

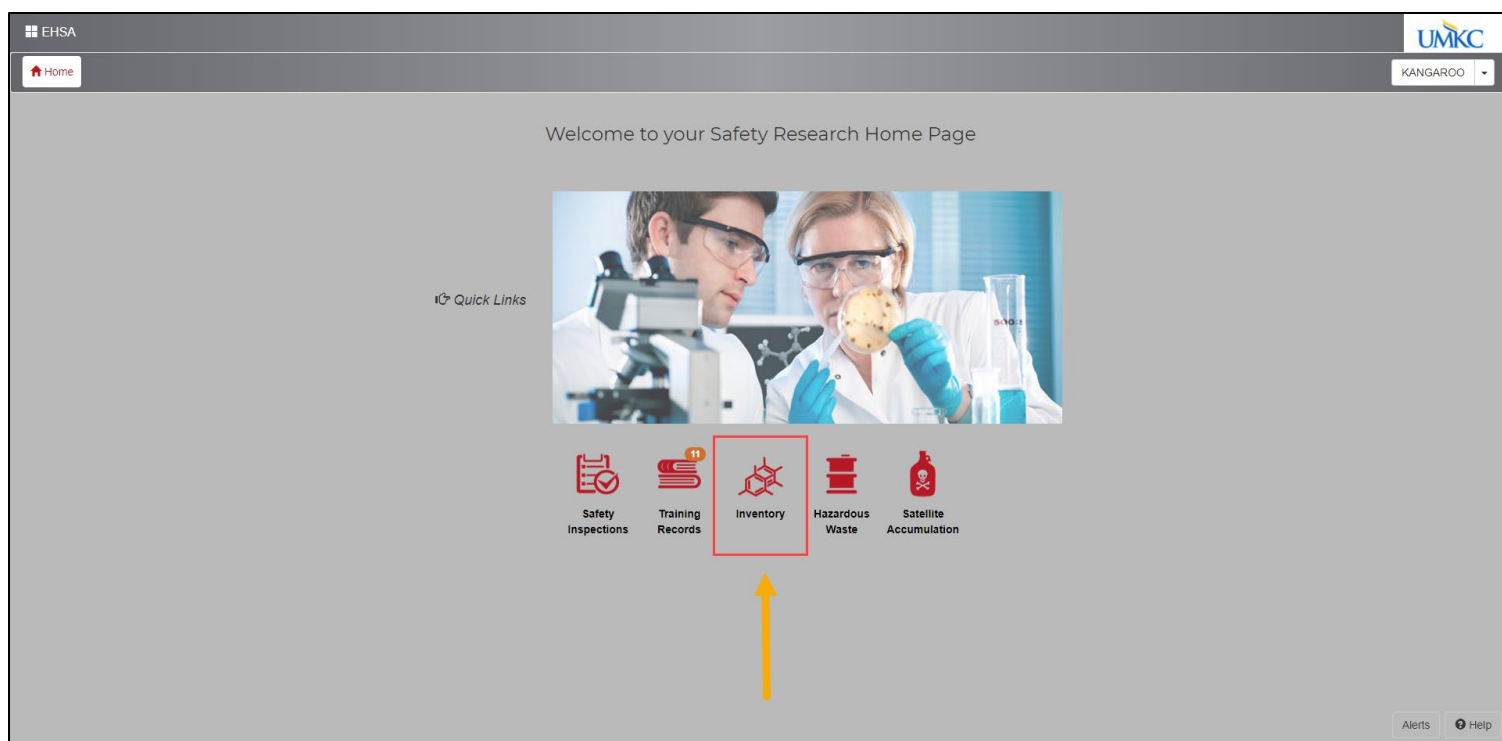
Printing Inventory Barcode Labels for Hazardous Materials

In this guide, we will demonstrate how you can print inventory labels for your chemical inventory containers. For purposes of this CMP, chemicals to be inventoried and labeled include:

- All chemicals listed under RCRA 40 CFR 261.31, 261.32, 261.33 (e) and (f)
- RCRA- P and U Listed and California Listed chemicals
- DHS Chemicals of Interest
- All hazardous chemicals that pose an OSHA health hazard (GHS) or NFPA communication standard hazard unless found on UMKC's [Exempted Product Categories List](#)

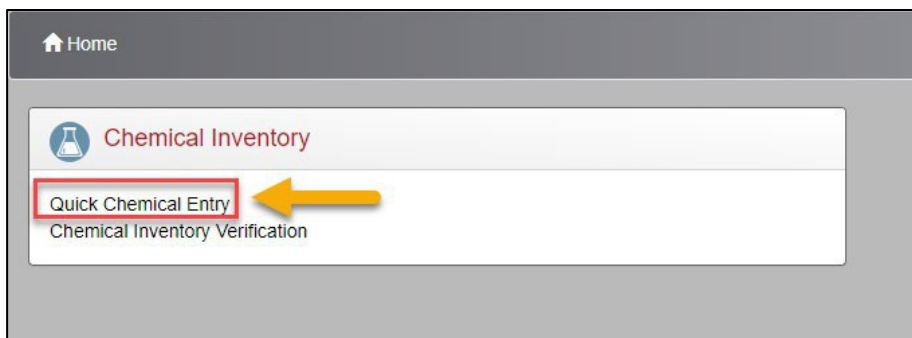
Containers of chemicals on the RCRA- P List and chemicals containing mercury are to be specially marked with a red "P" on the inventory barcode label and disposed of as hazardous waste through EHS. Inventory barcode labels are not the same as satellite accumulation waste labels.

Printing Inventory Labels



The screenshot shows the EHS website home page. The top navigation bar includes 'EHS' and 'Home' buttons. The main content area features a 'Welcome to your Safety Research Home Page' message and a 'Quick Links' section. The 'Quick Links' section contains five icons: 'Safety Inspections', 'Training Records', 'Inventory', 'Hazardous Waste', and 'Satellite Accumulation'. The 'Inventory' icon is highlighted with a red box, and a yellow arrow points to it from below. The 'Inventory' icon is a red hexagon with a white chemical structure inside. The 'Hazardous Waste' icon is a red drum, and the 'Satellite Accumulation' icon is a red bottle with a skull and crossbones. The 'Safety Inspections' icon is a red checklist, and the 'Training Records' icon is a red book with a '11' badge. The 'Home' button is a red house icon. The 'EHS' logo is in the top left, and the 'UMKC' logo is in the top right. The 'KANGAROO' logo is in the top right corner. The 'Alerts' and 'Help' buttons are in the bottom right corner.

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



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

EHSA Inventory / Chemical Inventory

+ Add Edit Remove Chemical Inventory Reports

PI: Roo, Kanga x

Inventory: Current Inventory

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 #	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
<input type="checkbox"/>	0058359		Roo, Kanga	GLYCEROL	No	No Selection

Step 3: If you are linked to multiple PI's inventories, click the drop-down arrow in the PI category and select the researcher to which you are printing barcodes for. If the correct PI is not shown in the list, contact EHS for further assistance.

EHSA Inventory / Chemical Inventory Edit Labels Help

+ Add Edit Remove Chemical Inventory Reports PI: Roo, Kanga Inventory: Current Inventory Transfer Stockroom Transfer Options

Search Synonym, CAS or Inventory Chemical Inventory by PI Storage Location
Chemical Bar Code Label
Chemical Bar Code Label New with Date Selection
Chemical Inventory by PI
Manage Report Menu

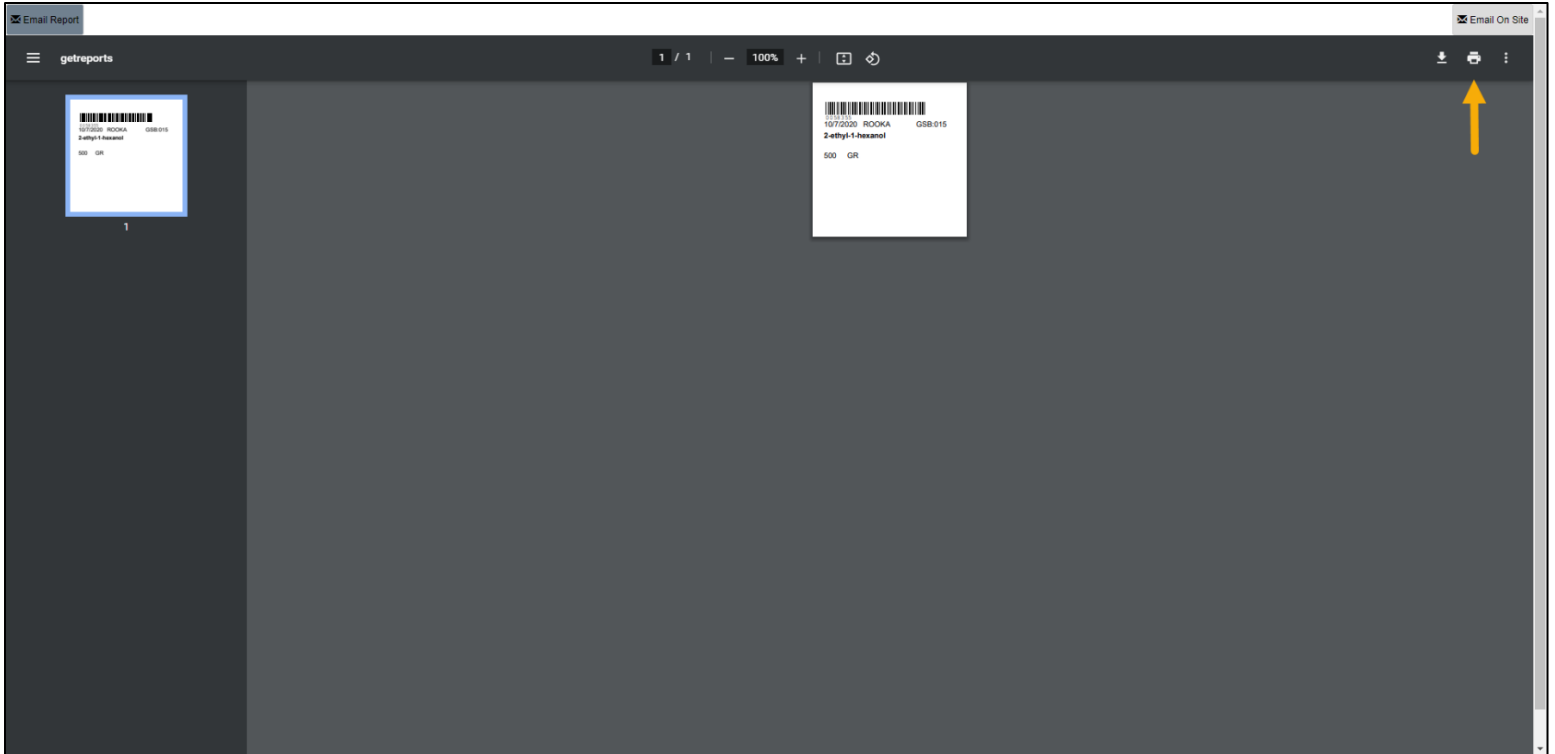
View All Shared Inventory

Drag a column header and drop it here to

Share All Unshare All Shared	Inventory #	Status	PI	Chemical Description ↑	Multiple Ingredients?	PHS	SDS	Cas #	Hazard Statement(s)	Catalog #	Catalog Link	# of Un
<input checked="" type="checkbox"/>	0058355		Roo, Kanga	2-ethyl-1-hexanol	No	No Selection		104-76-7			✓ (149964)	1
<input 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

1 500 Items per page 1 - 10 of 10 Items

Step 4: Highlight the row for the chemical entry you wish to print an inventory label for (click anywhere on the row and it will turn red when highlighted). At the top, click the drop-down for Chemical Inventory Reports and select **Chemical Bar Code Label**.



Step 5: A report web page will appear (if not, make sure there are no pop-up blockers or try a different web browser). Print using the printer icon in the top right of the page. If you have technical issues with the printer and/or barcodes, call UMKC IT at x2000.