Responsible Party User Guide to the UCR Chemical Inventory System

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Accessing the System
1. To access the campus chemical inventory system, go to the UCR Environmental Health and Safety website at www.ehs.ucr.edu:
   a. Then scroll to the bottom and click on Chemical Inventory.
2. Once you log in, on your left you will see a list of options in blue on the left-hand side.

3. The first option is **Home**, which leads you to the UCR Chemical Inventory home page (see above image).

4. The next option is the **UC MSDS**, which leads you to the UCR EH&S MSDS page.
   a. The MSDS page gives you information on properties and hazards of chemicals used in the workplace and advice on storage and use.

5. The next option on the home page is **Your Chemicals**.
   a. Under Your Chemicals is **Add Location**, which is to set up new locations. When you click on Add Location you will see a page similar to the image below.
To add a new location, select the building from the dropdown list and click search. From the resulting list, select one or more room locations by checking each corresponding checkbox. To select all room locations, click the checkbox in the header. Click Add Selected to add the location(s). Close this window and click the Refresh Location List for the new location(s) to appear.

### Building Locations

<table>
<thead>
<tr>
<th>Room</th>
<th>Floor</th>
<th>Building Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>-</td>
<td>1</td>
<td>Entomology Solvent Shed</td>
</tr>
<tr>
<td>0000</td>
<td>n/a</td>
<td>Agricultural Operations, Building #2</td>
</tr>
<tr>
<td>021</td>
<td>n/a</td>
<td>Anderson Hall</td>
</tr>
<tr>
<td>1</td>
<td>1</td>
<td>Agricultural Operations - Office</td>
</tr>
<tr>
<td>1</td>
<td>B</td>
<td>Chapman Hall</td>
</tr>
<tr>
<td>1</td>
<td>B</td>
<td>Entomology Annex I</td>
</tr>
<tr>
<td>1</td>
<td>1</td>
<td>Entomology Temporary Lab</td>
</tr>
<tr>
<td>1</td>
<td>1</td>
<td>Environmental Health &amp; Safety</td>
</tr>
<tr>
<td>1</td>
<td>1</td>
<td>Greenhouse 35</td>
</tr>
<tr>
<td>1</td>
<td>1</td>
<td>Lycemer</td>
</tr>
</tbody>
</table>

b. There are instructions at the very top of the page. Here are the instructions:

1. First, to add a new location, select the building from the dropdown list and click search.
   For example, Fawcett Lab was selected.

To add a new location, select the building from the dropdown list and click search. From the resulting list, select one or more room locations by checking each corresponding checkbox. To select all room locations, click the checkbox in the header. Click Add Selected to add the location(s). Close this window and click the Refresh Location List for the new location(s) to appear.

### Floor Plan

```plaintext
-   1   Entomology Solvent Shed
0000 n/a Agricultural Operations, Building #2
021 n/a Anderson Hall
1     1   Agricultural Operations - Office
1     B   Chapman Hall
1     B   Entomology Annex I
1     1   Entomology Temporary Lab
1     1   Environmental Health & Safety
1     1   Greenhouse 35
1     1   Lycemer
```

2. From the resulting list, select one or more room locations by checking each corresponding checkbox.
   For example, room 101 and 103 were selected.
To add a new location, select the building from the dropdown list and click search. From the resulting list, select one or more room locations by checking each corresponding checkbox. To select all room locations, click the checkbox in the header. Click Add Selected to add the location(s). Close this window and click the Refresh Location List for the new location(s) to appear.

3. Click Add Selected to add the location(s).
   For example, room 101 and 103 were selected. Then click Add Selected.

<table>
<thead>
<tr>
<th>Room</th>
<th>Floor</th>
<th>Building Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>101</td>
<td>1</td>
<td>Fawcett Lab</td>
</tr>
<tr>
<td>103</td>
<td>1</td>
<td>Fawcett Lab</td>
</tr>
<tr>
<td>113</td>
<td>1</td>
<td>Fawcett Lab</td>
</tr>
<tr>
<td>117</td>
<td>1</td>
<td>Fawcett Lab</td>
</tr>
<tr>
<td>121</td>
<td>1</td>
<td>Fawcett Lab</td>
</tr>
<tr>
<td>20</td>
<td>8</td>
<td>Fawcett Lab</td>
</tr>
<tr>
<td>202</td>
<td>2</td>
<td>Fawcett Lab</td>
</tr>
<tr>
<td>202A</td>
<td>2</td>
<td>Fawcett Lab</td>
</tr>
<tr>
<td>204</td>
<td>2</td>
<td>Fawcett Lab</td>
</tr>
<tr>
<td>208</td>
<td>2</td>
<td>Fawcett Lab</td>
</tr>
</tbody>
</table>

*If you want to select all room locations, click the checkbox in the header.
4. Close this window and click the Refresh Location List for the new location(s) to appear.
   The list of locations will appear under All Locations on the left side of the screen.
c. You can remove a location from your list by clicking Remove. This option is only available when a room contains no chemical containers. When you click Remove this image below will appear and follow the instructions from the image.

Location removed. Close this window and click on the Refresh Location List link.

D. Under Your Chemicals, you have the option to click on All Locations. When you click on All Locations you will see a list of all your chemical containers. If you see “No Chemical forms found”, you need to add chemicals.
Adding Chemicals

1. Click on Add Chemicals. An online form for the chemical will appear.
2. Fill out the form and click Add Chemical at the bottom of the page. There are other options at the bottom of the page, which are to save changes, cancel changes, and print the page.
3. For example, Octanol was the chemical used for Fawcett Lab Room 101.
4. Your chemical will appear on the home page. On the left you will see the amount of chemicals for each room.
   For example, since Octanol was added there is one chemical for Fawcett Lab 101.
Making a spreadsheet to upload all your chemicals at once and replace everything that exists

5. To add more chemicals to make your chemical list, repeat the steps when you click on Add Chemical.
   a. To make a spreadsheet for your chemicals, right click on Spreadsheet for Uploads and click on Save Target As.

   b. You will see the image below.
c. Save the file as an Excel Spreadsheet
d. The spreadsheet will appear with the actual inventory, sample inventory, and inventory instructions.
e. You will see the following images below.

Actual Inventory:
Sample Inventory:

<table>
<thead>
<tr>
<th>Chemical Name</th>
<th>Chemical Concentration</th>
<th>Container Size</th>
<th>Container Number</th>
<th>Chemical Amount</th>
<th>Units</th>
<th>Chemical Owner</th>
<th>Chemical State</th>
<th>Container Type</th>
<th>Hazard Type</th>
<th>Storage Pressure</th>
<th>Storage Temperature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ethanol</td>
<td>64-17-5</td>
<td>1</td>
<td>1</td>
<td>10.1</td>
<td>ml</td>
<td>PI Last PI Liquid</td>
<td>Pure</td>
<td>Ambient</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ethene</td>
<td>74-85-1</td>
<td>3</td>
<td>1</td>
<td>3.1</td>
<td>ml</td>
<td>PI Last PI Liquid</td>
<td>Pure</td>
<td>Ambient</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Xylene</td>
<td>1030-20-7</td>
<td>1.2</td>
<td>1</td>
<td>1.2 gal</td>
<td>gal</td>
<td>PI Last PI Liquid</td>
<td>Pure</td>
<td>Ambient</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Methanol</td>
<td>67-56-1</td>
<td>0.4</td>
<td>3</td>
<td>1.2 oz</td>
<td>oz</td>
<td>PI Last PI Liquid</td>
<td>Pure</td>
<td>Ambient</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1-Octanol</td>
<td>111-67-5</td>
<td>12</td>
<td>5</td>
<td>6 gal</td>
<td>gal</td>
<td>PI Last PI Liquid</td>
<td>Pure</td>
<td>Ambient</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sodium Hydroxide</td>
<td>1310-73-2</td>
<td>5</td>
<td>2</td>
<td>10 kg</td>
<td>kg</td>
<td>PI Last PI Solid</td>
<td>Pure</td>
<td>Ambient</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nitrogen</td>
<td>7727-39-8</td>
<td>50</td>
<td>1</td>
<td>50 ft3</td>
<td>ft3</td>
<td>PI Last PI Gas</td>
<td>Pure</td>
<td>Above Am</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Acetone</td>
<td>67-64-1</td>
<td>55</td>
<td>3</td>
<td>165 gal</td>
<td>gal</td>
<td>PI Last PI Liquid</td>
<td>Pure</td>
<td>Ambient</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Acetone</td>
<td>9012-36-6</td>
<td>100</td>
<td>3</td>
<td>300 g</td>
<td>g</td>
<td>PI Last PI Solid</td>
<td>Pure</td>
<td>Ambient</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Inventory Instructions:

1. Compiled by: Jan Spahn on May 2003
2. PI Phone #: (949) 824-xxxx
3. Department: EH&S
4. Filled by: 4th
5. Lab Phone #: (949) 824-xxxx
6. Column A: Chemical_Name [Text] - The name of the chemical
7. Column B: Chemical_Concentration [Number] - The chemical concentration, if pure (i.e., 100%) then leave blank
8. Column C: CAS [xxxx-xx-xx] - Chemical Abstract Substance Number
9. Column D: Container_Size [Number] - The size of the container containing the chemical
10. Column E: Container_Number [Number] - The number of containers in the room
11. Column F: Chemical_Amount [Number] - Total amount on hand
12. Column G: Units [Text] - Select from the following options:
   a. ml = cubic milliliter
   b. g = gram
   c. gal = gallon
   d. kg = kilogram
   e. L = liter
   f. lbs = pounds
   g. m3 = cubic meter
   h. mg = milligram
   i. mL = milliliter
   j. oz = ounce
   k. pints = pints
   l. ton (English) = english ton
   m. ton (metric) = metric ton
A. For the chemical list on the home page, you have other options other than Add Chemical such as Print, Upload, and Change Room.

B. When you click on print, the image below should appear.
   a. Enter the report title and click on Generate PDF.

   b. When you click Generate PDF, the image below will appear.

   c. Follow the instructions. You have 3 options: click on Open PDF, Acrobat Reader, or Cancel.
d. When you click on PDF, the image below should appear. For example, Octanol was used as the chemical for the list.

<table>
<thead>
<tr>
<th>Chemical</th>
<th>CAS</th>
<th>Container Size</th>
<th>Amount Unit</th>
<th>Building</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>octanol</td>
<td>111-97-5</td>
<td>gal</td>
<td></td>
<td>Fawcett Lab</td>
<td>101</td>
</tr>
</tbody>
</table>

e. When you click on Acrobat Reader, make sure Acrobat Reader is downloaded on to your computer.

C. Back to ‘Your Chemicals’ on the home page:

D. When you click on Upload, the image below appears.
a. Click on browse and select the excel file of your Inventory List.

![Choose file dialog]

b. Upload the file.
c. A page will pop up. It should look like the image below.

| Row | Chemical_Name | Chemical_Concentration | CAS | Container_Size | Container_Number | Chemical_Amount | Units | Chemical_Owner | Chemical_Physical
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Ethanol</td>
<td>64-17-5</td>
<td>1.0</td>
<td>100</td>
<td>100</td>
<td>1</td>
<td>PI Last, PI First, MI</td>
<td>Liquid</td>
<td></td>
</tr>
</tbody>
</table>

Row upload status: OK

Upload Failed: Required Field Chemical has no value

Row 2
Upload Failed: Required Field Chemical has no value

Row 3
Upload Failed: Required Field Chemical has no value

Row 4
Upload Failed: Required Field Chemical has no value

Row 5
Upload Failed: Required Field Chemical has no value

Row 6
Upload Failed: Required Field Chemical has no value

Row 7

<table>
<thead>
<tr>
<th>Row</th>
<th>Row</th>
<th>Row</th>
<th>Row</th>
<th>Row</th>
<th>Row</th>
<th>Row</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>Row upload status: OK</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Upload Failed: Required Field Chemical has no value

Row 2
Upload Failed: Required Field Chemical has no value

Row 3
Upload Failed: Required Field Chemical has no value

Row 4
Upload Failed: Required Field Chemical has no value

Row 5
Upload Failed: Required Field Chemical has no value

Row 6
Upload Failed: Required Field Chemical has no value

Row 7
Upload Failed: Required Field Chemical has no value

d. Close the page

e. Then click Home on the File Upload page.
f. The Home page will appear.
g. From the example below, you can see that there are now 2 chemicals in Fawcett Lab Room 101 instead of 1 chemical.

- Click on the room where you added the chemical(s)
- A list of chemicals will appear. For example, Ethanol was added from the excel file on to the chemical list for Fawcett Lab Room 101. On the left side of the page under All Locations, you can see that there are a total of 2 chemicals for Fawcett Lab Room 101.
- Repeat these steps above to add more chemicals to your list on the website.
E. When you want to change a room, click on the chemical you want the room changes for and click on Change Room. For example, Ethanol for Fawcett Lab Room 101 was selected to change the room to another room.

a. The image below will appear.
b. Type in the room you want to change the room to and then click on Search. For example, fawcett lab was entered in and then clicked Search.

c. A list of rooms will appear.
d. Click on the icon to select a new Room. For example, Room 103 was chosen.
e. The image below will appear.

f. Follow the directions.

    g. Click the refresh button on the home page.
h. The room change should be completed. For example, Ethanol was changed from Fawcett Lab Room 101 to Room 103.

i. Click on the room that the chemical was changed to, if you want to check it. For example, Clicking Fawcett Lab Room 103 will show me Ethanol, which means the room change was successful.
The sample spreadsheet

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
<th>J</th>
<th>K</th>
<th>L</th>
<th>K</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemical Name</td>
<td>Chemical Concentration</td>
<td>CAS</td>
<td>Container Size</td>
<td>Container Number</td>
<td>Chemical Amount</td>
<td>Units</td>
<td>Chemical Owner</td>
<td>Chemical Physical State</td>
<td>Container Type</td>
<td>HazMat Type</td>
<td>Storage Pressure</td>
<td>Storage Temperature</td>
</tr>
</tbody>
</table>

The following fields in the Inventory Excel Worksheet must be filled-in as indicated for the system to upload successfully:

<table>
<thead>
<tr>
<th>Excel Column</th>
<th>Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Chemical Name [Text] - The name of the chemical</td>
</tr>
<tr>
<td>B</td>
<td>Chemical Concentration [Number] - The chemical concentration, if pure (i.e., 100%) then leave blank</td>
</tr>
<tr>
<td>C</td>
<td>CAS [xxx-xx-x] = Chemical Abstract Substance Number (if none exists leave blank)</td>
</tr>
<tr>
<td>D</td>
<td>Container Size [Number] - The size of the container containing the chemical</td>
</tr>
<tr>
<td>E</td>
<td>Container Number [Number] - The number of containers in the room</td>
</tr>
<tr>
<td>F</td>
<td>Chemical Amount [Number] - Total amount on hand. (for multiple containers, the Typical Container Size x Number of Containers)</td>
</tr>
<tr>
<td>G</td>
<td>Units [Text] - Select from the following options:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Use These Abbreviations</th>
<th>For These Units</th>
<th>Use These Abbreviations</th>
<th>For These Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ft³ = cubic feet</td>
<td>oz = ounce</td>
<td></td>
<td></td>
</tr>
<tr>
<td>g = gram</td>
<td>pints = pints</td>
<td></td>
<td></td>
</tr>
<tr>
<td>gal = gallon</td>
<td>ton (English) = english ton</td>
<td></td>
<td></td>
</tr>
<tr>
<td>kg = kilogram</td>
<td>ton (metric) = metric ton</td>
<td></td>
<td></td>
</tr>
<tr>
<td>L = liter</td>
<td>cm³ = cubic centimeter</td>
<td></td>
<td></td>
</tr>
<tr>
<td>lbs = pounds</td>
<td>ug = microgram</td>
<td></td>
<td></td>
</tr>
<tr>
<td>m³ = cubic meter</td>
<td>ul = microliter</td>
<td></td>
<td></td>
</tr>
<tr>
<td>mg = milligram</td>
<td>fl oz = fluid ounces</td>
<td></td>
<td></td>
</tr>
<tr>
<td>mL = milliliter</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Chemical Owner
- The individual responsible for the item. Typically this is the Principal Investigator or Responsible Party (Last, First, MI)

### Chemical Physical State
- The chemical’s Physical State. Select from the following options:
  - Solid
  - Liquid
  - Gas

### Container Type
- Select from the following options:
  - Bag
  - Box
  - Can
  - Cylinder
  - Fiber Drum
  - Glass Bottle
  - Plastic Bottle
  - Plastic/Nonmetallic Drum
  - Steel Drum

### HazMat Type
- Select from the following options:
  - Pure
  - Mixture

The following fields are optional:

#### Storage Pressure
- Select from the following options.
  - Ambient
  - Above Ambient
  - Below Ambient

#### Storage Temperature
- Select from the following options.
  - Ambient
  - Above Ambient
  - Below Ambient
  - Cryogenic