

EH&S Chemical Inventory

Launch of New Inventory System August 2021

Chemical Inventory Management

- Maintaining an accurate chemical inventory is both a regulatory requirement for the safe use of chemicals and an effective way to manage hazards in the laboratory.
- Safer Storage Practices
- Effective hazard communication
- Compliance with hazard materials limits.
- Effective Emergency Response
- Efficient ordering
- Continue Excellent Chemical Hygiene Practices



New EHS Chemical Inventory Program

- EH&S has partnered with FIU IT department to create a new updated, user friendly chemical inventory system for FIU labs.
- You will need to log in using your FIU username and password.
- You will need to use DUO has a two-factor log in.

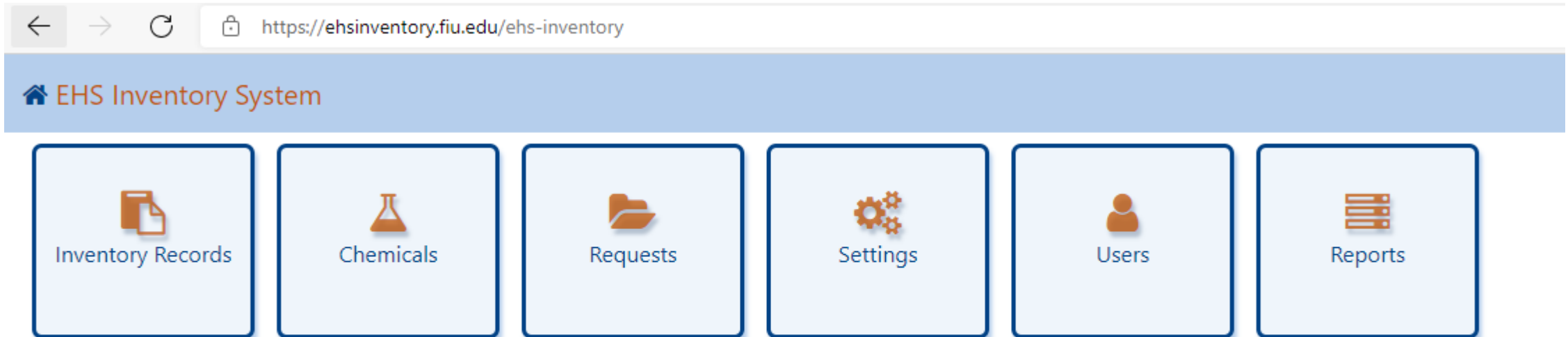
 [EHS Inventory System](#)



New System Features

- The New EH&S Inventory system will replace the EHS Assistant
- The start date of the new system is August 16, 2021. (do not use EHS Assistant)
- All data from EHS Assistant will be automatically uploaded into new system.
- The new system allows the PI and/or Lab Manager to add lab users and assign roles.
- New system features include the ability to add, delete and modify chemicals.
- New system will have in-house support from our FIU IT department.
- Web based, not VPN access needed.

How to navigate system



Lab's Inventory Records

← → ↻ <https://ehsinventory.fiu.edu/ehs-inventory>

[EHS Inventory System](#)

Inventory Records | Chemicals | Requests | Settings | Users | Reports

[EHS Inventory System](#) Welcome, Gina Gallian Oubrar [Profile](#) [Sign Out](#)

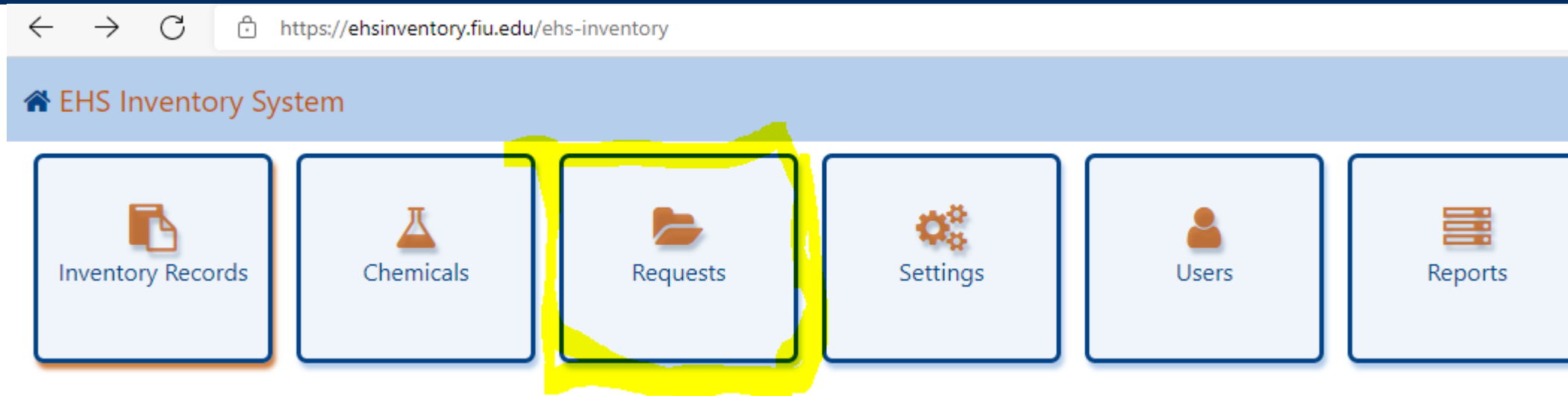
Home / [Inventory Records](#) [Dispose All](#) [Print Barcodes](#)

Inventory # <input type="text" value="Inv. number"/> <input type="text" value="Legacy number"/> <input type="text" value="Pre-printed number"/>	Received between <input type="text" value="mm/dd/yyyy"/> <input type="text" value="mm/dd/yyyy"/>	Quantity/ Containers Less Equal Than <input type="text" value="Qty"/> Less Equal Than <input type="text" value="Ct"/>	Chemical / Hazards <input type="text" value="Chemical Name"/> <input type="text" value="CAS"/> -H- <input type="text"/> -F- <input type="text"/> -R- <input type="text"/> -S- <input type="text"/> GHS <input type="text"/>	Location / Owner <input type="text" value="Lab"/> Owner <input type="text"/>
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Order By: Order: Records Per Page: Columns:

Inv. #	CAS	Chemical	Received	Location	Owner	Storage	Qty	Cts	H-F-R S	GHS
1044507	26628-22-8	SODIUM AZIDE	07/27/2021	CP-387	Dr Kevin O. Shea	Other	5.6	1	4-0-2	None found

Go to Requests



Requests to Add items

← → ↻ 🔒 https://ehsinventory.fiu.edu/ehs-inventory

🏠 EHS Inventory System

- Inventory Records
- Chemicals
- Requests**
- Settings
- Users
- Reports

- ➡ New Chemical Substance
- ➡ New Inventory Record
- ➡ Chemical Substance Disposal
- ➡ New Lab User
- ➡ Change Chemical Location
- ➡ Change Chemical's Owner
- ➡ Modify Chemical

🔍 Search/History **+ New Request**

Adding a new chemical to your inventory

- Start with new request-

New Record Request ×

Request

Chemical Name

CAS

Q Search

No chemicals listed. Search by Name or CAS.

Chemical*

Search and select a chemical first. If the product is not found, you can submit a request to add a new chemical specification to the system.

+ Request Chemical

acetone

CAS

Q Search

Select a chemical from the results list.

Chemical	CAS	Dot #	Select
ACETONE	67-64-1	UN 1090	<input checked="" type="checkbox"/>

Required info to add a chemical

New Record Request

Request

Chemical Name CAS

No chemicals listed. Search by Name or CAS.

Chemical* 67-64-1 ACETONE SDS Location

Lab* **Owner***

Quantity* **Containers***

Storage* Storage description

Vendor*

PO # Order Date

Expiration Date Open Date

Record Comments

Request Notes

Storage Locations

Quantity*	<input type="text"/>	--Unit--	Containers*	<input type="text"/>
Storage*	--Select Storage--		Storage description	<input type="text"/>
Vendor*	--Select Storage-- Flammable Cabinet Acid Cabinet Corrosive Cabinet Explosion Proof Refrigerator Fume Hood Cabinets Chemical Shelf According to Hazard Other		Separated catalog numbers	<input type="text"/>
PO #			Order Date	<input type="text" value="mm/dd/yyyy"/>
Storage*	Other		Storage description	<input type="text" value="Chemical Storage shelf #1"/>

Filling out the required areas

Chemical* 67-64-1 ACETONE

SDS Location

Lab*

AHC4-121



Owner*

--Select Owner--



Quantity*

500

ML



Containers*

2

Storage*

Flammable Cabinet



Storage description

Pre-printed numbers

Write a pre-printed number and hit enter...

Provide pre-printed numbers for each container

Vendor*

Thermo Fisher Scientific

Select Vendor ▾

Comma separated catalog numbers

+ New Vendor

Add a new user

🏠 EHS Inventory System

Inventory Records Chemicals Requests Settings **Users** Reports

Home / 👤 Users

+ New User

User ID Search Name Search Email Active Inactive View/Manage

Panther ID/Username Email Name

Name	Email	Department
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Assign Roles

Assign roles

Role:

--Select Role--



Other Lab:

Lab



--Select Role--



--Select Role--

Administrator

Lab Manager

Lab User

Lab(FAMIS):

--User Labs (FAMIS)--



PI Role:

Check to add PI Role for selected location

+ Assign

Lab(FAMIS):

--User Labs (FAMIS)--



PI Role:

PC-417

Pending Requests/Approvals

[My requests](#)

No Pending Requests found

Questions

- Thanks for attending!
- Contact information: 305-348-2621 ehs@fiu.edu or our report link
- [Report | Environmental Health and Safety | Florida International University \(fiu.edu\)](https://www.fiu.edu/ehs)

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