Environmental Health & Safety
Chemical Safety Assistant

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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
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
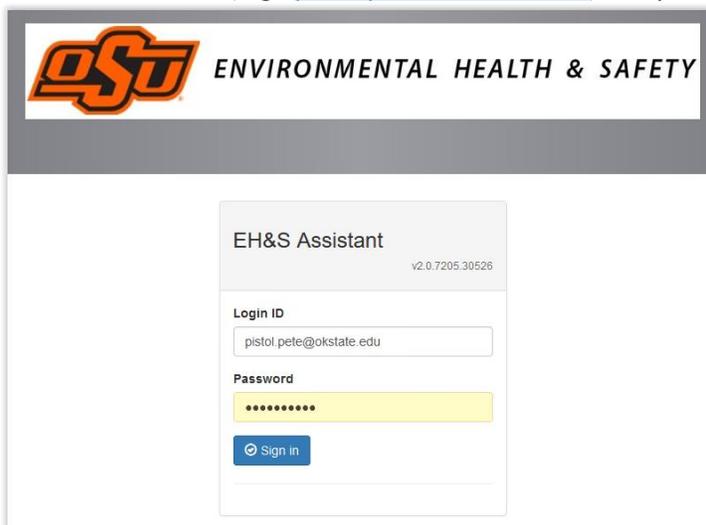
EHS Forms

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.

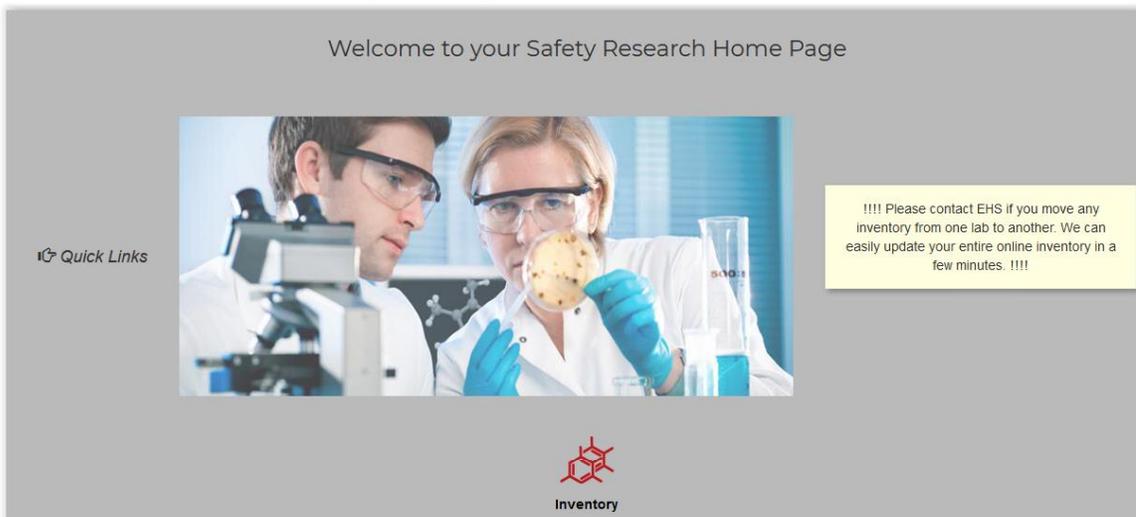3. Log into the EHS Chemical Safety Assistant (https://chemical-inventory.okstate.edu/) with your OSU email address (e.g., pistol.pete@okstate.edu) and your OSU password.

Adding Chemical Inventory

In order to add a chemical inventory item to your appropriate chemical permit, please follow the instructions below:
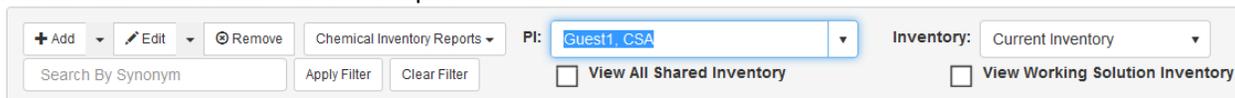
1. From the main screen, click on [Inventory].

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

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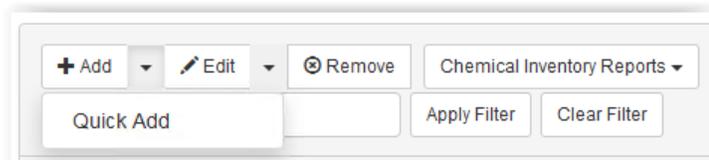
5. You may look up a chemical inventory item by the following:
   a. Chemical description
   b. CAS #
   c. By chemicals already in your chemical catalog

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

Vendor	[▼]
Catalog #	[ ]

Location & Storage Information

***Lab / Location**	[▼]
Storage Location	[▼]
Sub-Storage Location	[▼]
Storage Device	[▼]
Storage Requirements	[ ] [ ]

j. Receipt Date (optional)
k. Open Date (optional)

Dates

Receipt Date	1/17/2017	**Order Date**	[ ]
Expiration Date	[ ]	**Open Date**	[ ]
Last Inventory Date	[ ]		

Hazard Information

Chemical Formula	[ ]	**Molecular Weight**	[ ]

NFPA 704 Codes

Health	Flame	Reactivity	Physical Hazards Associated With Chemical	Primary Hazard
[blue]	[red]	[yellow]	[ ]	[ ]

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 [   ] [View] [Search]

Contact Information

Contact [▾]

Phone # [   ]

Email [   ]

Comments

[   ]

[Save] [Cancel]

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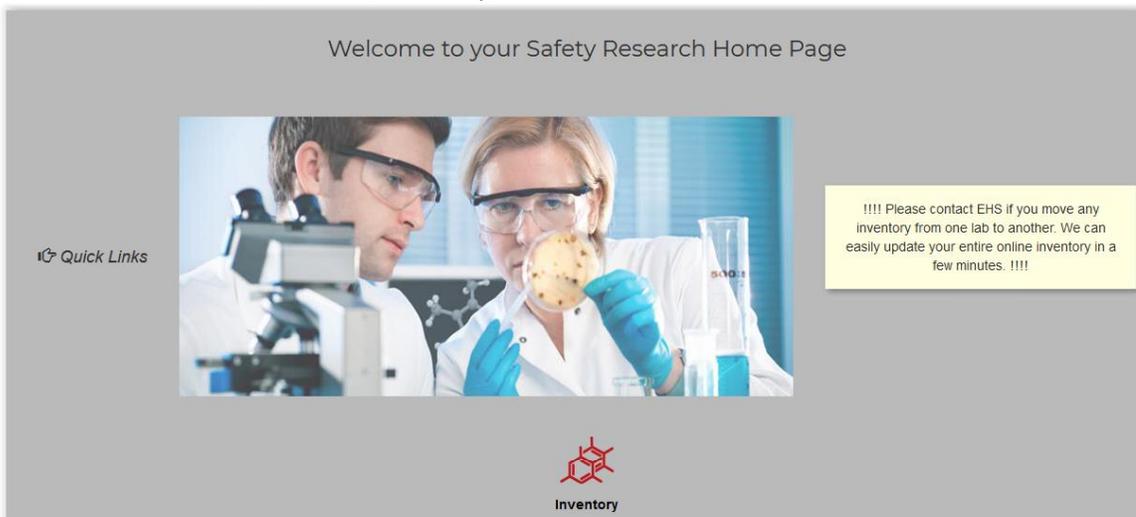
2. Next, click on [Quick Chemical Entry].

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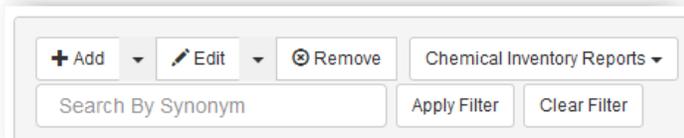
4. Proceed to update the chemical inventory item and click [Save].

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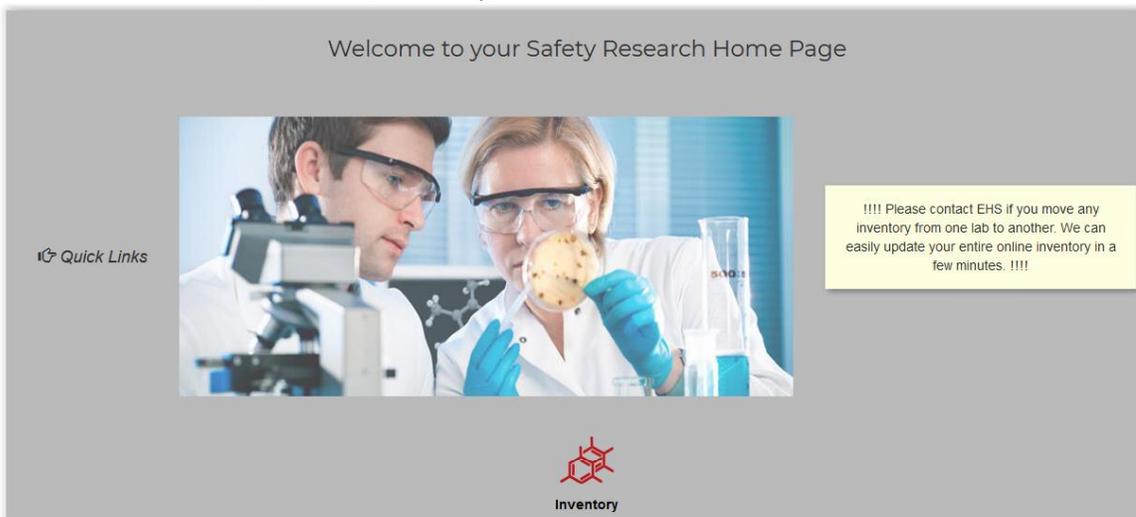
2. Next, click on [Quick Chemical Entry].

3. Next, search for the chemical inventory item to delete, select the inventory item, and click [Remove].
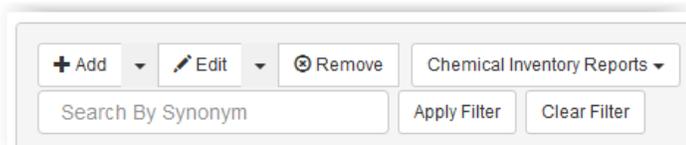
4. You will be prompted for a reason for the removal.
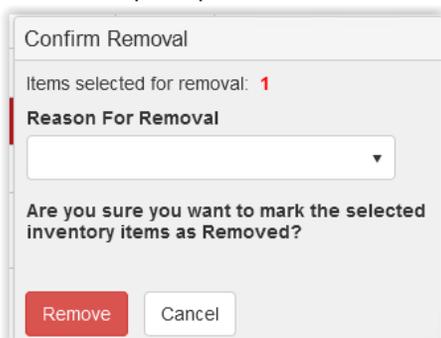
5. Select a Reason for Removal and click [Remove].

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.
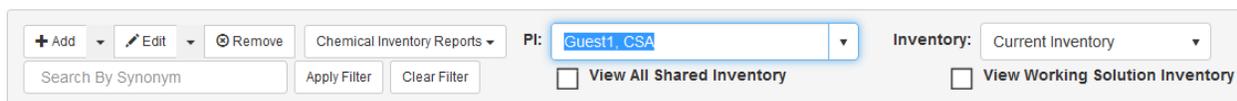
Transferring Chemical Inventory

Researchers may request a chemical inventory item from another researcher within the same department by following the instructions below.
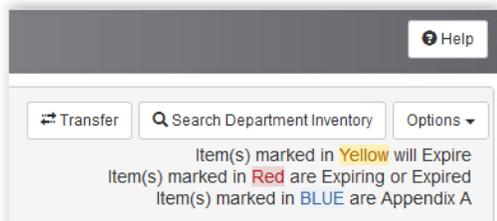
1. Sign into the EHS Chemical Safety Assistant.
2. You may transfer chemical inventory by first clicking on "Inventory".

3. Next, on the Chemical Inventory screen click on "Quick Chemical Entry".
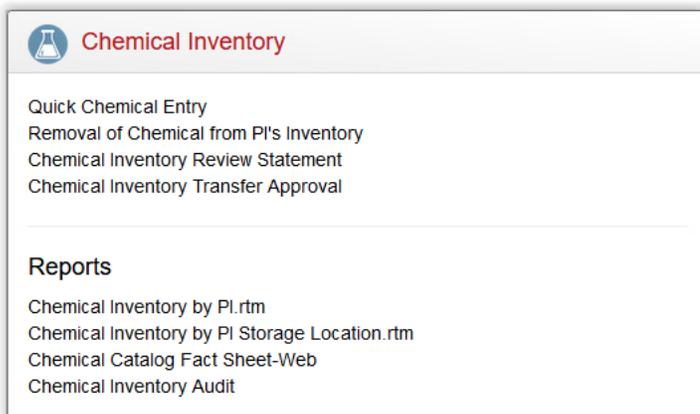
4. In the upper right-hand corner click on the button [Search Department Inventory].

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

6. 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.

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

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].

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

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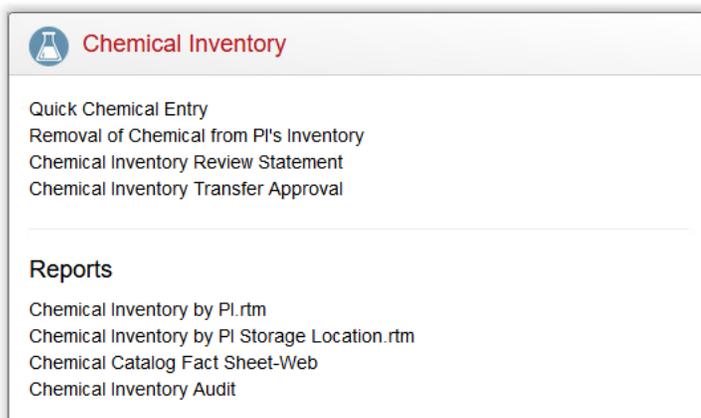
5. Next, you will notice a list of pending chemical transfer requests. Please review the request information (i.e., requested researcher and transfer to location). Click on [Approve].

	Transfer status	Chemical Description	Transfer From	Transfer To
Approve Deny	Pending	Inventory #: 0044218 SODIUM PHOSPHATE DIBASIC		
Approve Deny	Pending	Inventory #: 0044218 SODIUM PHOSPHATE DIBASIC		
Approve Deny	Pending	Inventory #: 0044222 SODIUM SULFITE		

Chemical Owner: ⌄   🔵 Open Requests   ☑ Closed Requests

⊗ Delete

EHSA   Inventory / Transfer Request

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].
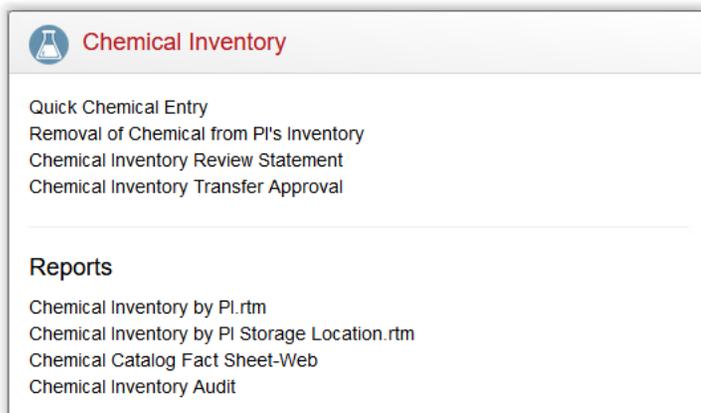
Transfer Successful! ✕

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].

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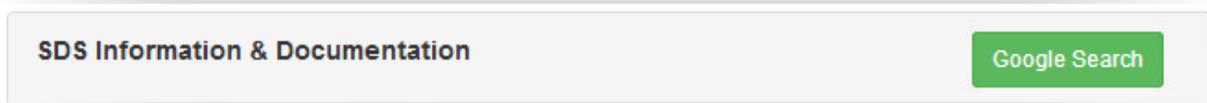

11. Once the transfer has been denied you will receive a prompt. Click [OK].

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.
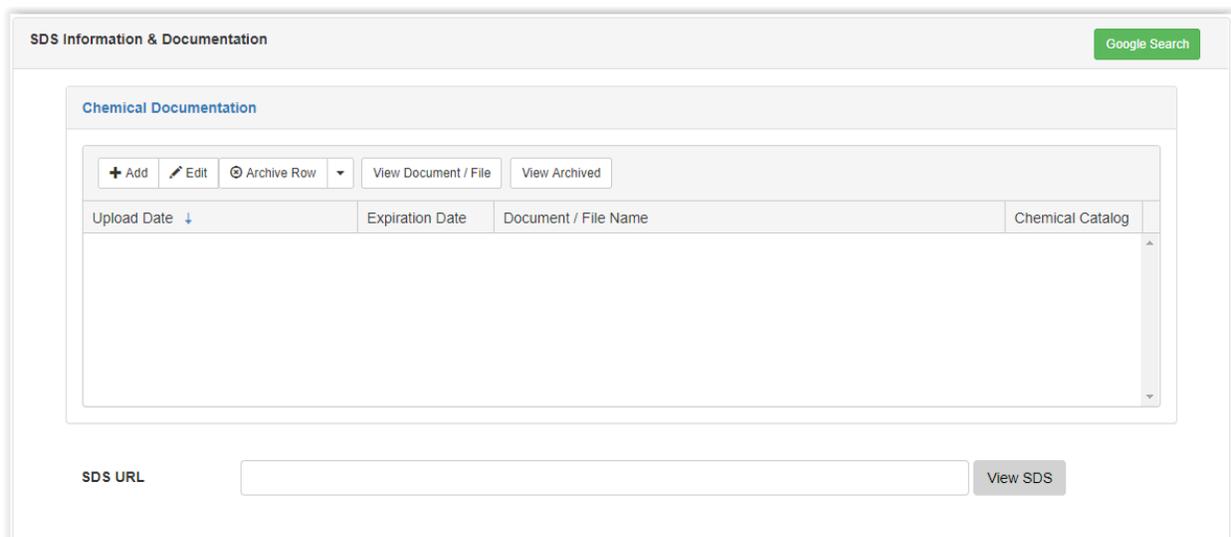
Setting up and Using the Chemical Kits

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.

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.

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.

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.

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.

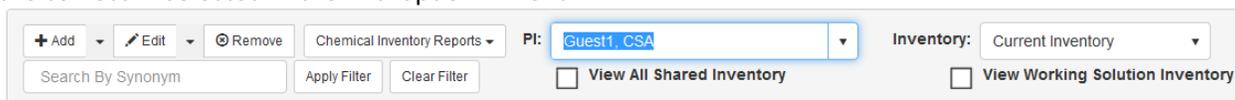1. From the main screen, click on [Inventory].

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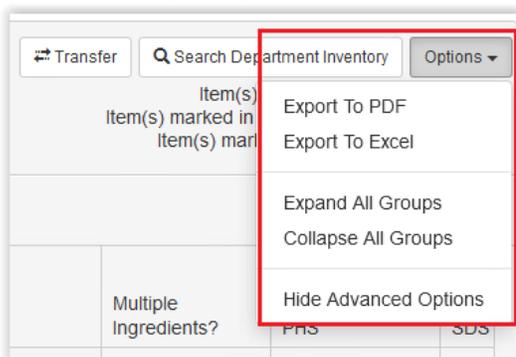

3. If you are administrating a chemical inventory on behalf of a researcher, please ensure you have the correct PI selected in the PI dropdown menu.


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].
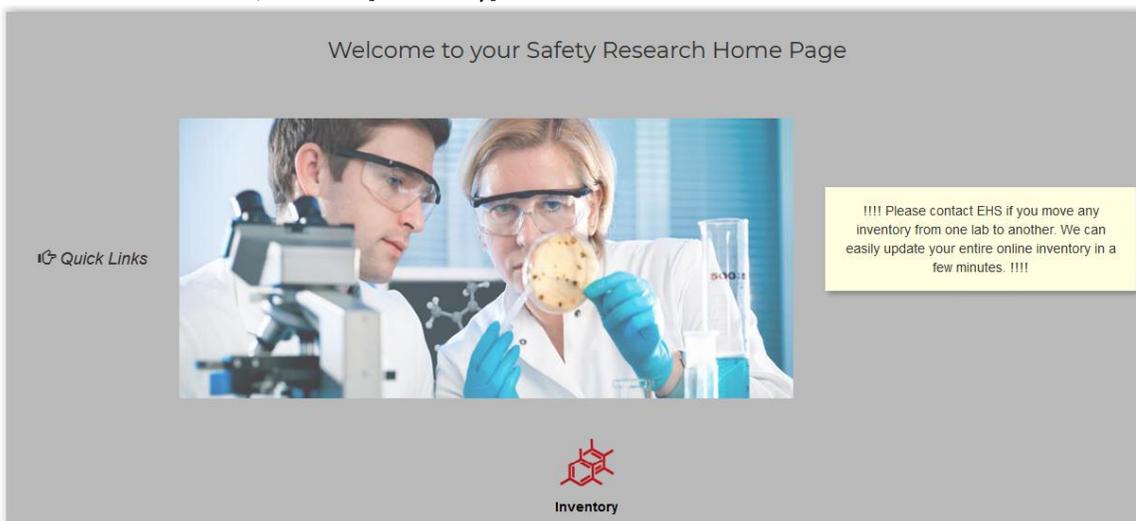
2. Next, under the section "Chemical Inventory", you will notice the following reports for your usage.
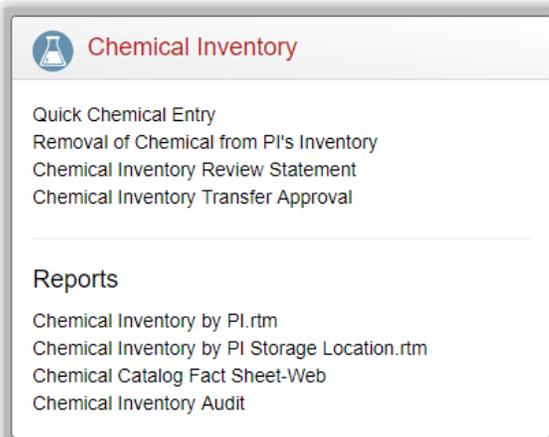
   a. Chemical Inventory by PI
      i. This report will display a list of all your chemical inventory.

b. Chemical Inventory by PI Storage Location
    i. This report will display a list of your chemical inventory organized by the storage location.

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