Environmental Assistant
Chemical Inventory Primer

Questions?

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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 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
GEAUX Shop Chemicals

- Entered into your Inventory by EH&S
- Using a Temporary Bar Code Number

Labs are Requested
- Put a Bar Code Label on the Container.
- Change the Bar Code in the Inventory
- Confirm location

Empty Chemical Containers are to be Removed from the Inventory
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)
EHSA Chemical Module

Environmental Health & Safety Assistant Data Management

- **Chemical Inventory Module**
- **EHS Web Site - ehs.lsu.edu**

**SELECT**

ENVIRONMENTAL ASSISTANT
Select EHSA Link

Welcome to the EHSA Web Portal

Environmental Health Safety Assistant (EHSA) is an environmental management database that is available online to researchers and staff within the LSU community. EHSA is user-friendly and provides strong inventory and training programs with compliance features.

The program is web-based. Your PAWS ID and password allow access to the system. If you have difficulty accessing the system, please contact EHS and we can adjust the internal security settings so that you should be able to see information relating to your research group.

The EHSA web application makes it easy to access EH&S on-line training and request a hazardous waste pick-up. You do not need to request access for these tasks.

EHSA also facilitates advanced tasks. These tasks include managing chemical and biological inventories, registering a laboratory or chemical storage space, new project review, and laboratory hazard assessment. To perform these advanced tasks, lab personnel have to be in the EHSA system. New PRs are requested to contact EHS as part of setting up a new lab. PRs can use the permit worker section to add or delete personnel as needed. The training section shows the status of on-line training for lab personnel. If you need to perform any of these tasks, please refer to the tutorials below, prior to initiating the login process to EHSA.

Additional information and function are being added to the system on a regular basis. Currently the Emergency Response, and Department blocks are not active. Feel free to call (545-3144) or Email (getward@lsu.edu) with problems, suggestions, or concerns.
Log In Sequence

- Will flash to EHS Chemical Logo
- Will flash to MyLSU Login Screen
- PAWS ID and Password
- Will Give List of Viewable PIs
- Select PI of Choice

<table>
<thead>
<tr>
<th>PI</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAA-000</td>
<td>A SAFE DRIVER, THE</td>
</tr>
<tr>
<td>ACH-580</td>
<td>ACHARYA, SUMANTA</td>
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<tr>
<td>ACH-279</td>
<td>ACHBERGER, ERIC CARTER</td>
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<tr>
<td>ACI-952</td>
<td>ACIerno, Mark</td>
</tr>
<tr>
<td>LIN-963</td>
<td>ADAMS, LINDA</td>
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<td>ADA-684</td>
<td>ADAMS, PHILIP</td>
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<td>AFT-421</td>
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<td>AGHAZADEH, FEREYDOUN &quot;FRED&quot;</td>
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<td>AIM-138</td>
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<tr>
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<td>AIITA, GIOVANNI</td>
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<td>ALL-A20</td>
<td>ALLEN, DOUG</td>
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<td>ALL-A22</td>
<td>ALLEN, JOHN</td>
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<tr>
<td>ALL-294</td>
<td>ALLEN, LINDA</td>
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<td>ALL-182</td>
<td>ALLISON, JEREMY</td>
</tr>
<tr>
<td>AND-950</td>
<td>ANDREWS, FRANK</td>
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</tbody>
</table>
Inventory Access

Choose PI
PI: ALL-294: Allen, Linda

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

- ADMIN
  - Reports
  - Labs

- Emergency Response
  - Buildings
  - Floors
  - Labs

Select Inventory Option
Sort Functions

Can Show Current and Past Inventory

Different Sort Functions

Appendix A listed Chemicals are highlighted in Tan.
Remove Function

Sort by Inventory Number

Select Remove
# Adding New Chemical

## Select Add Chemical Option

<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>Received Date</th>
<th>Building Name</th>
<th>Building Code</th>
<th>Lab</th>
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<tbody>
<tr>
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<td></td>
<td>26135</td>
<td></td>
<td>29123</td>
<td>65-71-7</td>
<td>09/20/2006</td>
<td>Choppin Hall</td>
<td>CH</td>
<td>124</td>
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<td>131377</td>
<td></td>
<td>90576</td>
<td>2,6-DICHLORODIPHENOL SODIUM</td>
<td>09/20/2006</td>
<td>Choppin Hall</td>
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<td>90574</td>
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<td>2,6-DICHLORODIPHENOL SODIUM</td>
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<td>Choppin Hall</td>
<td>CH</td>
<td>124</td>
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</tbody>
</table>
Required Information

Select Not In Catalog
Then Add Chemical

Add
- Catalog Number
- Vendor
- Chemical
- Amount
- Physical State

Save and Return
Adding Replacement Chemical

<table>
<thead>
<tr>
<th>Catalog #</th>
<th>CAS #</th>
<th>Search Catalog</th>
<th>Not In Catalog</th>
<th>Vendor</th>
<th>Lab</th>
<th>Bar Code</th>
<th>PO #</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>![Select Search Catalog](Select Search Catalog)</td>
<td><img src="Select" alt="Select " /></td>
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</table>

<table>
<thead>
<tr>
<th>Physical State</th>
<th># of Units</th>
<th>Quantity per Unit</th>
<th>Volume/Size</th>
<th>MAX On Hand</th>
<th>Molecular Weight</th>
<th>Storage Location</th>
<th>Storage Location 2</th>
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<tbody>
<tr>
<td>Liquid</td>
<td>1</td>
<td>0</td>
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<table>
<thead>
<tr>
<th>Receipt Date</th>
<th>Expiration Date</th>
<th>Contact</th>
<th>Contact’s Phone</th>
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<tr>
<td>2/9/2011</td>
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Find MSDS online

View MSDS

MSDS Expires

* Light Red labels indicate required fields.

Save & Add Another Chemical  Save/Return  Cancel
Select Personal Catalog Option

Click Show
Copy Existing Chemical

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<th>CAS #</th>
<th>Chemical Description</th>
<th>Catalog #</th>
<th>Vendor</th>
<th>Expiration Period (months)</th>
<th>Molecular Weight</th>
<th>Chemical Formula</th>
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<tr>
<td>66-71-7</td>
<td>1,1-DIPHENANTHEROLINE</td>
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<td>Sigma Chemical Co.</td>
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<td>67-63-0</td>
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<td>204318</td>
<td>J.T. Baker Chemical Co.</td>
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<td>204318</td>
<td>J.T. Baker Chemical Co.</td>
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<td>-</td>
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</tr>
</tbody>
</table>

781 Found. Click the Chemical’s CAS# or Description to select it.

Select Chemical
Fill In Blanks

Location
Barcode
Amount
Location
Save/Return
Worker Registration

Use to Add New Lab People
Use to Remove Lab People

EH&S Assistant

Choose PI
PI: ACH-279: Achberger, Eric Carter

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

Department
- Department Training

ADMIN
- Reports
- Labs

Emergency Response
- Buildings
- Floors
- Labs

Worker Registration Function
Worker Add/Remove

Select and Complete Information

Select No and Change to Yes to Remove

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Permit #</th>
<th>Researcher</th>
<th>Remove?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allen</td>
<td>Linda</td>
<td>C-ALL-294</td>
<td>ALL-294</td>
<td>no</td>
</tr>
<tr>
<td>Connangle</td>
<td>Adron</td>
<td>C-ALL-2940</td>
<td>ALL-294</td>
<td>no</td>
</tr>
</tbody>
</table>
For Additional Help

EHS Web Site (ehs.lsu.edu)
Laboratory Safety/

Chemical Safety Manager
Jerry Steward
jsteward@lsu.edu
578-4314