Chemical Inventory Management System Primer

Questions?

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Yearly Training is Required

TRAINING

- Reduces risk.
- Puts everyone on the same page.
- Reduces confusion in an emergency.
- Results in an ability to react in a crisis without becoming part of the crisis.
- Increases your comfort zone and your ability to handle critical situations.
- Required for Lab Accreditation.
On-line Laboratory Safety Training

Environmental Health & Safety Assistant Environmental Data Management

- EHS Web Site - ehs.lsul.edu
  - Training
  - Lab Safety

- On-line Training Modules
  - Hazardous Waste Training
  - Basic Laboratory Safety Training
  - Emergency Response Training
Training Access Screen

Link To Training

Note: Please use the movement arrows within the program. Explorer arrows do not work.

First Name* 
(include middle initial if any)
Last Name*
Submit
Training Access – In System

Note: Please use the movement arrows within the program.
Explorer arrows do not work.

First Name* Jerry (include middle initial if any)

Last Name* Steward

Submit

None of these (below) Match, I'm a New Worker

Select the row that matches yourself, if none Hit the "New Worker" button.

Click ➡️ Select I am Jerry E. Steward who works for DUR-950: Mike Durham
Training Access - Not In System - Add Information

- Student ID
- E-mail Address
- College
- Department
- Click Submit
Training Selection

ONLINE TRAINING COURSES

- Laboratory Safety
  - Basic Laboratory Safety
  - Emergency Response
  - Hazardous Waste Training
- Safe Driving
- Biological Safety

Select Course

Review Slides
Take Test - Must Make 100% to Pass

May Repeat Test Until Passing
Chemical Inventory

❖ Every Laboratory must have a Complete and Accurate Chemical Inventory.

❖ LSU uses a Bar Code Based On-line Chemical Inventory Management System.

❖ The Inventory Provides Information on:
  ❖ Chemical Hazards and Physical Properties.
  ❖ Quantities and Storage Locations
  ❖ Links to MSDS

❖ Labs are required to maintain inventory by adding new Chemicals and deleting Used Chemicals.
Chemical Inventory Management System

Environmental Health & Safety Assistant Environmental Data Management

- Chemical Inventory Module
- EHS Web Site - ehs.lsu.edu
- Laboratory Safety/
  Chemical Safety/
  Inventory System
Chemical Inventory Rules

Chemical Containers are to be Bar Coded and Entered into the Inventory

Empty Chemical Containers are to be Removed from the Inventory

Bar Code are Pre Printed

Labels Obtained from EHS
CHEMICALS ITEMS TO BE INVENTORIED

• All chemicals and chemical products obtained from commercial sources (Sigma, Acros, Amresco, Baker, etc.)
  – Organics
  – Inorganics
  – Solvents
  – Acids/Bases

• Quantities less than 1 gram are exempted
CHEMICALS THAT DO NOT NEED TO BE INVENTORIED

- Chemical reagent solutions prepared in the lab
- Laboratory synthesis products
- Enzymes of any form
- Microbiological growth media
- Radioactive materials
- Microorganisms
- Water of any grade
- Chromatographic column materials (gas or liquid)
Inventory Access Screen

Chemical Inventory Link

Environmental Health & Safety Assistant Login

Enter in your designated User Name.
First part of your PAWS ID (text before @)
Type in your designated Password.
Inventory Access

Choose a PI - Windows Internet Explorer

Choose PI
PI: ALL-294: Allen, Linda

CHEM
- Requisitions
- Inventory
- Training
- Waste Pickup
- Reports
- Permit Worker Registration

Department
- Department Training

ADMIN
- Reports
- Labs

Emergency Response
- Buildings
- Floors
- Labs

Select Inventory Option
Sort Functions

Can Show Current and Past Inventory

Different Sort Functions
Remove Function

<table>
<thead>
<tr>
<th>Highlight</th>
<th>Select</th>
<th>Remove</th>
<th>Bar Code</th>
<th>Catalog #</th>
<th>CAS #</th>
<th>Chemical Description</th>
<th>Req. Date</th>
<th>Building Name</th>
<th>Building Code</th>
<th>Lab</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>134501</td>
<td>304310</td>
<td>07-85-6</td>
<td>2-PROPANOL</td>
<td>01/31/2011</td>
<td>Chopin Hall</td>
<td>CII</td>
<td>124</td>
</tr>
</tbody>
</table>

Sort by Inventory Number

Select Remove
Adding New Chemical

Select Add Chemical Option

Appendix A listed Chemicals are highlighted in Tan.
Required Information

Select Not In Catalog
Then Add Chemical

Add
Catalog Number
Vendor
Lab
Chemical
Amount
Physical State

Save and Return
Adding Replacement Chemical
PERSONAL CATALOG

Select Personal Catalog Option

Click Show
Copy Existing Chemical

Select Chemical
Fill In Blanks

Location
Barcode
Amount
Location
Save/Return
Worker Registration

Use to Add New Lab People
Use to Remove Lab People

Choose PI
PI: ACH 279: Achberger, Eric Carter

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Worker Registration Function
Worker Add/Remove

Select and Complete Information

Select No and Change to Yes to Remove
Chemical Inventory Questions

For Additional Help

EHS Web Site  (ehs.lsu.edu)
Laboratory Safety/
Chemical Safety/Inventory System Manual

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