

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 website. The header includes the university name and a search bar. A navigation menu on the left lists various categories, with 'Chemical Inventory' highlighted. A red arrow points to a red button labeled 'Chemical Inventory' with an external link icon. Below the button, there is a section for instructions on how to update the chemical inventory, including a table with columns for Item ID, Chemical Name, Manufacturer, Concentration, Quantity, Unit, CAS #, and Storage Location. The table contains one entry for 'Acelone'.

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

Click the red “Chemical Inventory” button on the page. This will take you to the login page. Enter your ISU NetID and university password.

The screenshot shows the Iowa State University Single Sign-On for the Web login page. The header includes the university name and the text 'Single Sign-On for the Web'. The main content area has a 'Login' section with a message: 'Your "weblogin" session has expired. Please log in again or exit this browser to change Net-IDs.' Below this are input fields for 'Net-ID:' and 'Password:', followed by a 'Login' button. At the bottom of the login section, there are links for 'Forgot your password?' and 'Register for a Net-ID'. The footer contains the Iowa State University logo and contact information for the Solution Center.

IOWA STATE UNIVERSITY
Single Sign-On for the Web

Login
Your "weblogin" session has expired. Please log in again or exit this browser to change Net-IDs.

Net-ID: @iastate.edu
Password:

[Forgot your password?](#) | [Register for a Net-ID](#)

IOWA STATE UNIVERSITY | Solution Center, 192 Parks Library, (515) 294-4000, solution@iastate.edu.
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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

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

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

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	Edit Delete
(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

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

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

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Select either compound or gas. For a compound, fill in the quantity and chemical name.

Add compound ✕

Type * Compound Gas

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

Chemical Name * CAS # Concentration (% , M, N)

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

For a gas, fill in the number of cylinders, the height (and unit) of the cylinder and the name of the gas.

Add compound ✕

Type * Compound Gas

of Cylinders * Manufacturer
Cylinder height/size * Storage Location Example: Cabinet #1
-- Select Unit --

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.

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

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