



Chemical Inventory Database Training
Environmental Health & Safety Division
Chemical Safety Office



Module 1: Introduction

INTRODUCTION TO THE CHEMICAL INVENTORY DATABASE



This training module should take no more than 10 minutes to complete.

Chemical Safety Office
Environmental Health & Safety Division
1405 Goss Lane, CI-1001
Augusta, Georgia 30912



EHSA Chemical Inventory Database
On Site Systems Inc.
23 N. Gore Suite 200
St Louis, Missouri 63119

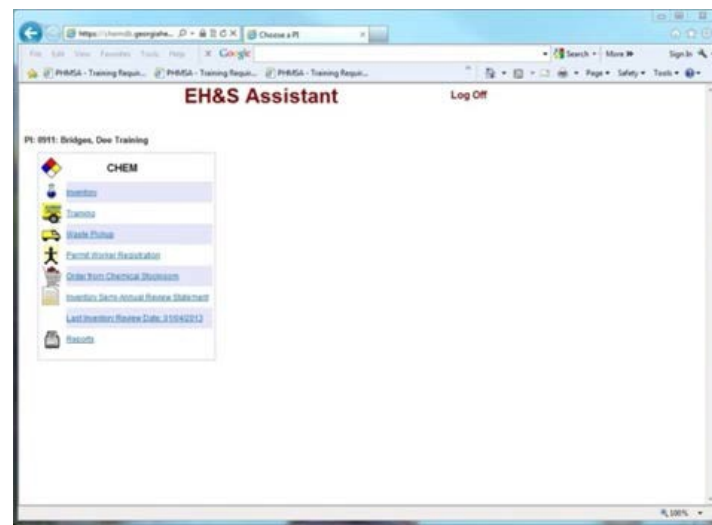
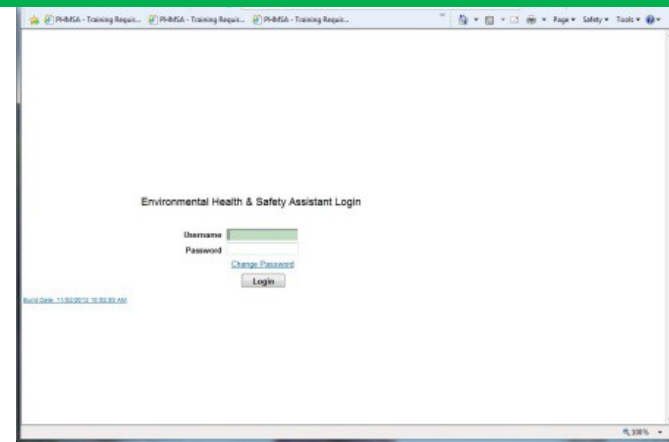
Training Objectives & Agenda

In this training module you will learn:

1. The components of the database and their purpose
2. How to access the software and change passwords
3. How to navigate within the program
4. Who to contact for technical support

Topics to be covered include:

1. Purpose of the Chemical Inventory Database
2. Application & Access
3. Technical Support Resources
4. Database Main Menu Options
5. Basic Navigation & Other Commands
6. Chemical Safety Office Staff Contacts



Purpose of the Software

Regulatory Compliance & Management Tool

There are several Federal, state, and local laws that establish the basis and the standards for managing and monitoring hazardous chemicals from the moment they arrive at a facility until they are consumed in process or disposed as hazardous waste. Management standards include handling, storage, inventory, transport, and disposal functions and operations.

In an effort to meet regulatory requirements, the Environmental Health & Safety Division (EH&S) worked with an outside contractor to develop a software package that could incorporate all of the elements needed to achieve compliance.

At our chemical users request, we included a Web based application for managing chemical inventories, requesting hazardous waste pickups, producing hazardous waste container labels, and managing other chemical safety functions and operations.

Application & Access

Application:

All areas where chemicals are used and/or stored are required to participate in regulatory compliance efforts, and use the Chemical Inventory software for managing chemical inventories and hazardous chemical wastes.

The Chemical Inventory Database is designed to collect, store, maintain, and manage an avalanche of data for use in compiling reports for our chemical users, institutional decision makers, and federal, state, and local regulators

Access:

Access to the Database is provided by the Chemical Safety Office. For more information contact the CSO at 706-721-2663.

Technical Support

Software support is provided by:

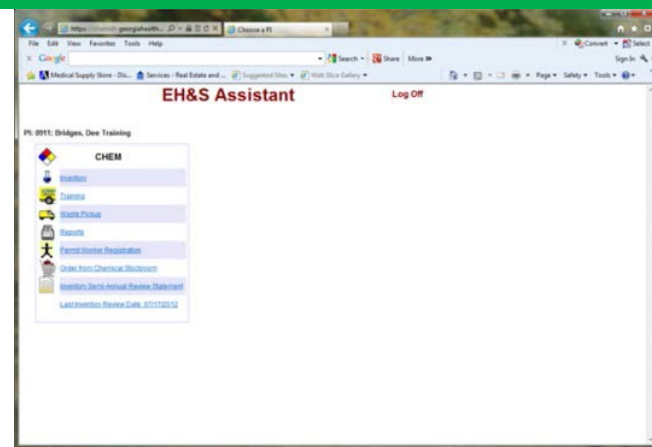
Environmental Health & Safety Division [EH&S]

Chemical Safety Office

Phone: (706)721-2663

Fax: (706)7219844

Web: <http://www.augusta.edu/services/ehs/chemsafe/>



Hardware & Network support is provided by:

Technology Services

Help Desk

Phone: (706)721-4000

Fax: (706)721-7296

E-mail: ITService@augusta.edu

Web: <http://www.augusta.edu/its/help/>



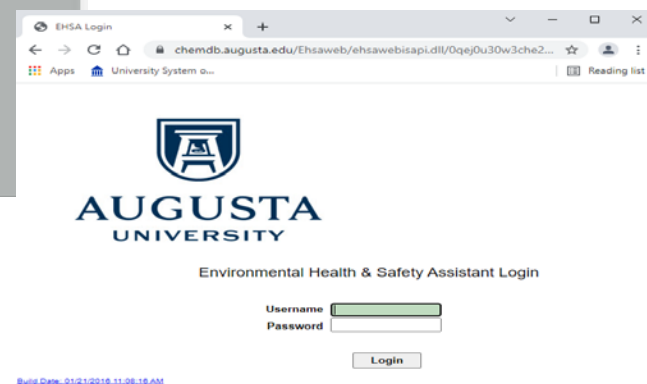
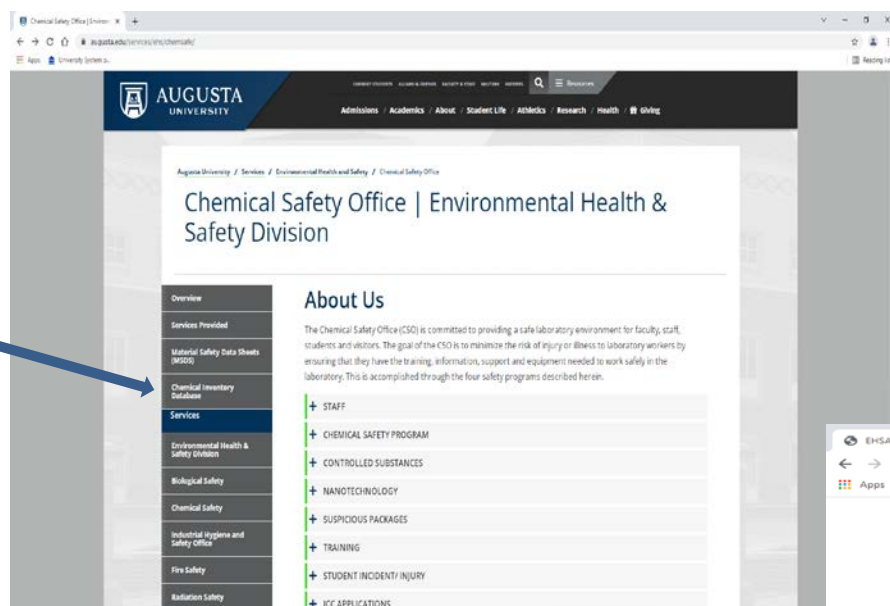
Web Link to the Database

A link to the program is provided on the Chemical Safety Office web page at:

<http://www.augusta.edu/services/ehs/chemsafe/>

Click on
“[Chemical Inventory
Database](#)”

On the left side of the
page under (SDS)

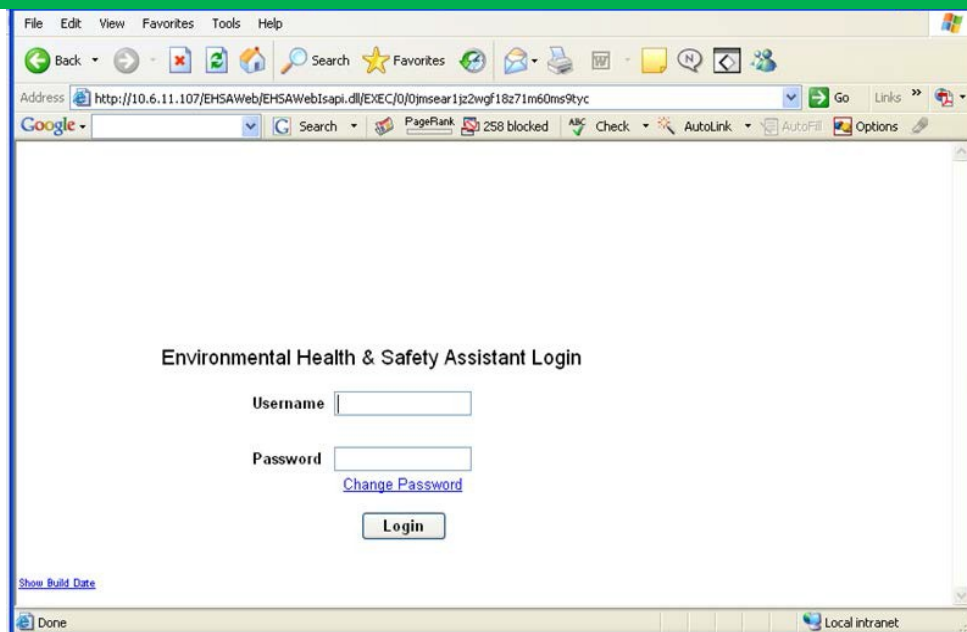


EH&S Login Window

This is your EH&S Assistant login window:

- Type in your designated **User Name**.
- <Tab> to the Password field and type in your designated **Password**.
- Then click on [**LOGIN**].
- This will log you onto the system and take you to the Main Menu.

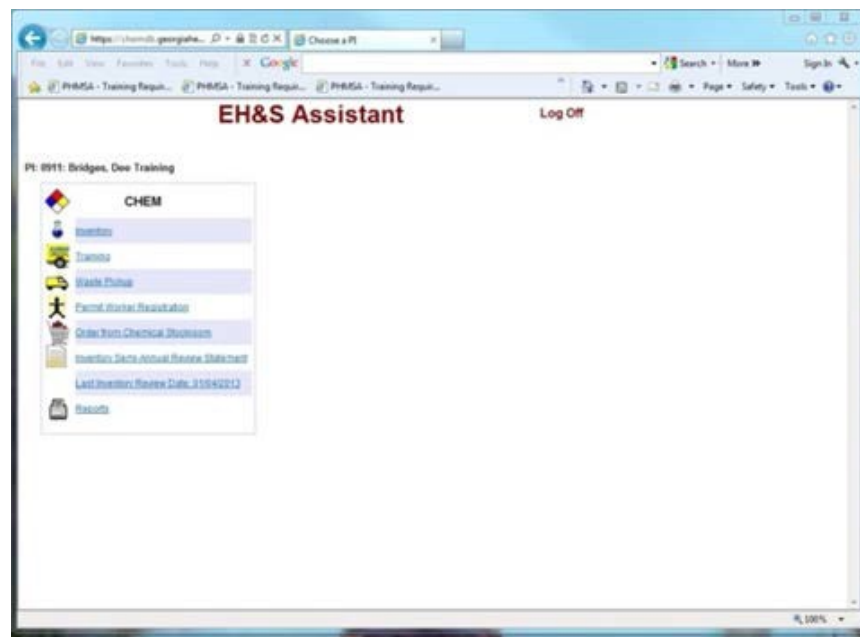
The Chemical Safety Office grants database access. Users can login with university username and password.



Main Menu Choices

In the Main Menu, you have seven choices that perform the following functions:

1. **Inventory** – View, print, or update your Chemical Inventory, preview/print a Chemical Fact Sheet for each chemical in your inventory, add Hazardous Waste Streams and print Satellite Accumulation Container labels
2. **Training** – View your staff training records
3. **Waste Pickup** – Request a chemical waste pickup from the Chemical Safety Office and produce a label for the waste container.
4. **Permit Worker Registration** – Request to have a worker added to your lab
5. **Order from Chemical Stockroom** – View list of Chemicals in Exchange Stockroom and request delivery for any item listed.
6. **Inventory Semi-Annual Review Statement** – Certify that your chemical inventory has been updated as required – completed in January and July of every calendar year.
7. **Reports** – View or print select reports that have been added at our user's request



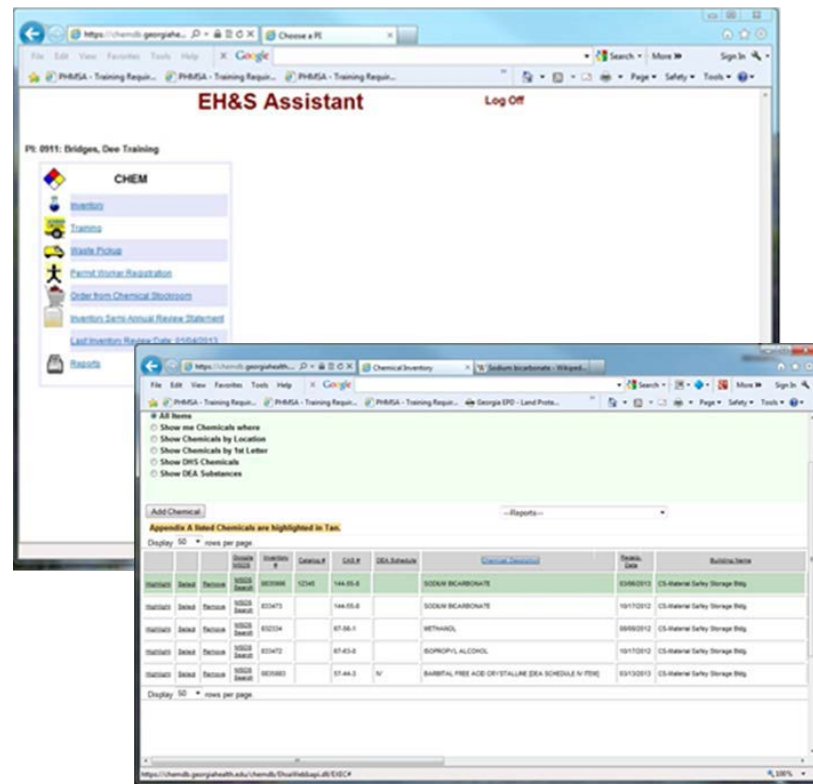
To Exit the program – Click on **[Log Off]**

Navigation Commands

The Internet Explorer web browser menu bar does not function once you have opened the program.

Basic Command items:



1. Click on the Menu item name to enter the application: Inventory, Training, etc.
2. Do not use the Windows Internet Explorer Menu [i.e., File, Edit, View, Favorites, Tools, Help, etc.] it does not work inside the inventory program
3. A Menu Bar appears at the top of the screen in each Main Menu Application. Commands are bold and in Red at the top of the Main Menu Screen to Log off, go back to the Main Menu, and go back to the previous window.
4. Click on **<Log Off>** to exit the program
5. Click on **<Main Menu>** to go back to the Main Menu for program module selection.
6. Click on **<Back>** in the Main Menu Bar to go back to the previous screen.

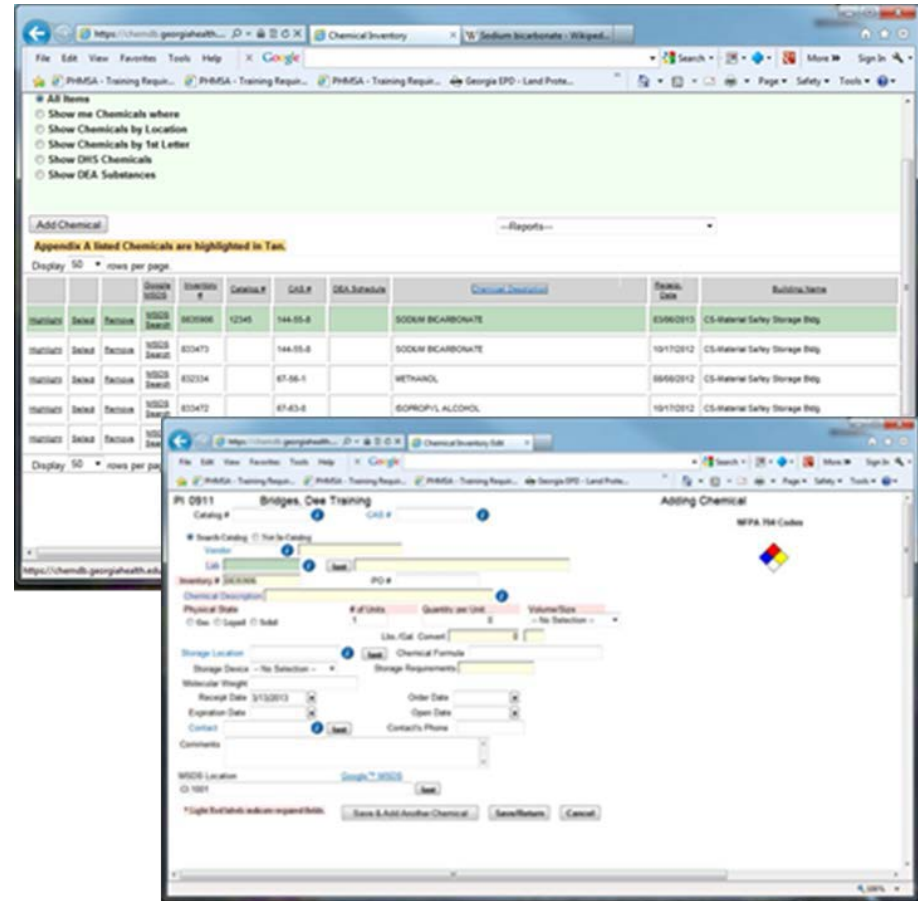


You will use the commands in the blue menu bar that is at the top of each window to navigate from one screen to the next or execute commands.

Other Commands

Other command items will be:

1. Words in **“Blue”** or **“Red”** font color, sometimes underlined, indicating a command is executed when clicking on the word.
2. An **arrow at the right end of a field indicating pick list**
3. **Selection button**, such as a radio button or check box where you will click to mark a selection,
4. **Menu bar**, or Button 
5. A question mark **[?]** or icon  indicating a search engine following the respective field is executed when clicking on the icon or question mark.



The top screenshot displays a web browser window with the URL 'https://chemlib.georgiahealth...'. The page title is 'ChemicalInventory'. It features a navigation menu with options like 'Show me Chemicals where', 'Show Chemicals by Location', 'Show Chemicals by 1st Letter', 'Show DHS Chemicals', and 'Show DEA Substances'. Below the menu is a table of chemicals. The table has columns for Stock #, CAS #, DEA Status, Chemical Name, Purity, and Storage Location. The table contains several rows of data, including Sodium Bicarbonate and Methanol.

The bottom screenshot shows a detailed form for adding a chemical. The form includes fields for 'Caching #', 'CAS #', 'Inventory #', 'PO #', 'Chemical Description', 'Physical State', 'Storage Location', 'Storage Requirements', 'Revised Date', 'Expiration Date', 'Order Date', 'Open Date', 'Contact', and 'Comments'. There are also buttons for 'Add Chemical', 'Save & Add Another Chemical', 'Save/Return', and 'Cancel'.

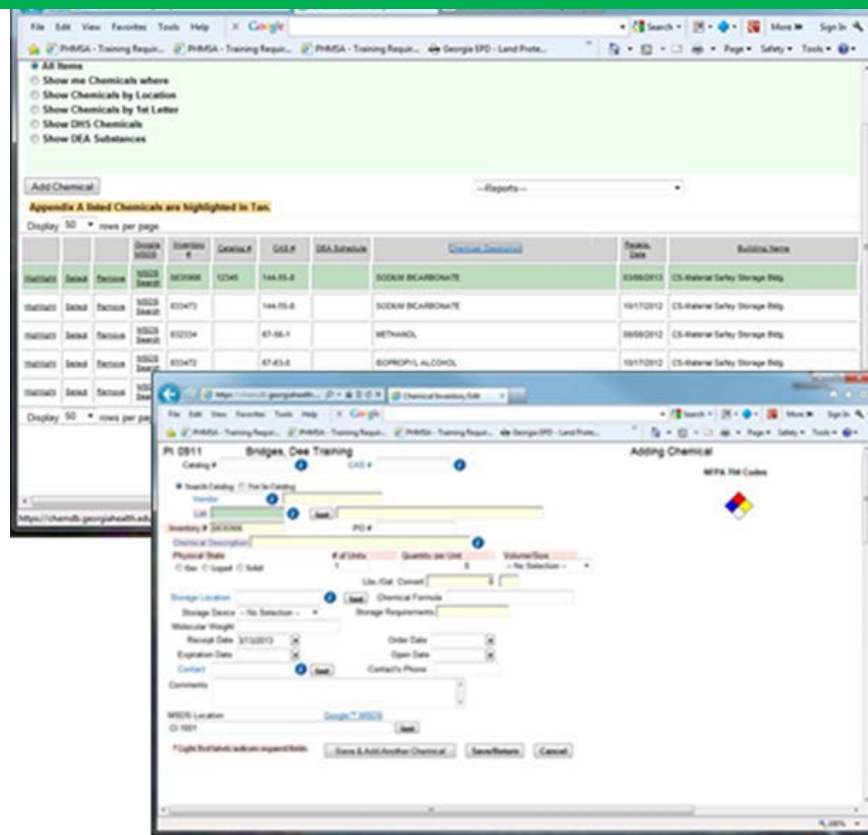
Basic Windows Navigation

1. Basic Windows Navigation is not explained in this training.
2. Training modules are provided for each menu item, including specific navigation commands unique to each application.
3. It is assumed that you have an understanding of basic Windows Functions.

Please close the program by clicking on the “Log Off” in the upper right corner of any screen to exit the program when you are finished working

Time-Out System

The program has a built-in time-out system that will cause the program to shut down when it has been idle for an extended period of time. If the time-out system is activated, your computer may lock up, requiring you to reboot the system.



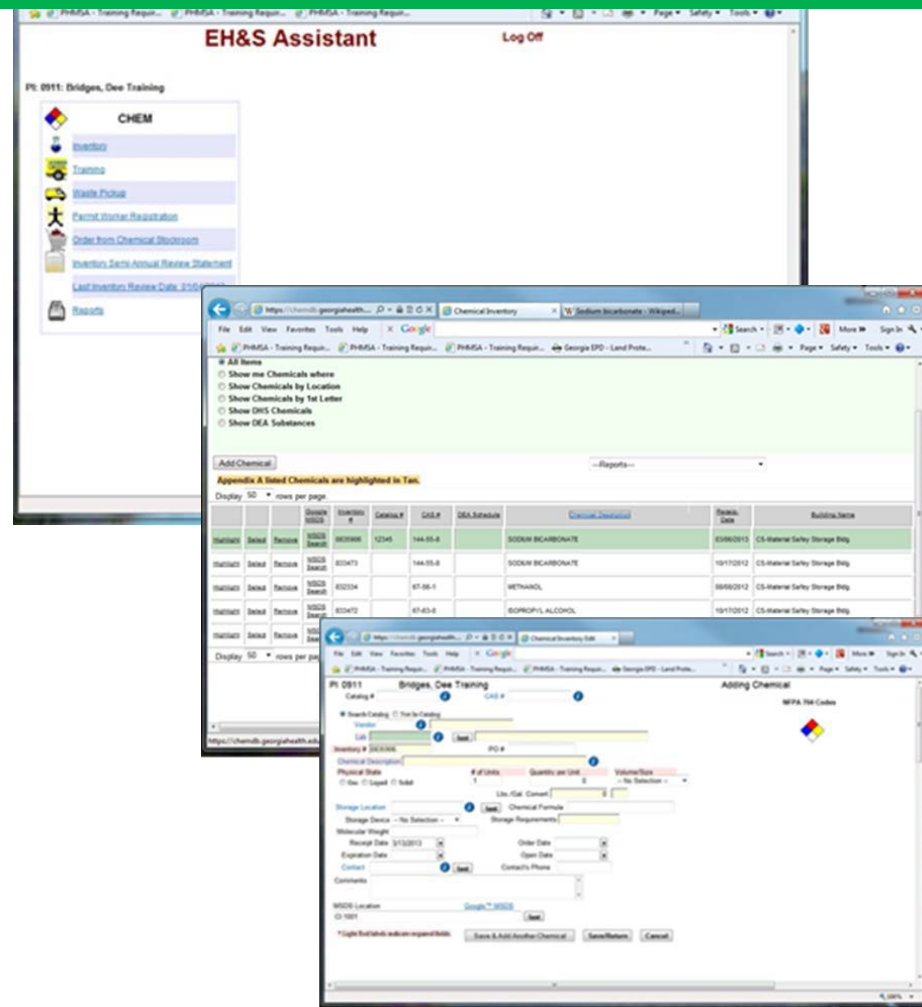
Conclusion

The Chemical Inventory Database is multi-functional:

The Database was designed to support institutional regulatory compliance issues, and was also designed to meet the needs of the chemical users.

All chemical users are required to participate in the institutional chemical and hazardous waste management programs. This software package makes that participation easier.

For More Information, Access, or Assistance call the Chemical Safety Office at 1-2663, email CHEMSAFETY@augusta.edu, FAX 1-9844



The image displays three overlapping screenshots of the EH&S Assistant software interface. The top screenshot shows the main dashboard with a sidebar menu and a header area. The middle screenshot shows a table of chemical inventory data with columns for various identifiers and storage locations. The bottom screenshot shows a detailed form for adding a new chemical, with fields for name, quantity, and storage location.

Inventory #	Chemical #	QTY #	QTY #	QTY #	QTY #	QTY #	QTY #	QTY #	QTY #
1010002	SODIUM CARBONATE	12345	144.05-L						1010002
1010003	SODIUM CARBONATE	101473	144.05-L						1010003
1010004	METHANOL	81234	87.96-L						1010004
1010005	BOROPROPYL ALCOHOL	87432	87.43-L						1010005