

# Environmental Health & Safety

## Chemical Safety Assistant

### Table of Contents

Contacts and How to Report an Issue.....	2
Log into the Chemical Safety Assistant .....	3
Adding Chemical Inventory .....	4
Editing Chemical Inventory .....	8
Deleting Chemical Inventory.....	9
Delegating Access of Your Chemical Inventory.....	10
Transferring Chemical Inventory .....	11
Approving of a Chemical Inventory Item Transfer .....	14
Denying of a Chemical Inventory Item Transfer .....	16
Safety Data Sheets (SDS).....	18
Setting up and Using the Chemical Kits .....	18
Update My Lab Room Locations .....	19
Update Who has Access to my Chemical Inventory .....	19
Transferred My Chemical Inventory to another Researcher .....	19
Download and Print My Chemical Inventory .....	20
Reports.....	21

## Contacts and How to Report an Issue

For questions or issues pertaining to the EHS Chemical Safety Assistant, please contact the following:

*Environmental Health and Safety*

Janisue Coleman

Chemical Hygiene Officer II

[janisue.jones@okstate.edu](mailto:janisue.jones@okstate.edu)

[chemicalsafety@okstate.edu](mailto:chemicalsafety@okstate.edu)

## Log into the Chemical Safety Assistant

You must request access to the EHS Chemical Safety Assistant by completing the request form found on the EHS website (<https://ehs.okstate.edu/online-chemical-inventory.html>). Once this form has been submitted and processed by the EHS office you will be contacted.

### Online Chemical Inventory

This is the entry point for the OSU online chemical inventory program.

[LOGIN HERE.](#)

You must register and be granted access to this protected site. To request access, fill out the [Request Form](#) and mail it to the EHS Hazard Communication Coordinator, or fax it to 405-744-7148. [Click here](#) for instructions on how to use the Online Chemical Inventory. In addition, the [Chemical Inventory Spreadsheet](#) can be used to organize your chemical inventory list before entering the information. Please keep in mind that this spreadsheet cannot be uploaded into the system, it is simply a tool used to gather the necessary information to complete an accurate inventory. If you are having problems using the Chemical Safety Assistant, contact the EHS office at 405-744-7241.

Please follow the instructions below in order to log into the EHS Chemical Safety Assistant.

1. From the Environmental Health & Safety website (<https://ehs.okstate.edu/>) you can click on the link “Chemical Safety Assistant” under the heading “Popular Links”.

### Popular Links

[Chemical Safety Assistant](#)

[EHS Forms](#)

[Chemical and Material Removal](#)

[Request Forms](#)

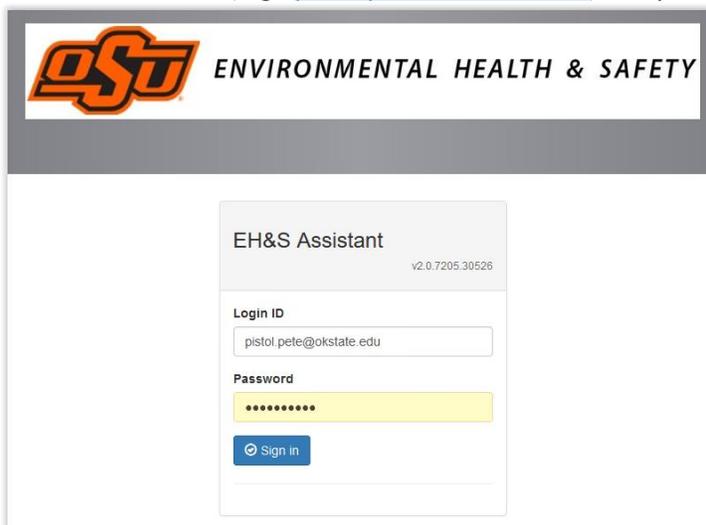
2. From the “Online Chemical Inventory” webpage you can click on “Login Here” in order to access the EHS Chemical Safety Assistant.

### Online Chemical Inventory

This is the entry point for the OSU online chemical inventory program.

[LOGIN HERE.](#)

3. Log into the EHS Chemical Safety Assistant (<https://chemical-inventory.okstate.edu/>) with your OSU email address (e.g., [pistol.pete@okstate.edu](mailto:pistol.pete@okstate.edu)) and your OSU password.



OSU ENVIRONMENTAL HEALTH & SAFETY

EH&S Assistant  
v2.0.7205.30526

Login ID  
pistol.pete@okstate.edu

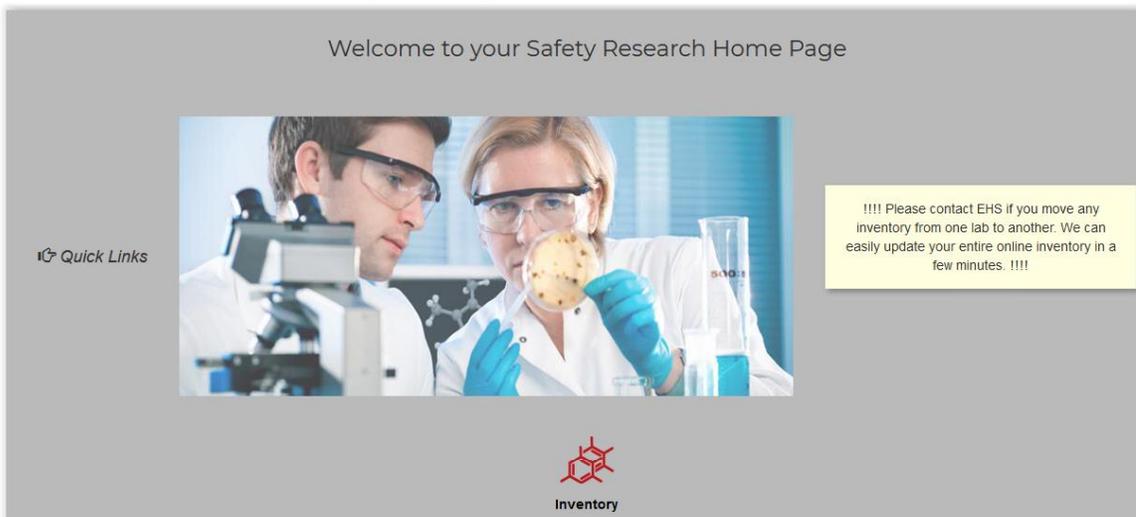
Password  
\*\*\*\*\*

Sign in

## Adding Chemical Inventory

In order to add a chemical inventory item to your appropriate chemical permit, please follow the instructions below:

1. From the main screen, click on [Inventory].

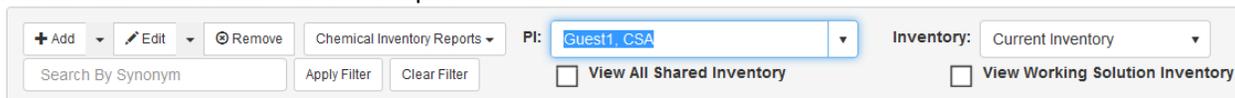


2. Next, under the section “Chemical Inventory”, click on [Quick Chemical Entry].

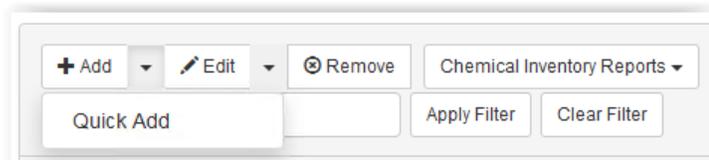


Quick Chemical Entry  
Chemical Inventory Verification  
Removal of Chemical from PI's Inventory  
Chemical Inventory Review Statement

3. If you are administrating a chemical inventory on behalf of a researcher, please ensure you have the correct PI selected in the PI dropdown menu.



4. Next, you can click on either [Add] or [Quick Add].
  - a. [Add] – generally used chemical entry, allows for details pertaining to the chemical entry.
  - b. [Quick Add] – provide a quick chemical entry without the detailed associated with the chemical entry.



5. You may look up a chemical inventory item by the following:
  - a. Chemical description
  - b. CAS #
  - c. By chemicals already in your chemical catalog

6. Next, complete the following sections, as appropriate, which pertain to the chemical inventory item.
  - a. PI (required)
  - b. Permit # (required)

- c. Chemical name (required)
- d. CAS# (required)
- e. # of Units (required)
- f. Physical State (required)
- g. Qty per Unit (required)
- h. Volume/Size (required)

i. Lab/Location (required)

Vendor Information	Location & Storage Information
Vendor <input type="text"/>	*Lab / Location <input type="text"/>
Catalog # <input type="text"/>	Storage Location <input type="text"/>
	Sub-Storage Location <input type="text"/>
	Storage Device <input type="text"/>
	Storage Requirements <input type="text"/>

j. Receipt Date (optional)

k. Open Date (optional)

Dates	
Receipt Date <input type="text" value="1/17/2017"/>	Order Date <input type="text"/>
Expiration Date <input type="text"/>	Open Date <input type="text"/>
Last Inventory Date <input type="text"/>	

Hazard Information	
Chemical Formula <input type="text"/>	Molecular Weight <input type="text"/>
<u>NFPA 704 Codes</u>	
Health <input type="text"/>	Flame <input type="text"/>
Reactivity <input type="text"/>	Physical Hazards Associated With Chemical <input type="text"/>
	Primary Hazard <input type="text"/>

**SDS Information & Documentation**

**Chemical Documentation**

+ Add   Edit   Archive Row   View Document / File   View Archived

Upload Date ▼	Expiration Date	Document / File Name	Chemical Catalog

SDS URL

**Contact Information**

Contact  ▼

Phone #

Email

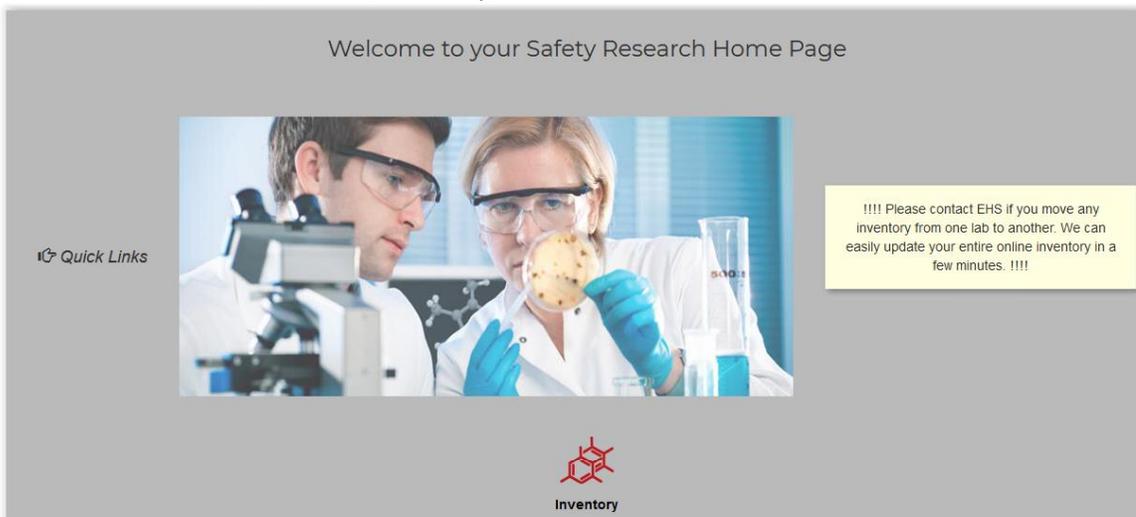
**Comments**

7. Click [Save].

## Editing Chemical Inventory

You may at any time edit your current chemical inventory by following the instructions below.

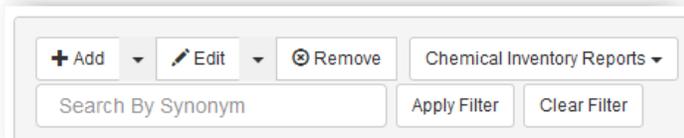
1. From the main screen, click on [Inventory].



2. Next, click on [Quick Chemical Entry].



3. Next, search for the chemical inventory item to edit, select the inventory item, and click [Edit].

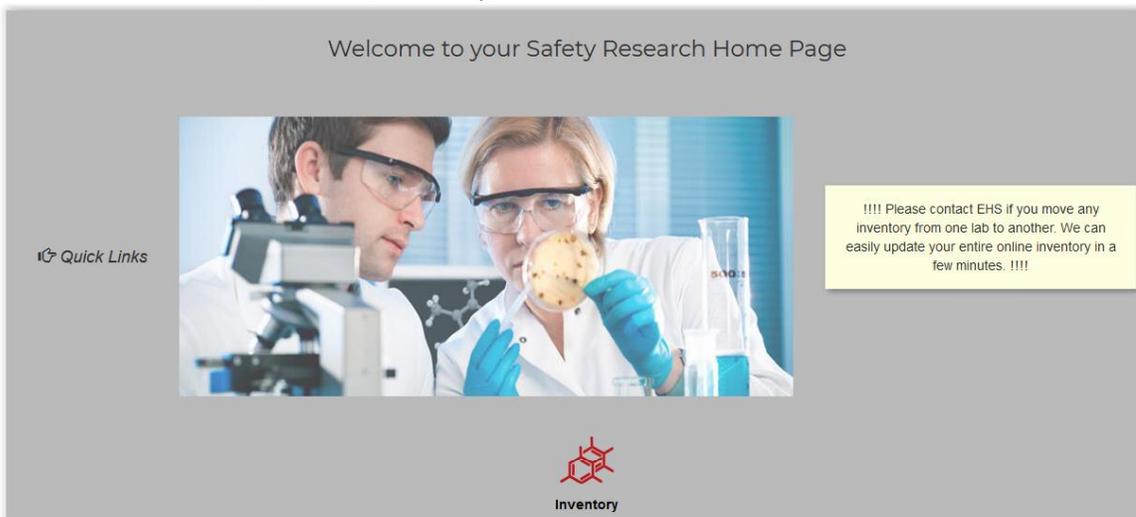


4. Proceed to update the chemical inventory item and click [Save].

## Deleting Chemical Inventory

You may delete a chemical inventory item from your inventory by following the instructions below.

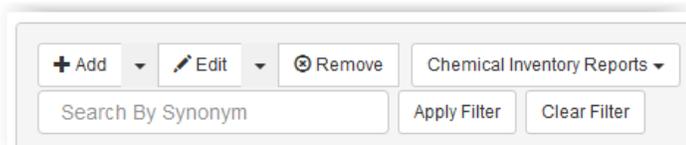
1. From the main screen, click on [Inventory].



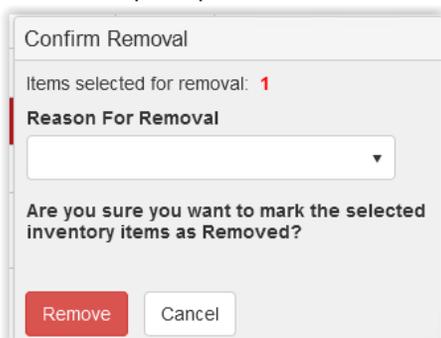
2. Next, click on [Quick Chemical Entry].



3. Next, search for the chemical inventory item to delete, select the inventory item, and click [Remove].



4. You will be prompted for a reason for the removal.

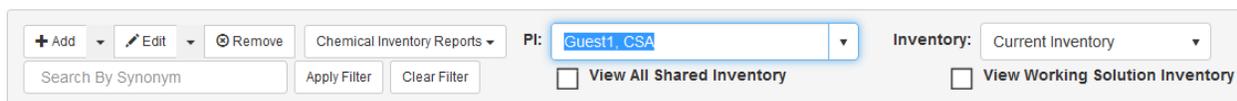


5. Select a Reason for Removal and click [Remove].

## Delegating Access of Your Chemical Inventory

You must contact Environmental Health & Safety in order to request access to another researcher's chemical inventory or in order to grant other individuals access to your chemical inventory.

If you have been specifically granted access to one or more researcher's chemical inventory it is important that you pay specific attention to who's chemical inventory you are accessing and updating. Please ensure you have the correct "PI" selected when adding/editing/deleting chemical inventory.



The screenshot shows a user interface for managing chemical inventory. At the top, there are three buttons: '+ Add', 'Edit', and 'Remove'. Below these is a search bar labeled 'Search By Synonym' and two buttons: 'Apply Filter' and 'Clear Filter'. To the right, there is a dropdown menu for 'PI' with 'Guest1\_CSA' selected. Further right is another dropdown menu for 'Inventory' with 'Current Inventory' selected. At the bottom, there are two checkboxes: 'View All Shared Inventory' and 'View Working Solution Inventory', both of which are currently unchecked.

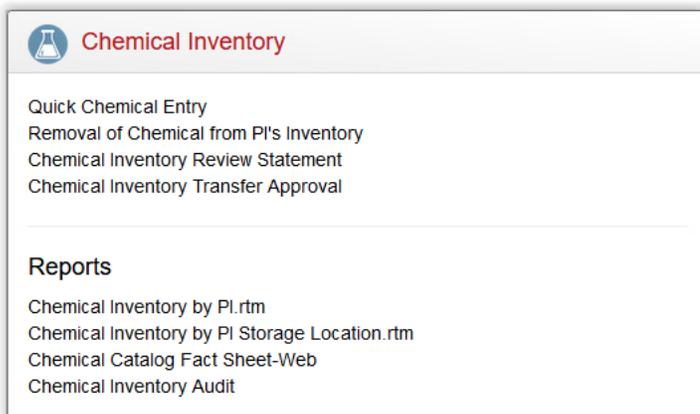
## Transferring Chemical Inventory

Researchers may request a chemical inventory item from another researcher within the same department by following the instructions below.

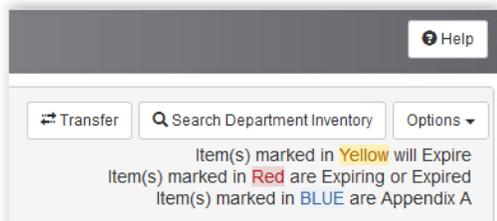
1. Sign into the EHS Chemical Safety Assistant.
2. You may transfer chemical inventory by first clicking on “Inventory”.



3. Next, on the Chemical Inventory screen click on “Quick Chemical Entry”.



4. In the upper right-hand corner click on the button [Search Department Inventory].



- From the screen, Search Departmental Chemicals, you will be able to search through your department's chemical inventory.

Search Departmental Chemicals (Animal and Food Sciences)

Search By Chemical Description  Search
  Search By Chemical CAS #  Search

Drag a column header and drop it here to group by that column

Inventory #	Chemical Description	Cas #	# of Units	Qty per Unit	Volume / Size	Building	La

- Once you have located a chemical inventory item you wish to obtain, click on the blue transfer icon  in order to send an email to the researcher which has the inventory item.

Search By Chemical Description  Search
  Search By Chemical CAS #  Search

↑ PI ×

Inventory #	Chemical Description	Cas #	# of Units	Qty per Unit	Volume / Size	Building
0044222	SODIUM SULFITE	7757-83-7	1	1	LBS	
0044223	SODIUM BISULFATE MONOHYDRATE	10034-88-5	1	100	G	

- You can see who the chemical inventory item belongs to in the location has outlined in the screen below.

Search By Chemical Description  Search
  Search By Chemical CAS #  Search

↑ PI ×

Inventory #	Chemical Description	Cas #	# of Units	Qty per Unit	Volume / Size	Building
0044222	SODIUM SULFITE	7757-83-7	1	1	LBS	
0044223	SODIUM BISULFATE MONOHYDRATE	10034-88-5	1	100	G	

8. Next, you will need to complete the chemical transfer request screen with your receiving lab and any comments to the researcher. For researchers with multiple labs, please ensure you have the correct lab room selected before proceeding. Click on the button [Request Transfer].

Request Chemical Transfer

<b>Researcher</b>		<b>Inventory #</b>	0044222
<b>Email</b>	@okstate.edu	<b># of Units</b>	1
<b>Phone</b>		<b>Qty per Unit</b>	1 LBS
<b>Location</b>		<b>Chemical Description</b>	SODIUM SULFITE

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**Receiving PI**  **Permit**

**Receiving Lab**

**Email CC:**

**Reply To:**

**Additional Comments**

9. Once the request has been submitted you will receive the prompt shown below. Click [OK].

Request Submitted.

10. Both you and the researcher will receive an email from [chemicalsafety@okstate.edu](mailto:chemicalsafety@okstate.edu) containing the chemical inventory item transfer request.

The following chemical has been requested for transfer.

SODIUM SULFITE  
0044222

Receiving PI:

4H BLDG-45:105

Requested By:

Requester Comments:

Please visit your Chemical Inventory to approve or deny this request.

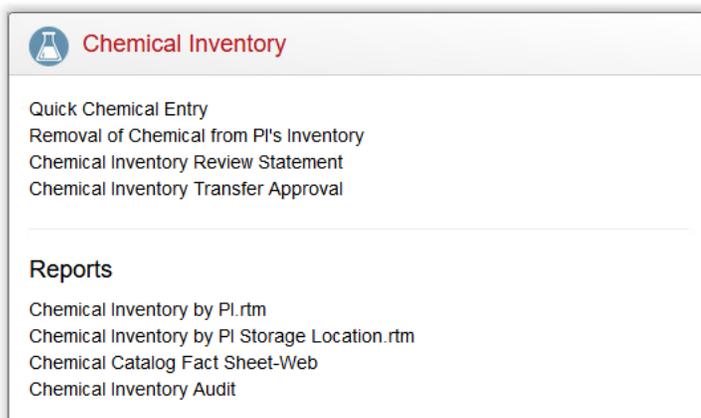
## Approving of a Chemical Inventory Item Transfer

You may approve of a chemical transfer by following the instructions below:

1. When you receive a chemical inventory transfer request notice in your email inbox.
2. Sign into the EHS Chemical Safety Assistant.
3. You may transfer chemical inventory by first clicking on “Inventory”.



4. Next, on the Chemical Inventory screen click on “Chemical Inventory Transfer Approval”.



5. Next, you will notice a list of pending chemical transfer requests. Please review the request information (i.e., requested researcher and transfer to location). Click on [Approve].

	Transfer status	Chemical Description	Transfer From	Transfer To
<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/>	Pending	Inventory #: 0044218 SODIUM PHOSPHATE DIBASIC		
<input type="checkbox"/> <input type="checkbox"/>	Pending	Inventory #: 0044218 SODIUM PHOSPHATE DIBASIC		
<input type="checkbox"/> <input type="checkbox"/>	Pending	Inventory #: 0044222 SODIUM SULFITE		

6. Next, you will be asked to confirm the transfer. Click on [Yes].

Confirm: 0044218, SODIUM PHOSPHATE DIBASIC

Approve Transfer Request. Proceed?

No Yes

7. Once the transfer is complete you will receive a prompt. Click [OK].

Transfer Successful!

OK

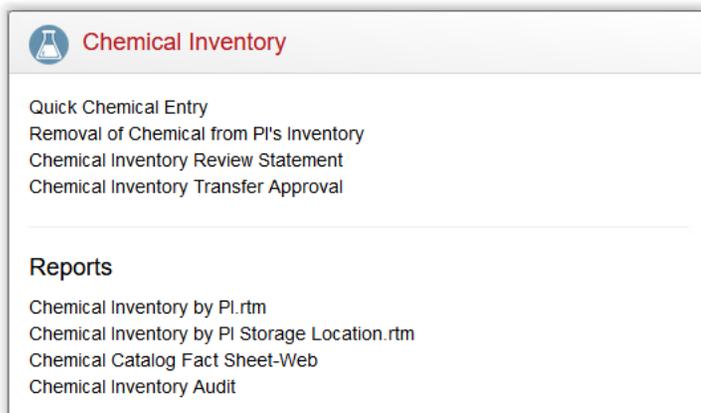
8. Both the researcher and the requestor will receive an email confirming the approved transfer request.

## Denying of a Chemical Inventory Item Transfer

1. When you receive a chemical inventory transfer request notice in your email inbox.
2. Sign into the EHS Chemical Safety Assistant.
3. You may transfer chemical inventory by first clicking on “Inventory”.



4. Next, on the Chemical Inventory screen click on “Chemical Inventory Transfer Approval”.



9. Next, you will notice a list of pending chemical transfer requests. Please review the request information (i.e., requested researcher and transfer to location). Click on [Deny].

EHS Inventory / Transfer Request				
	Chemical Owner: <input type="text"/>	<input type="button" value="Open Requests"/>	<input type="checkbox"/> Closed Requests	
	Transfer status	Chemical Description	Transfer From	Transfer To
<input type="button" value="Approve"/> <input type="button" value="Deny"/>	Pending	Inventory #: 0044218 SODIUM PHOSPHATE DIBASIC		
<input type="button" value="Approve"/> <input type="button" value="Deny"/>	Pending	Inventory #: 0044218 SODIUM PHOSPHATE DIBASIC		
<input type="button" value="Approve"/> <input type="button" value="Deny"/>	Pending	Inventory #: 0044222 SODIUM SULFITE		

10. Next, you will be asked to confirm the denied transfer. Click on [Yes].

Confirm: 0044218, SODIUM PHOSPHATE DIBASIC

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Deny Transfer Request. Proceed?

11. Once the transfer has been denied you will receive a prompt. Click [OK].

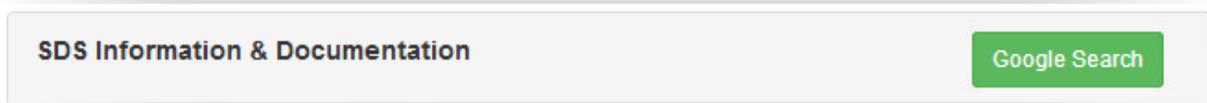
Transfer successfully denied.

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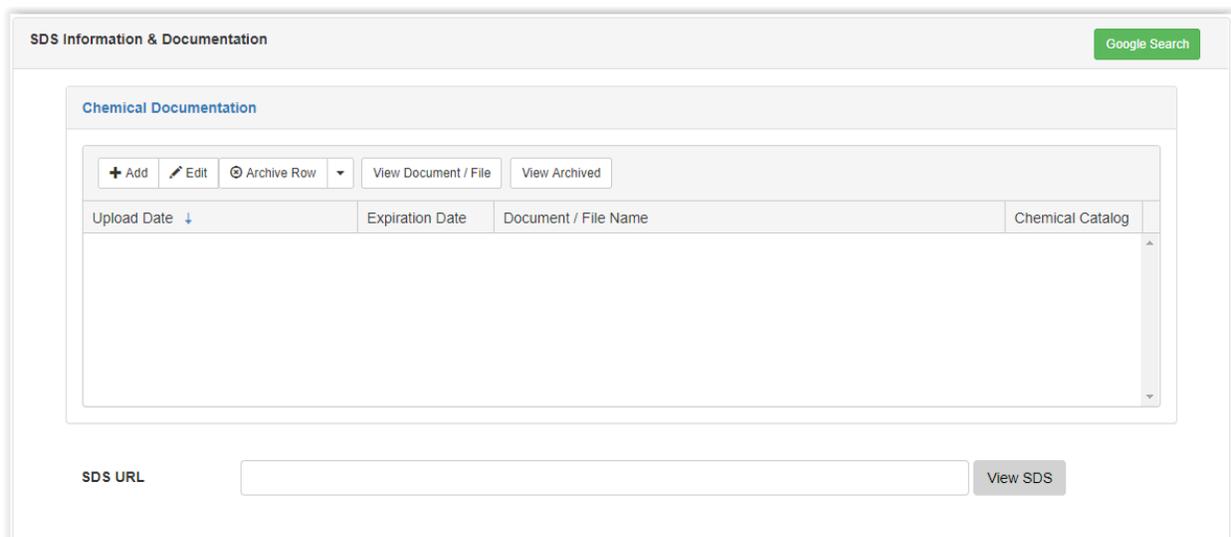
12. Both the researcher and the requestor will receive an email confirming the denied transfer request.

## Safety Data Sheets (SDS)

You can search for an appropriate SDS within the Chemical Safety Assistant by clicking on the [Google Search] button found within the chemical inventory item.



Once appropriate SDS information has been located you may link it to the chemical inventory item found here.



## Setting up and Using the Chemical Kits

Chemical kits are a kit that is made up of multiple individual components (i.e. chemicals, mixtures, water) put together for a specific purpose or need. Kits are usually single-use and only have the required amount of the components needed.

Chemical kits can be identified by the briefcase icon when you are viewing your chemical inventory list.

chemical kit 1



Please contact Environmental Health & Safety in order to have a chemical kit setup for you. Once setup by EHS personnel, you will be able to search for and add the chemical kit to your inventory.

### Update My Lab Room Locations

If you change lab room locations, you can request updates/corrections to your lab rooms in the EHS Chemical Safety Assistant by emailing the EHS Chemical Safety Assistant contact or [chemicalsafety@okstate.edu](mailto:chemicalsafety@okstate.edu).

### Update Who has Access to my Chemical Inventory

Updates to who may access and administrate your chemical inventory can be submitted to the EHS Chemical Safety Assistant staff by emailing the EHS Chemical Safety Assistant contact or [chemicalsafety@okstate.edu](mailto:chemicalsafety@okstate.edu).

### Transferred My Chemical Inventory to another Researcher

If you no longer require access to administrate your chemical inventory please contact the EHS Chemical Safety Assistant staff by emailing the EHS Chemical Safety Assistant contact or [chemicalsafety@okstate.edu](mailto:chemicalsafety@okstate.edu).

## Download and Print My Chemical Inventory

You can run a report in the EHS Chemical Safety Assistant which will allow you to have an electronic copy of your current chemical inventory.

1. From the main screen, click on [Inventory].

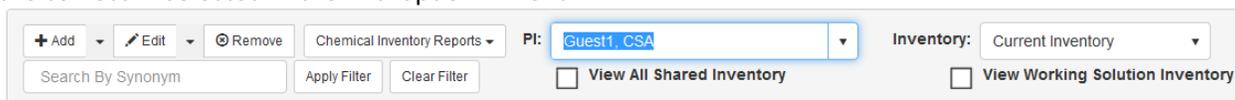


2. Next, under the section “Chemical Inventory”, click on [Quick Chemical Entry].

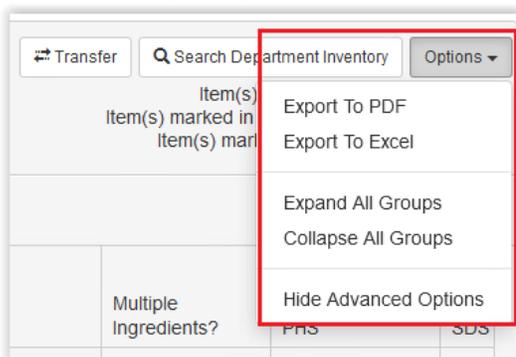


Quick Chemical Entry  
Chemical Inventory Verification  
Removal of Chemical from PI's Inventory  
Chemical Inventory Review Statement

3. If you are administrating a chemical inventory on behalf of a researcher, please ensure you have the correct PI selected in the PI dropdown menu.



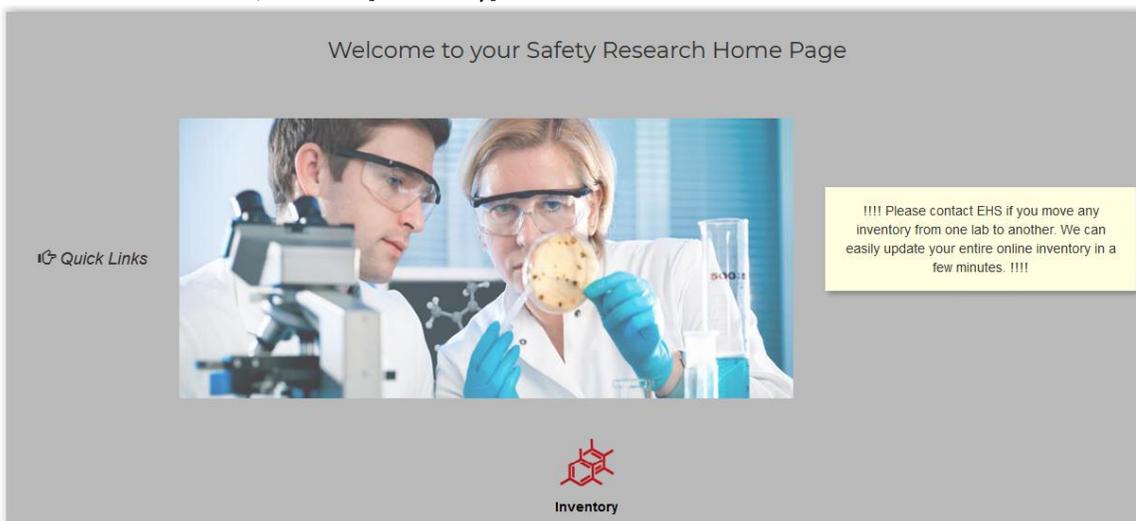
4. On the right-hand-side of the screen click on [Option] -> [Export to Excel]. This will allow you to download a copy of your chemical inventory in a Microsoft Excel format.



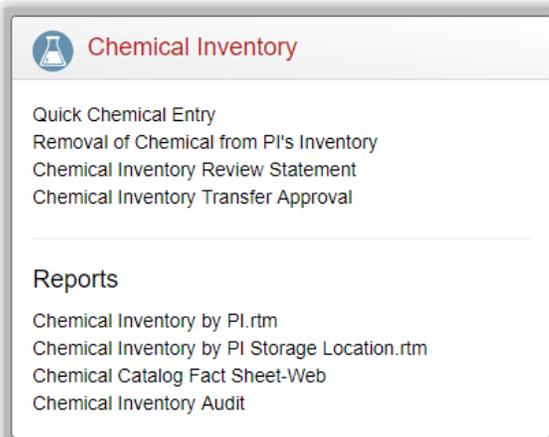
## Reports

There are a few chemical inventory reports you can run which may assist you in managing your chemical inventory. If you have need of a specific report please contact the EHS Chemical Safety Assistant staff and they can assist in this endeavor. Please follow the instructions below in order to run your chemical inventory reports.

1. From the main screen, click on [Inventory].



2. Next, under the section “Chemical Inventory”, you will notice the following reports for your usage.



- a. Chemical Inventory by PI
  - i. This report will display a list of all your chemical inventory.

8/22/2019		Chemical Inventory by PI				Oklahoma State University					
Chemical #	CAS_NUM	Inven. #	Chemical Description	BUILDING	LAB	Storage Location	Receipt Date	Rec. Qty.	Chem Unit	He Fl Re	Special

b. Chemical Inventory by PI Storage Location

- i. This report will display a list of your chemical inventory organized by the storage location.

8/22/2019		Chemical Inventory by PI				Oklahoma State University									
<u>Chemical #</u>	<u>CAS NUM</u>	<u>Inven. #</u>	<u>Chemical Description</u>	<u>BUILDING</u>	<u>LAB</u>	<u>Storage Location</u>	<u>Date</u>	<u>Receipt</u>	<u>Rec.</u>	<u>Chem</u>	<u>Qty.</u>	<u>Unit</u>	<u>Unit</u>	<u>He FI Re</u>	<u>Special</u>

c. Chemical Inventory Audit

- i. This report will display a Chemical Inventory Audit of your existing chemical inventory.

Oklahoma State University Environmental Health & Safety Division Chemical Safety Office Chemical Inventory Audit															
Date Performed : _____						Report Date: 8/23/2019				Page Number: 1					
Principal Investigator Information															
Authorized User :						Department:									
Permit Number :						Alternate Contact:									
Campus Address :						Office Phone:									
Office Phone:						Emergency Phone:									
Emergency Phone:						Department Manager:									
<u>Chemical Name</u>	<u>CAS Number</u>	<u>NFPA Rating</u>	<u>H F R Special</u>	<u>Avg. Storage Qty/Day</u>	<u>Units</u>	<u>Rec. Date</u>	<u>MSDS Available</u>	<u>Labeled/Stored Properly?</u>	<u>Web?</u>	<u>Paper?</u>	<u>N/A?</u>	<u>Y</u>	<u>N</u>	<u>Deleted?</u>	<u> </u>
FPSTLAB-22:104							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>