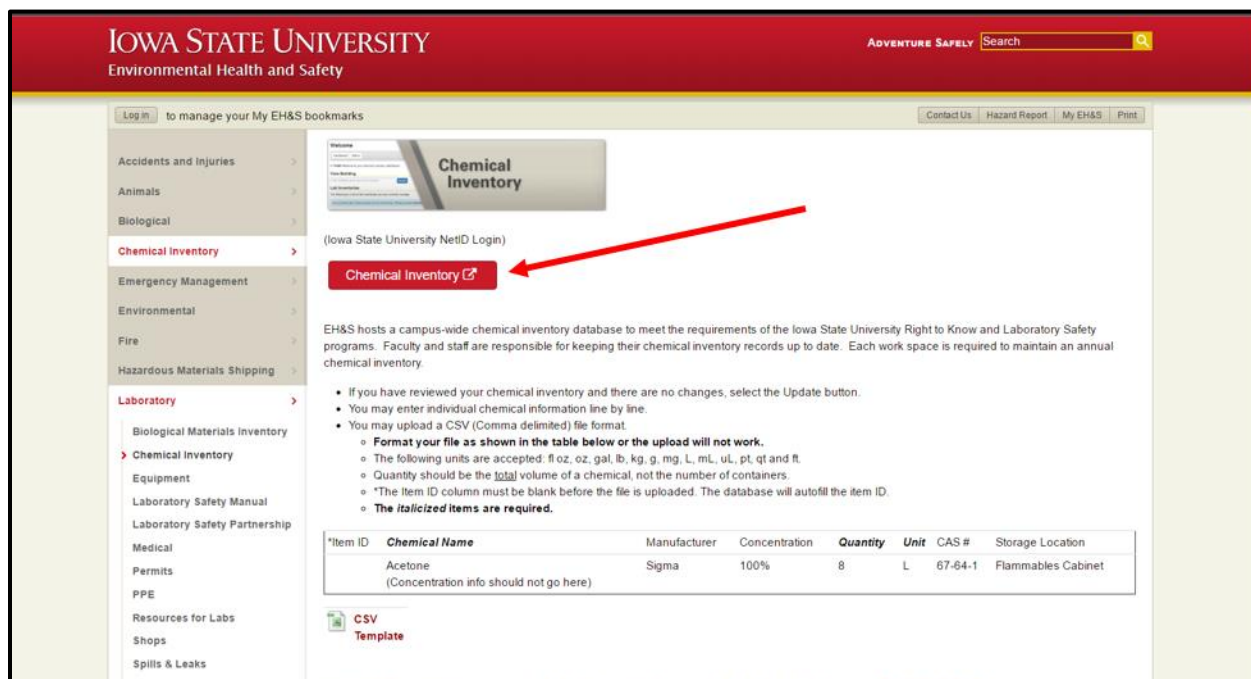


How to use the chemical inventory web interface

Please note that the best practice is to add/edit/delete chemicals as they arrive in the laboratory or are disposed of. Please contact ehsinfo@iastate.edu to add or remove assistants to your inventory.

1. Open your web browser (Google Chrome works the best) to <http://www.ehs.iastate.edu/laboratory/chemical-inventory>



The screenshot shows the Iowa State University Environmental Health and Safety (EHS) website. The main content area is titled "Chemical Inventory" and includes a red button labeled "Chemical Inventory" with an external link icon. A red arrow points to this button. Below the button, there is a section for instructions on how to manage the inventory, including a list of accepted units and a table of chemical inventory items.

Item ID	Chemical Name	Manufacturer	Concentration	Quantity	Unit	CAS #	Storage Location
	Acetone (Concentration info should not go here)	Sigma	100%	8	L	67-64-1	Flammables Cabinet

2. Click the red "Chemical Inventory" button on the page. This will take you to the login page. Enter your ISU NetID and university password.
3. You should see the inventories that you manage listed under "Lab Inventories." Click on one to open it. If the tile is grayed out that means the inventory is listed as empty. You can change the status of a room from 'not empty' to 'empty' and vice versa.

Lab Inventories

This user has access to the following lab inventories.

Lab #

Your Name

This date is the last time the inventory for that room was updated

Room #	Room #	Room #
HACH	HACH	HACH
31-Aug-2016	18-Aug-2016	31-Aug-2016

Room # Building name

Dashboard Admin Inventory Import Michelle Thompson Logout

Building EH&S
Room 12
Lab 555
Principal Investigator Jane Doe
Assistants Michelle Thompson, Paul Lueth, Betsy Matos
Last Updated 06 Sep 2016 Update
Empty Inventory? No Mark as empty

Add compound/gas

Filter by chemical or location

Download to Excel

Chemicals / Gas Name(s)	Concentration / Mixture	State	Manufacturer	Amount Storage	
(3-Acrylamidopropyl)trimethylammonium chloride solution (45021-77-0)	75%	liquid	sigma-aldrich	50 mL fridge-flame refrigerator	Edit Delete
(3-Aminopropyl)triethoxysilane (919-30-2)		liquid	sigma-aldrich	100 mL chemical shelft	Edit Delete
(3-Mercaptopropyl)trimethoxysilane (4420-74-0)	95%	solid	sigma-aldrich	100 g freezer-flame refrigerator	Edit Delete
(guanidinimethyl)polystyrene	100-300 mesh	solid	chemika	5 g chemical shelft	Edit Delete
(S)-Mephenytoin (70989-04-7)		solid	toronto research chemicals	10 mg freezer-flame refrigerator	Edit Delete

continues on next page

4. You will see the inventory and details like location, PI, assistants, etc.

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(3-Aminopropyl)triethoxysilane (919-30-2)		liquid	sigma-aldrich	100 mL chemical shelf	Edit Delete
(3-Mercaptopropyl)trimethoxysilane (4420-74-0)	95%	solid	sigma-aldrich	100 g freezer-flame refrigerator	Edit Delete
(guanidinimethyl)polystyrene	100-300 mesh	solid	chemika	5 g chemical shelf	Edit Delete
(S)-Mephenytoin (70989-04-7)		solid	toronto research chemicals	10 mg freezer-flame refrigerator	Edit Delete

5. To add a new chemical, click on 'Add compound or gas.'

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Room 12
Lab 555
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Assistants Michelle Thompson, Paul Lueth, Betsy Matos
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Empty Inventory? No Mark as empty

Add compound/gas Filter by chemical or location Download to Excel

Chemicals / Gas Name(s)	Concentration / Mixture	State	Manufacturer	Amount Storage	
(3-Acrylamidopropyl)trimethylammonium chloride solution (45021-77-0)	75%	liquid	sigma-aldrich	50 mL fridge-flame refrigerator	Edit Delete
(3-Aminopropyl)triethoxysilane (919-30-2)		liquid	sigma-aldrich	100 mL chemical shelf	Edit Delete
(3-Mercaptopropyl)trimethoxysilane (4420-74-0)	95%	solid	sigma-aldrich	100 g freezer-flame refrigerator	Edit Delete
(guanidinimethyl)polystyrene	100-300 mesh	solid	chemika	5 g chemical shelf	Edit Delete
(S)-Mephenytoin (70989-04-7)		solid	toronto research chemicals	10 mg freezer-flame refrigerator	Edit Delete

6. Select either compound or gas. For a compound, fill in the quantity and chemical name. If you have a commercial product, enter the name of the product, not the list of ingredients. For example enter “WD 40” or “Spray Paint” or “all purpose cleaner.” Put the manufacturer in the appropriate field. You can specify other details in the concentration field (e.g. blue, or high temp, or 10w30).

Add compound ✕

Type * Compound Gas

Quantity * -- Select Unit -- Manufacturer
Storage Location
Example: Cabinet #1

Chemical Name *	CAS #	Concentration (% , M, N)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="✕ Remove"/>

For mixtures, use the **Add Next Compound** button to add more chemicals to this compound.

continues on next page

7. For a gas, the required fields are: the number of cylinders, the volume (in ft³) of the cylinder, and the name of the gas.

Add compound ✕

Type * Compound Gas

of Cylinders * Manufacturer

Cylinder Volume * Storage Location
Example: Cabinet #1

-- Select Unit --

Chemical Name *	CAS #	% Mixture	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Remove"/>

For mixtures, use the **Add Next Compound** button to add more chemicals to this compound.

Note that the green 'add next compound' button is to enter mixtures in the inventory, not to add another individual chemical.

8. To edit or delete a chemical, click on either the 'edit' or the 'delete' button.

Dashboard Admin Inventory Import Michelle Thompson Logout

Building: EH&S
Room: 12
Lab: 555
Principal Investigator: Jane Doe
Assistants: Michelle Thompson, Paul Lueth, Betsy Matos
Last Updated: 06 Sep 2016
Empty Inventory?: No

Chemicals / Gas Name(s)	Concentration / Mixture	State	Manufacturer	Amount	Storage	
(3-Acrylamidopropyl)trimethylammonium chloride solution (45021-77-0)	75%	liquid	sigma-aldrich	50 mL	fridge-flame refrigerator	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
(3-Aminopropyl)triethoxysilane (919-30-2)		liquid	sigma-aldrich	100 mL	chemical shelf	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
(3-Mercaptopropyl)trimethoxysilane (4420-74-0)	95%	solid	sigma-aldrich	100 g	freezer-flame refrigerator	<input type="button" value="Edit"/> <input type="button" value="Delete"/>