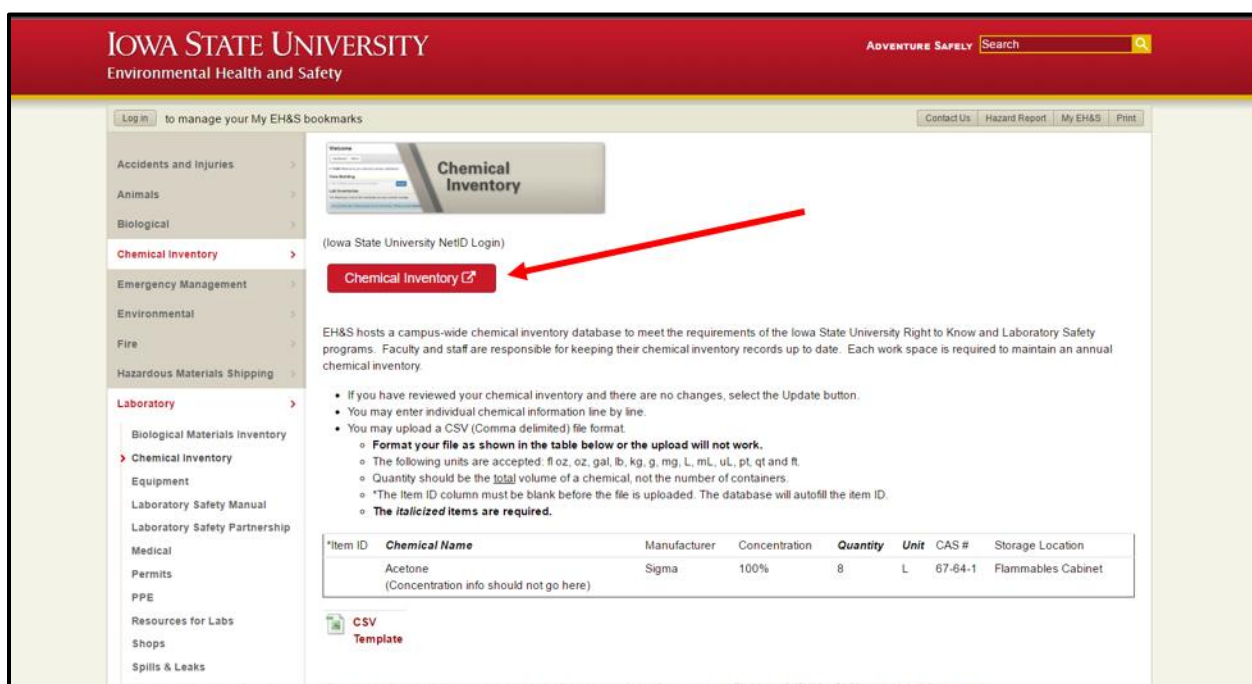


# How to use the chemical inventory web interface to make edits

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](mailto: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 (EH&S) Chemical Inventory web interface. The page has a red header with the university logo and a search bar. A sidebar on the left lists various safety topics, with 'Chemical Inventory' highlighted. The main content area includes a 'Chemical Inventory' button, a login prompt, and a table of chemical inventory items. A red arrow points to the 'Chemical Inventory' button.

Log in to manage your My EH&S bookmarks

ADVENTURE SAFETY Search

Accidents and Injuries >

Animals >

Biological >

**Chemical Inventory >**

Emergency Management >

Environmental >

Fire >

Hazardous Materials Shipping >

Laboratory >

- Biological Materials Inventory
- Chemical Inventory**
- Equipment
- Laboratory Safety Manual
- Laboratory Safety Partnership
- Medical
- Permits
- PPE
- Resources for Labs
- Shops
- Spills & Leaks

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

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

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

continues on next page

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

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

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(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.

**Add compound** [X]

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.

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

**Add compound** [X]

Type \*  Compound  Gas

# of Cylinders \*  1 Manufacturer

Cylinder height/size \*  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 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.

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