



CEMS **Chemical Environmental Management System**

Chemical Inventory Management

[Chemical Inventory Dashboard](#)

[Adding Chemical Inventory](#)

[Updating Chemical Inventory](#)

[Mark In-Transition](#)

For support contact UNHCEMS at cems-info@sr.unh.edu. For more information about UNHCEMS please visit <http://www.cems-info.sr.unh.edu/>.



Global Chemical Inventory Manager

- Given to users with update chemical inventory privilege

Chemical Inventory Dashboard Layout

The screenshot shows the 'Chemical Inventory' dashboard. At the top is a header 'Chemical Inventory'. Below it are several menu items: 'add inventory', 'adopt chemicals from surplus inventory', 'containers in transition', and 'update inventory'. There is a section for 'my inventory' with a dropdown menu set to '-- select location --' and a 'view all' button. Below this are more menu items: 'recently added inventory', 'recently disposed inventory', and 'view all inventory'. Three callout boxes with red borders and arrows point to specific features: one points to the 'containers in transition' link, another points to the 'recently added inventory' link, and a third points to the 'recently disposed inventory' link.

Chemical Inventory Layout

Click to view containers pending movement from one owner to another

Click to view containers that have been recently marked empty within the past 90 days

Click to view containers that have been recently added within the last 90 days



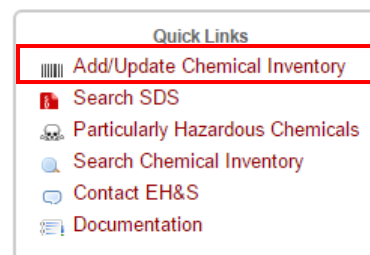
Adding Chemical Inventory

- Available when given the Update Inventory role

Navigate to Add Chemical Inventory Page

Step 1: Find the **Quick Link** section on the Home Screen.

Step 2: Click on the *Add/Update Chemical Inventory* link within the **Quick Link** section to go to the first form when adding chemical inventory.



How to Add Chemical Inventory: Form I

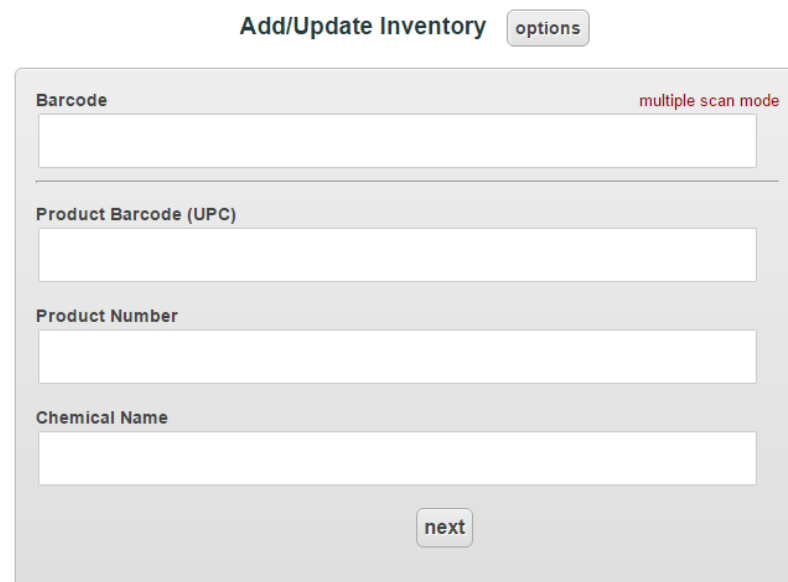
Step 1: Enter the barcode you plan on using to label the container.

Step 2: Attempt to identify the chemical by entering the Product Barcode.

Step 3: If you could not identify the product using the barcode, use the Product Number of the chemical you are adding.

Step 4: If both steps before this have failed, enter the name of the chemical.

Step 5: Click the button.

A screenshot of the 'Add/Update Inventory' form. The form has a title 'Add/Update Inventory' and an 'options' button. It contains four input fields: 'Barcode' (with a 'multiple scan mode' label), 'Product Barcode (UPC)', 'Product Number', and 'Chemical Name'. At the bottom right, there is a 'next' button.

Adding Chemical Inventory

How to Add Chemical Inventory: Form II

Step 1: Under Chemical Information

- Check that the *Chemical Name* is correct
- Fill in or verify the *Manufacturer* is correct
- Fill in or verify the product number (*ProdNo*)
- Upload an SDS if needed
- Fill in any missing information

Step 2: Under Container Information

- Verify the barcode is correct
- Set the owner of the container
- Set the location of the container
- Fill in the quantity and measurement
- Set the type of container the chemical is stored in
- Fill in the *Date Acquired* and *Expiration Date* fields
- Add any notes in the *Container Notes* field

back Add Chemical Inventory

save

Chemical Information

Chemical Name
Potassium Sodium Tartrate

Manufacturer
Mallinckrodt

ProdNo
2367


Note: updates affect 6 containers.

Safety Data Sheet auto download

2000-03-01

Hazard Classifications
hazard statement/code

NFPA



CAS
304-59-6 100%

Molecular Formula
KNaC4H4O6·4H2O

Shelf Life
days

Container Information

Barcode
345678765

Owner
Bill Barker open

Location
Baker 919
optional sublocation

Quantity
1 lb

Container Type
PLASTIC BOTTLE
 open hide secondary

Date Acquired
2017-04-04

Expiration Date
YYYY-MM-DD

Container Notes

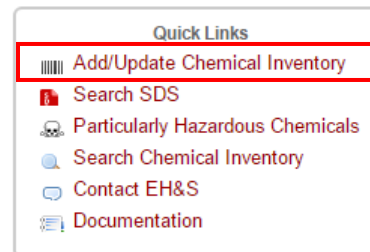


Updating Chemical Inventory

Navigate to Update Chemical Inventory Page

Step 1: Find the **Quick Link** section on the Home Screen.

Step 2: Click on the *Add/Update Chemical Inventory* link within the **Quick Link** section to go to the first form when adding chemical inventory.



Update Chemical Inventory: Form I

Step 1: Enter the barcode that you would like to update or select *multiple scan mode* if you have several barcodes you would like to update.

Step 2: Hit the  button.

The image shows two screenshots of a mobile application interface. The left screenshot is titled 'Add/Update Inventory' and has an 'options' button. It contains four input fields: 'Barcode', 'Product Barcode (UPC)', 'Product Number', and 'Chemical Name'. A red box highlights the 'Barcode' field with the text 'multiple scan mode' and an arrow pointing to the right. The right screenshot is titled 'Update Inventory' and has an 'options' button. It features a large yellow area labeled 'Barcodes' with the text 'single scan mode' in the top right corner. The barcodes listed are 4001, 96344, and 699794. At the bottom of this screen are 'clear' and 'next' buttons.



Updating Chemical Inventory

How to Update Chemical Inventory: Form II (Single Scan Mode)

- Single Scan Mode will immediately take you to the Chemical Inventory sheet for that container.

Step 1: Under Chemical Information

- Check that the *Chemical Name* is correct
- Verify the *Manufacturer* is correct
- Verify the product number (*ProdNo*)
- Upload an SDS if needed
- Fill in or update any missing information

Step 2: Under Container Information

- Verify the barcode is correct
- Set the owner of the container
- Set the location of the container
- Fill in the quantity and measurement
- Set the type of container the chemical is stored in
- Fill in the *Date Acquired* and *Expiration Date* fields
- Add any notes in the *Container Notes* field

back View Chemical Inventory

Chemical Information

Chemical Name
1,1,1,2-Tetrafluoroethane

Manufacturer
Genetron Refrigerants

ProdNo
R-134A

Note: updates affect 7 containers. If the assigned chemical/product is wrong for this record, **reassign the chemical record.**

Safety Data Sheet auto download

2006-05-22

Hazard Classifications
hazard statement/code

NFPA

CAS
811-97-2 100%

Molecular Formula
C2H2F4

Shelf Life
 days

Storage State
gas

Chemical Notes

Container Information

Barcode
100937

Owner
Jerome Klepper open

Location
Parker 123
optional sublocation

Quantity
1 cylinder

Container Type
CYLINDER
 open hide secondary

Date Acquired
2006-05-22

Expiration Date
YYYY-MM-DD

Last Evaluation Date
2006-05-22

Container Notes

History

mark refill
mark empty
surplus
print label
delete
save



Updating Chemical Inventory

How to Update Chemical Inventory: Form II (Multiple Scan Mode)

Review Inventory

Click this button to edit all the selected barcodes with the same information

Barcode	Chemical Name	Owner	Location	
4001	Perylene-3,4,9,10-tetracarboxylic dianhydride	Bill Barker	Roberts 116	<input type="button" value="X"/>
96344	Fluorolube Grease	Bill Barker	Baker 733	<input type="button" value="X"/>
100931	1,1,1,2-Tetrafluoroethane	Jerome Klepper	Parker 123	<input type="button" value="X"/>

Click on a barcode to open the Chemical Inventory sheet for the associated container

Click these buttons to remove the associated row from the list of selected chemicals



Updating Chemical Inventory

How to Update Chemical Inventory: Form III (Multiple Scan Mode)

Step 1: Based on the purpose of this update change or select the necessary options.

Step 2: Click on the  button to set the update settings.

Step 3: Click the  button on form II to update the selected containers.

Container Add/Update Options

Set Owner
first last

Set Location
building room

Set Inner Location
-- no change --
 clear

Set Evaluation Date
-- no change --

Set Refill Date
-- no change --

Set Surplus
-- no change --

Set Hidden
-- no change --

Mark Empty
-- no change --

Mark In-transition
-- no change --

Append Note



Updating Chemical Inventory

Marking Inventory In-Transition

Step 1: Identify the inventory. Perform a search on the chemical inventory, filtering down by owner, building/room, or other criteria, to find a subset you wish to mark as being in-transition.

200902280	3-Pentanone, 99%	96-22-0:100%	Inventory Item	96-22-0	Fre.(F)			Alfa Aesar	100 n
201002044	3-Pentanone, 99%	96-22-0:100%	Inventory Item	96-22-0	Flammables Cabinet			Alfa Aesar	2500 ml
6018	3-Penten-2-One, 65%	625-33-2:100%	Inventory Item	625-33-2	Flammables Cabinet Fume Hood 4			Aldrich	250 g
1789	4-Amino-2,2,6,6-Tetramethylpiperidine	36768-62-4:100%	Inventory Item	36768-62-4	Flammables Cabinet EQ009590			Kodak	5 g
201602169	4-Methyl-2-Pentanone	108-10-1:100%	Inventory Item	108-10-1	Cabinet D	Peroxidizable		Acros Organics	500 n
51488	Abalone Acetone Powder		Inventory Item	51488	Ref.(N)			Sigma	10 g
58606	Abalone Acetone Powder		Inventory Item	58606	Ref.(N)			Sigma	1 g
694926	Abalone Acetone Powder		Inventory Item	694926	Ref.(N)			Sigma	10 g
72738	Abalone Acetone Powder		Inventory Item	72738				Sigma	1 g
201601720	Acetone	67-64-1:100%	Inventory Item	67-64-1	Cabinet Under Sink			Pharmco Products Inc	4 l
201504818	Acetone	67-64-1:100%	Inventory Item	201504818	Flammables Cabinet			Pharmco Products Inc	20 l

view 25 results per page Page 1 of 16

update records

Step 2: Update the records. At the bottom of the Search Inventory page is a button called Update Records which allows users to quickly set multiple properties for inventory in a single operation. Click this button.



Step 3: Mark in-transition. On the Container Add/Update Options page, there is a dropdown called Mark In-Transition; set that to Yes and click Next.

Step 4: Proceed. On the next page is a readout of all the inventory items you have selected. Here, you can choose to deselect items you do not want to be affected by this operation. Click the Proceed button to mark the selected inventory as being in-transition.

The screenshot shows a web form with the following sections:

- A dropdown menu at the top with the value "-- no change --".
- A section titled "Mark Empty" with a dropdown menu also set to "-- no change --".
- A section titled "Mark In-transition" with a dropdown menu set to "yes".
- A section titled "Append Note" with an empty text input field.
- A section titled "Scanned Barcodes" containing a list of 30 barcode numbers: 1789, 2257, 2260, 2265, 2716, 3423, 3592, 3939, 3972, 5817, 5951, 5953, 5955, 6002, 6018, 6052, 6289, 7311, 7607, 7616, 7661, 7961, 8669, 11689, 11942, 11969, 11970, 11973, 11974, 11975, 11977, 11978, 11979, 12176, 13133, 13806, 16243, 16274, 17284, 17288, 17289, 17290, 17292, 17298, 18084, 18086, 18435, 21834, 22451, 22681, 22682, 22987, 25701, 27170, 29002, 29003, 29004, 29005, 29006, 29007, 29008, 29009, 29010, 29011, 29033, 29042, 32317, 37252, 37364, 37634, 39311, 40010, 40346, 41417.
- At the bottom, there are two buttons: "cancel" and "next".

