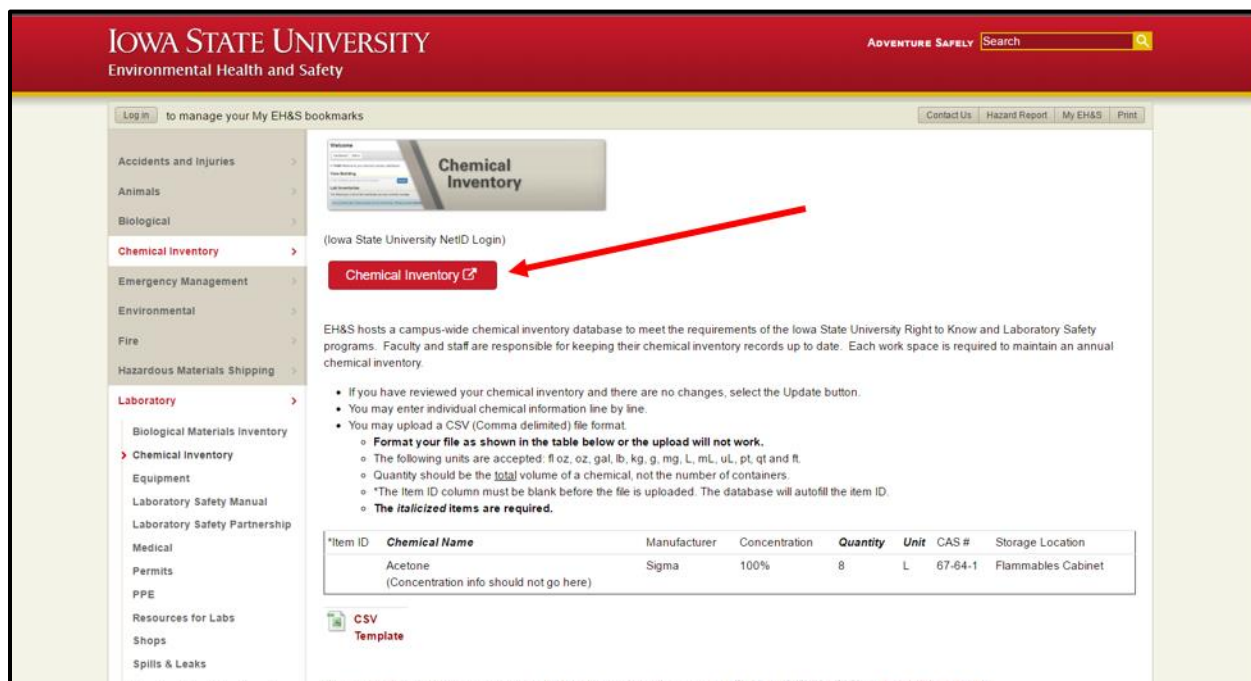


How to use the chemical inventory web interface

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>



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Chemical Inventory

(Iowa State University NetID Login)

Chemical Inventory

EH&S hosts a campus-wide chemical inventory database to meet the requirements of the Iowa State University Right to Know and Laboratory Safety programs. Faculty and staff are responsible for keeping their chemical inventory records up to date. Each work space is required to maintain an annual chemical inventory.

- If you have reviewed your chemical inventory and there are no changes, select the Update button.
- You may enter individual chemical information line by line.
- You may upload a CSV (Comma delimited) file format.
 - **Format your file as shown in the table below or the upload will not work.**
 - The following units are accepted: fl oz, oz, gal, lb, kg, g, mg, L, mL, uL, pt, qt and ft.
 - Quantity should be the total volume of a chemical, not the number of containers.
 - *The Item ID column must be blank before the file is uploaded. The database will autofill the item ID.
 - **The italicized items are required.**

| 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 |

CSV Template

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.

Room # Building name

Dashboard Admin Inventory Import Michelle Thompson Logout

Building EH&S
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| (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.'

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 |
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| (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 |

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, fill in the number of cylinders, the height (in feet) of the cylinder and the name of the gas.

Add compound

Type * Compound Gas

of Cylinders * 1

Cylinder height/size * []

-- Select Unit -- ▾

Manufacturer []

Storage Location []
Example: Cabinet #1

Chemical Name * [] CAS # [] % Mixture []

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 create 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"/> |