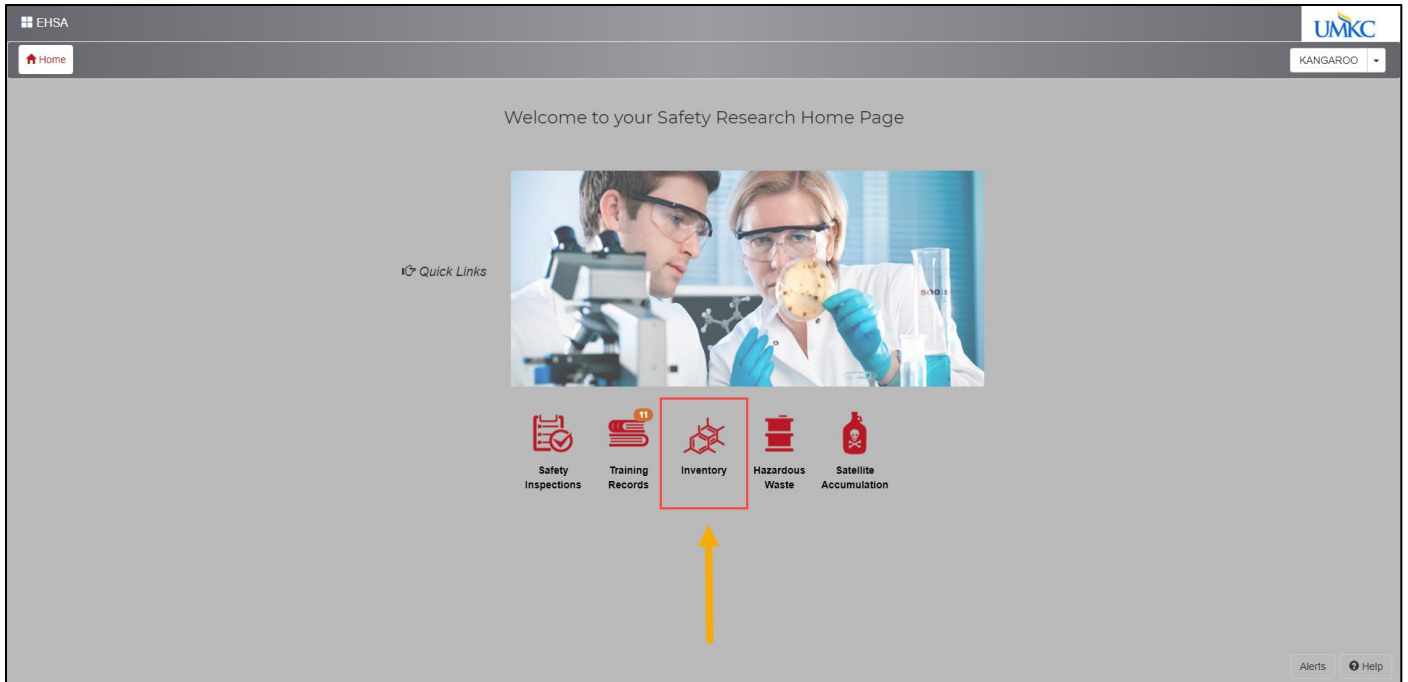


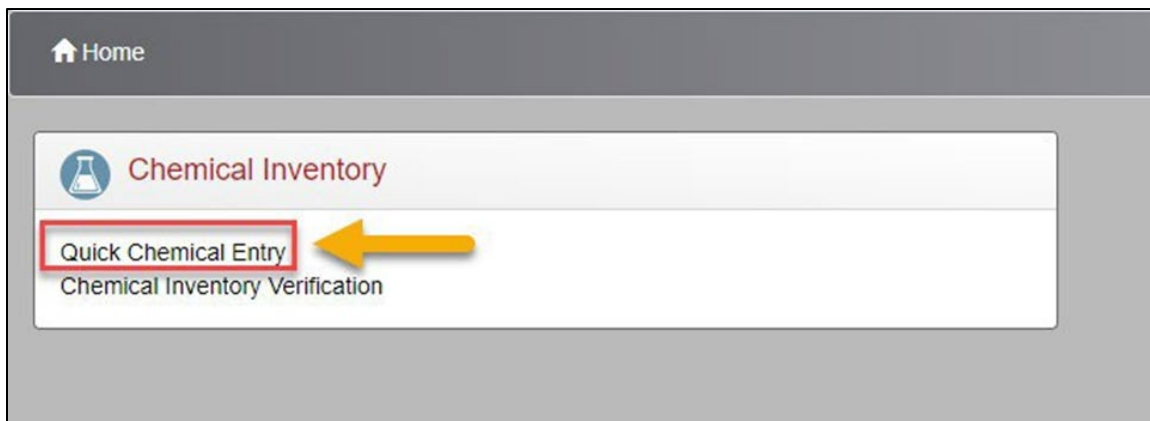
Adding, Editing and Removing Chemical Inventory

In this guide, we will demonstrate ways you can register and track original manufacturer containers of hazardous materials. You will learn [how to add, edit, remove & reactivate chemical containers](#) within your OnSite inventory. All original containers of hazardous chemicals must be registered to the database and labeled, unless exempt per UMKC's Chemical Management Plan (see [Exempt Product Categories List](#)).

Adding Chemical Containers to OnSite Inventory



Step 1: To find OnSite's database, go to UMKC's EHS [website](#). Click on the OnSite/EHSA Database icon and log in using your SSO. Click on the **Inventory** icon.



Step 2: Click **Quick Chemical Entry**.

Step 3: Select Add in the top

Chemical Inventory Reports | PI: Roo, Kanga | Inventory: Current Inventory

Search by Synonym, CAS or Inventory

View All Shared Inventory

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

Share All Unshare All Shared	Inventory #	Status	PI	Chemical Description ↑	Multiple Ingredients?	PHS
<input type="checkbox"/>	0058355		Roo, Kanga	2-ethyl-1-hexanol	No	No Selection
<input type="checkbox"/>	0058354		Roo, Kanga	Acetone	No	No Selection
<input type="checkbox"/>	0058356		Roo, Kanga	ACRYLAMIDE	No	No Selection
<input type="checkbox"/>	0058357		Roo, Kanga	Chloroform	No	No Selection
<input type="checkbox"/>	0058358		Roo, Kanga	ETHYL 1-BUTENE, 2-	No	No Selection

Step 4: In the ribbon, the chemical container being added can be searched by checking the circle next to *Search By Chemical Description* and typing the chemical's name, checking the circle next to *Search by Catalog or CAS #* and typing the CAS #, or by checking the circle next to *Show PI's Personal Catalog* and selecting a similar chemical already in the PI's inventory. If none of these options are possible, select the field **Not Found in Catalog** and manually type in all of the required chemical's information left corner.

Select a Chemical

Search By Chemical Description | Search | Search By Catalog or CAS # | Search | Show PI's Personal Catalog | Not Found In Catalog

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

CAS #	Chemical Description ↑	Primary Name	Vendor Name	Catalog #	Primary Name	Multiple Ingredients?	Stockroom Item?	Bulk Item?	Chemical #	Hazard Statement(s)
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0 | 500 Items per page | No items to display

Step 5: Once the desired chemical is found after searching by catalog, click **Select** next to the chemical.

The screenshot shows a web application window titled "Select a Chemical". At the top, there are search options: "Search By Chemical Description" (selected) with a search box containing "acetone", "Search By Catalog or CAS #", and "Show PI's Personal Catalog". A "Not Found In Catalog" button is on the right. Below the search bar, there are filter tabs for "Primary Name" and "Chemical Description". A table of search results is displayed with columns: CAS #, Synonym, Vendor Name, Catalog #, Primary Name, Multiple Ingredients?, Chemical #, Hazard Statement(s), and NFPA Information. A yellow arrow points to the "Select" button in the first row, which is highlighted with a red box. The first row corresponds to CAS # 67-64-1, Acetone, with a chemical number of 8491 and hazard symbols for flammable, irritant, and harmful. The second row is for Acetone (Kleen-Strip) with CAS # 67-64-1 and chemical number 157946. The third row is for Acetone cyanohydrin, stabilized with CAS # 75-66-5 and chemical number 3443. The fourth row is for ACETONE THIOSEMICARBAZIDE with CAS # 1752-30-3 and chemical number 3444. At the bottom, there is a pagination control showing "1" of 1 page and "500" items per page, and a total of "1 - 9 of 9 items".

CAS #	Synonym	Vendor Name	Catalog #	Primary Name	Multiple Ingredients?	Chemical #	Hazard Statement(s)	NFPA Information
67-64-1	Acetone			Acetone	<input checked="" type="checkbox"/>	8491		NFPA 704 Codes Health: 1 Flame: 3 Reactivity: 0 HMIS Health: 0 Flame: 0 Physical: 0 Chronic Health:
67-64-1	Acetone (Kleen-Strip)			Acetone (Kleen-Strip)	<input checked="" type="checkbox"/>	157946		NFPA 704 Codes Health: 0 Flame: 0 Reactivity: 0 HMIS Health: N/A Flame: N/A Physical: N/A Chronic Health:
75-66-5	Acetone cyanohydrin, stabilized			Acetone cyanohydrin, stabilized	<input checked="" type="checkbox"/>	3443		NFPA 704 Codes Health: 4 Flame: 1 Reactivity: 2 HMIS Health: N/A Flame: N/A Physical: N/A Chronic Health:
1752-30-3	ACETONE THIOSEMICARBAZIDE			ACETONE THIOSEMICARBAZIDE	<input checked="" type="checkbox"/>	3444		NFPA 704 Codes Health: 3 Flame: 0 Reactivity: 0 HMIS Health: N/A Flame: N/A Physical: N/A Chronic Health:

Step 5: Fill out all the required information in the Chemical Information window. If the chemical was selected from the chemical catalog, some information will automatically be filled in. If the chemical is a single container, enter "1" in # of units. If it is a kit of individual containers, enter the number of total containers. The quantity per unit is the measurement of the volume. For example, if it's a 4-liter glass container of acetone, 4 would be the quantity per unit and liter would be the volume/size. The physical state will automatically fill in once the volume is entered or it can be manually entered. Finally, add the location that the chemical container will be stored in. The location drop-down should show all locations registered to your chemical permit.

The screenshot shows a web form titled "Chemical Information". At the top, there is a text input field for "Chemical Description" containing "Acetone" and a "Select Chemical" button. Below this are radio buttons for "Found in Catalog" (selected) and "Not in Catalog". Further down are input fields for "Cas #" (67-64-1) and "Chemical Number" (8491). A section titled "Additional CAS Numbers" is present but empty. A red box highlights a group of fields: "# of Units" (input), "Qty per Unit" (input), "Volume / Size" (dropdown), "Physical State" (dropdown), "Report Denominator" (input), and "Concentration" (input with a "%" symbol). Below this are two panels: "Vendor Information" with a "Catalog #" field, and "Location & Storage Information" with dropdowns for "Location", "Storage Location", "Sub-Storage Location", and "Storage Device". The "Location" dropdown in the "Location & Storage Information" panel is also highlighted with a red box.

NOTE: Storage location, sub-storage location and storage device fields are all optional and mostly for your benefit to remind yourself where the chemical is being stored (shelf, flammable cabinet, freezer, etc).

Removing a Chemical Container

Removing a chemical container from the database should only be done if:

- The chemical was used up.
- The empty container be properly disposed of per Section 3.5 Empty Containers from the [Chemical Management Plan](#).
- All labels on empty containers be properly obliterated.

Chemical Inventory Reports | PI: Roo, Kanga | Inventory: Current Inventory

Search Synonym, CAS or Inventory

View All Shared Inventory

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

Share All Unshare All Shared	Inventory #	Status	PI	Chemical Description	Multiple Ingredients?	PHS	SDS	Cas #	Hazard Statement(s)	Catalog #	Catalog Link	# of Un
<input type="checkbox"/>	0058355		Roo, Kanga	2-ethyl-1-hexanol	No	No Selection		104-76-7			✓ (149964)	1
<input checked="" type="checkbox"/>	0058354		Roo, Kanga	Acetone	No	No Selection	View	67-64-1			✓ (8491)	1
<input type="checkbox"/>	0058356		Roo, Kanga	ACRYLAMIDE	No	No Selection	View	79-06-1			✓ (1530)	1
<input type="checkbox"/>	0058357		Roo, Kanga	Chloroform	No	No Selection	View	67-66-3			✓ (164)	1
<input type="checkbox"/>	0058358		Roo, Kanga	ETHYL 1-BUTENE, 2-	No	No Selection		760-21-4			✓ (2599)	1
<input type="checkbox"/>	0058359		Roo, Kanga	GLYCEROL	No	No Selection		56-81-5			✓ (5234)	1
<input type="checkbox"/>	0058360		Roo, Kanga	METHANOL	No	No Selection	View	67-56-1			✓ (1302)	1
<input type="checkbox"/>	0058361		Roo, Kanga	SALICYLIC ACID	No	No Selection		69-72-7			✓ (3279)	1
<input type="checkbox"/>	0058363		Roo, Kanga	UREA	No	No Selection	View	57-13-6			✓ (868)	1
<input type="checkbox"/>	0058362		Roo, Kanga	Xylene	No	No Selection		106-42-3			✓ (1846)	1

500 items per page | 1 - 10 of 10 Items

Step 1: Select the row of the chemical that needs to be removed. It will turn red when selected. Click **Remove** at the top of the screen.

EHS Inventory / Chemical Inventory Edit Labels Help

+ Add Edit Remove Chemical Inventory Reports PI: Buszek, Keith Inventory: Current Inventory
Transfer Stockroom Transfer Options

Search Synonym, CAS or Inventory

View All Shared Inventory

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

Share All

Unshare All

Shared

Inventory #	Chemical Description	Multiple Ingredients?	PHS	Select For Removal	SDS	Cas #	Hazard Statement(s)	Catalog #	Catalog Link
0030584	Acetone	No	No Selection	<input type="checkbox"/>	View	67-64-1		A18SK-4	(8491)
0030583	Acetone	No	No Selection	<input type="checkbox"/>	View	67-64-1		A18SK-4	(8491)
0057865	Acetone	No	No Selection	<input checked="" type="checkbox"/>	View	67-64-1			(8491)
0032192	Acetone	No	No Selection	<input type="checkbox"/>	View	67-64-1		A18SK-4	(8491)
0032005	Acetone	No	No Selection	<input type="checkbox"/>	View	67-64-1		A18SK-4	(8491)
0032743	Acetone	No	No Selection	<input type="checkbox"/>	View	67-64-1		A18SK-4	(8491)
0032813	Acetone	No	No Selection	<input type="checkbox"/>	View	67-64-1		A18SK-4	(8491)

Confirm Removal

Items selected for removal: 1

Reason For Removal

- Data Entry Error
- Used
- Waste

Step 2: From here, a window will pop up asking a reason for the removal. Select **Used** or **Waste** based on the removal reason and select **Remove**. If the entry was created by accident or there was a mistake, select **Data Entry Error** and the database will then prompt for deletion. This action *cannot* be undone. Multiple entries can be removed at once by checking the boxes of the entries in the yellow column that appears.

EHSA Inventory / Chemical Inventory HELP

Chemical Inventory Reports
 PI: Roo, Kanga
Inventory: Current Inventory
Transfer Options

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

View All Shared Inventory

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

Share All Unshare All Shared	Inventory #	Status	PI	Chemical Description			SDS	Cas #	Hazard Statement(s)	Catalog #	Catalog Link	# of Un
<input type="checkbox"/>	0010399	Shelved	Roo, Kanga	(-)-SPARTEINE	No	No Selection		000090-39-1		41,531-6		1
<input type="checkbox"/>	0054998		Roo, Kanga	(2-chloro-1,1-dimethylethyl)benzene	No	No Selection		515-40-2			✓ (78624)	1
<input type="checkbox"/>	0054897		Roo, Kanga	(1)-(+)-2,2'-bis(diphenylphosphino)-1,1'-binaphthyl	No	No Selection		76189-55-4			✓ (155160)	1
<input type="checkbox"/>	0018104		Roo, Kanga	(R)-(+)-STYRENE OXIDE	No	No Selection		020780-53-4		16271		1
<input type="checkbox"/>	0054891		Roo, Kanga	(S)-(-)-2,2'-bis(diphenylphosphino)-1,1'-binaphthyl	No	No Selection		76189-56-5			✓ (155161)	1
<input type="checkbox"/>	0024974		Roo, Kanga	(Trifluoromethyl)Pyridine, [4]-	No	No Selection		3796-24-5		522910		1

500 Items per page
1 - 500 of 2856 Items

Step 3: All removed entries except Data Entry Errors will be transferred into a disposed inventory list. This can be found by selecting the drop down next to Current Inventory and selecting **Disposed Inventory**. It is good practice to always check your disposed inventory for errors before closing the program or moving to another task.

Reactivating a Disposed Chemical Container

Chemical Inventory Reports | PI: Roo, Kanga | Inventory: Disposed Inventory

Search Synonym, CAS or Inventory

View All Shared Inventory

Stockroom Transfer | Options

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

Share All Unshare All Shared	Inventory #	Status	PI	Chemical Description ↑	Multiple Ingredients?	PHS	SDS	Cas #	Hazard Statement(s)	Catalog #	Catalog Link	# of Un
<input type="checkbox"/>	0057865		Roo, Kanga	Acetone	No	No Selection	View	67-64-1			✓ (8491)	1
<input checked="" type="checkbox"/>	0032004		Roo, Kanga	Acetone	No	No Selection	View	67-64-1		A18SK-4	✓ (8491)	1
<input checked="" type="checkbox"/>	0032003		Roo, Kanga	Acetone	No	No Selection	View	67-64-1		A18SK-4	✓ (8491)	1
<input checked="" type="checkbox"/>	0032002		Roo, Kanga	Acetone	No	No Selection	View	67-64-1		A18SK-4	✓ (8491)	1
<input checked="" type="checkbox"/>	0032098		Roo, Kanga	Acetone	No	No Selection	View	67-64-1		A18SK-4	✓ (8491)	1
<input checked="" type="checkbox"/>	0031952		Roo, Kanga	Acetone	No	No Selection	View	67-64-1		A18SK-4	✓ (8491)	1
<input checked="" type="checkbox"/>	0031323		Roo, Kanga	Acetone	No	No Selection	View	67-64-1		A18SK-4	✓ (8491)	1
<input checked="" type="checkbox"/>	0032056		Roo, Kanga	Acetone	No	No Selection	View	67-64-1		A18SK-4	✓ (8491)	1

500 Items per page | 1 - 443 of 443 Items

Step 1: If an entry was removed and needs to be reactivated, select the chemical so that the row turns red and click **Activate** in the top left corner of the page. The entry will then reactivate and transfer back into the Current Inventory List.

NOTE: Multiple disposed items can be reactivated using the same method as when removing multiple items from the current inventory list. The same yellow column will appear after you click activate.