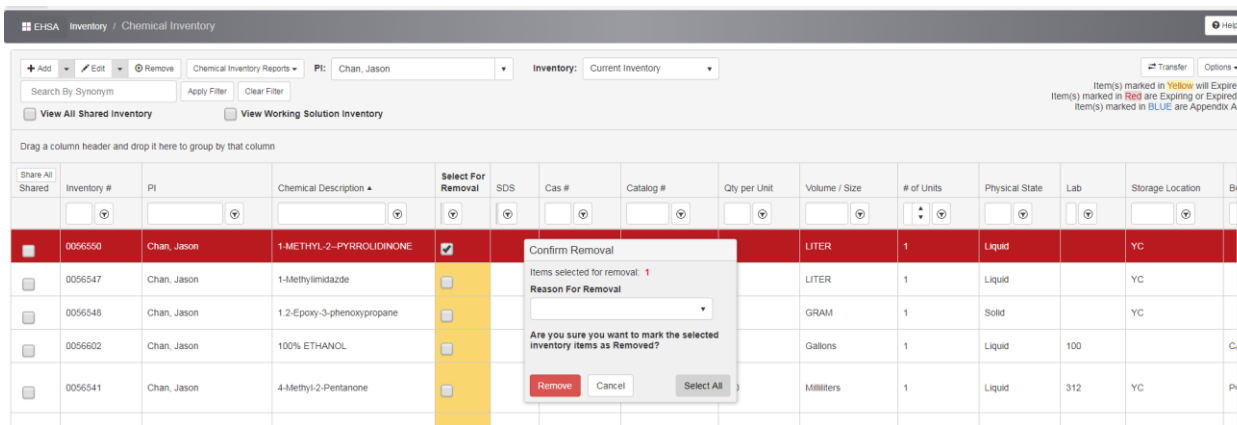
[Save](#)
[Cancel](#)

- The newly added chemical will be highlighted in red.

Share All Shared	Inventory #	PI	Chemical Description	SDS	Cas #	Catalog #	Qty per Unit	Volume / Size	# of Units	Physical State	Lab	Storage Location	Building Code
<input type="checkbox"/>	0056548	Chan, Jason	1,2-Epoxy-3-phenoxypropane	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	50	GRAM	1	Solid	<input type="checkbox"/>	YC	<input type="checkbox"/>
<input checked="" type="checkbox"/>	0056602	Chan, Jason	100% ETHANOL	<input type="checkbox"/>	64-17-5	<input type="checkbox"/>	1	Gallons	1	Liquid	100	<input type="checkbox"/>	CAL
<input type="checkbox"/>	0056541	Chan, Jason	4-Methyl-2-Pentanone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	500	Milliliters	1	Liquid	312	YC	PCE
<input type="checkbox"/>	0056582	Chan, Jason	ACETONAPHTHONE	<input type="checkbox"/>	93-08-3	<input type="checkbox"/>	2	Gallons	1	Liquid	100	Overhead bin	CAL
<input type="checkbox"/>	0056583	Chan, Jason	ACETONAPHTHONE	<input type="checkbox"/>	93-08-3	<input type="checkbox"/>	2	Gallons	1	Liquid	100	Overhead bin	CAL

2.3 Edit/Remove Existing Chemical(s)

1. Highlight desired chemical record on main chemical inventory page by clicking anywhere within the record.
2. Select Edit button at top of page or double-click on desired chemical to edit it.
3. Make necessary changes to the chemical record and click “Save” when complete.
4. To remove an entry, repeat Step 1. Click on “Remove” button at the top of the page; a pop-up window “Confirm Removal” and an extra column “Select for Removal” (with visible checkboxes; see gold column in image below) will then appear. NOTE: You may remove one or more chemicals by clicking the associated checkboxes.



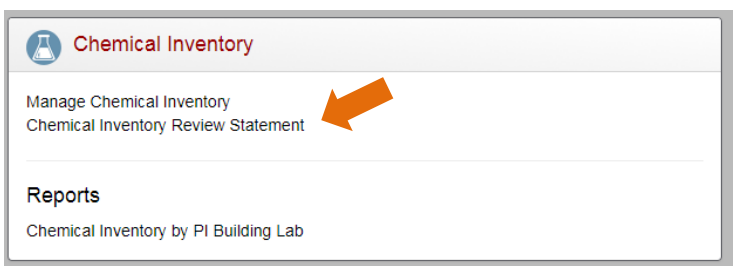
The screenshot shows the EHS Inventory Chemical Inventory interface. At the top, there are navigation buttons: Add, Edit, Remove, and Chemical Inventory Reports. Below this is a search bar and filter options. The main area is a table with columns: Inventory #, PI, Chemical Description, Select For Removal, SDS, Cas #, Catalog #, Qty per Unit, Volume / Size, # of Units, Physical State, Lab, Storage Location, and Bi. The 'Select For Removal' column has checkboxes, and the row for '1-METHYL-2-PYRROLIDINONE' is highlighted in red. A pop-up window titled 'Confirm Removal' is overlaid on the table, showing 'Items selected for removal: 1' and a 'Reason For Removal' dropdown menu. The pop-up also asks 'Are you sure you want to mark the selected inventory items as Removed?' and has 'Remove', 'Cancel', and 'Select All' buttons.

5. At the “Reason for Removal” box, select appropriate answer from the drop-down list. Click “Remove” to remove the chemicals from inventory.

2.4 Chemical Inventory Review and Confirmation

All labs are required to review and confirm their chemical inventory at least once a year.

1. Access the chemical inventory (see details in “Login” above).
2. Review and make modifications (see above) if needed.
3. Once complete, click on “Chemical Inventory Review Statement” (see arrow; EHSA home page > Inventory > Chemical Inventory > Chemical Inventory Review Statement).



The screenshot shows a sidebar menu for 'Chemical Inventory'. The menu items are: Manage Chemical Inventory, Chemical Inventory Review Statement (indicated by an orange arrow), Reports, and Chemical Inventory by PI Building Lab.

4. A list of chemical permits with last review dates and status will be displayed. Click on "Submit" to update all checked permits.

EHSA
Inventory

PI

Chan, Jason
▼

	Permit	Last Review	Status
<input checked="" type="checkbox"/>	C-00006	08/04/2017	Active
<input checked="" type="checkbox"/>	C-00027	08/04/2017	Active
<input checked="" type="checkbox"/>	C-00028	08/04/2017	Active
<input checked="" type="checkbox"/>	C-00035		Active

I have reviewed and updated my chemical inventory. I acknowledge this review is required annually.

Review Date

11/3/2017
📅

Reviewer

Chan, Jason

Submit

Cancel

3.0 SOP REVIEW/REVISION

Date prepared: 10/2017 By: Tania Guardado, Vivek Dharne

Date revised: 11/2017 By: Alfred M. Bouziane