UAB's Chemical Inventory System

UAB maintains an online chemical inventory system to facilitate federal and state regulatory reporting (ex. Department of Homeland Security; EPA Tier II, Right to Know, etc.). In addition, the system fulfills an agreement with local emergency response agencies, allowing them to access information regarding possible chemical hazards in cases of emergency.

Chemicals Required To Be in the Inventory

All hazardous chemicals with an NFPA rating of a 2 or above need to be included in the laboratory's chemical inventory.

General rule of thumb to know if you should add a chemical or not: if a chemical container has any GHS pictorial indicating a hazard or the diamond on the chemical has a 2 or above in any section, it should be added to your chemical inventory.

Chemical Inventory Instructions

Please go to:
https://ims.healthsafe.uab.edu/4dcgi/ci/login:send:null

The page should look like this:

Login using your blazer ID and password. Unless you have access to more than one PI's inventory, you should come to a page that looks like this with the PI's name, the building room number and contact information. Information on this page may be edited by selecting the pencil next to the building name.

If you are authorized to enter inventory for more than one PI your page will look like this:

Choose your PI for whom you are entering the chemical inventory.

**Note: If you are doing the inventory for more than one PI, you do not have to logout and log back in to select a new PI. Simply select the Change PI option located at the top of the page. This will take you back to the page where you select your PI.

Please notice you have a search function under the PI's name. Depending on what you want to search for, please select CAS#, Chemical name or barcode, then in the search box enter that information.

If you have the chemical in your inventory it should appear with an amount and location (if entered).

On this page, you may now edit anything about the chemical, including changing the location, amount, units, ect., by selecting the the pencil icon, or delete them chemical by selecting the garbage can icon.

Additionally, on the front page, you may add rooms should the lab expand.

1. Select the Building where your lab is located from the drop down menu.

2. Enter the room # for which you are entering chemicals.

3. Enter the room contact listed on your emergency contact sheet on the room door.

4. Enter the room contact's phone #, cell phone is preferred.

5. Select the button marked Add Room.

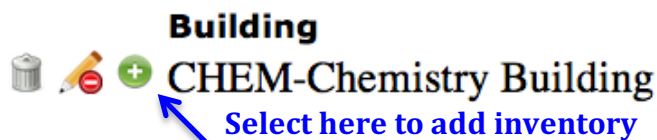The building, room #, contact name, and contact phone # should now be listed.

	Building	Room	Contact Name	Contact Phone	Has Material?	Shared?
🗑 ✏ ⊕	CHEM-Chemistry Building	161	TJ	205-934-0000	No	

At this point, under "has material?" should be no because no inventory has been entered into the new room. A check will appear if you share a room with another PI(s) once more than one PI's information has been entered for that room.

To the left of the building name, there should be three choices for new rooms (delete, edit, add item), or two choices if you already have an inventory (edit and add item). Delete (garbage can symbol), which will delete the entry. Edit (pencil symbol), which will allow you to edit any of the fields input. Add Item (green circle with a +), which will allow you to add your chemical inventory.

Select the Green Circle to start adding your chemical inventory. You should see this page once you select to add inventory.

Building

🗑 ✏ ⊕ CHEM-Chemistry Building

Select here to add inventory

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Department of Occupational Health & Safety   Chemical Inventory Program
replaceinstructions

Return to OH&S Home | **Change PI** | **Return to PI Front Page** | **Log Out**

CHEM-Chemistry Building	161	TJ	205-934-0000

To add sub-spaces (more specific locations) for this room, enter the information requested and click "Add Space"

Space Description	Space Type	ID (if used)	
1	**2**	**3**	Add Space

Space Description		Space Type	ID

Barcode (UAB ID)	CAS #	Location (Optional)	Amount	Units	Expires	
		None		mg	3/31/2019	Add Material

BARCODE	ADDED	CAS	CHEMICAL	AMOUNT	UNITS	TOTAL	EXPIRES

Space Description (**1**), Space type (**2**), and ID (**3**) <mark>are all optional and not necessary to continue.</mark> Space description could be the west wall shelf 1, east wall shelf 2, etc. The Space Type could be Shelving, cabinetry, etc. ID would be something specific to that space such as an assigned number. Enter as many locations as you would like. If you enter any information into those fields they should appear as follows.

You may also edit by selecting the pencil icon or delete by selecting the garbage can icon. However, you must remove all chemicals from the location before you can delete a location. This can be done by editing the chemical (pencil icon next to the chemicals).

Entering new chemicals:

To enter inventory please place a UAB barcode provided by OH&S on the chemical you wish to enter. Place your cursor inside the box below Barcode (UAB ID) and select. You may now either manually enter the barcode number or scan the number so that it shows up in the box for Barcode (UAB ID). <mark>Please check the number to insure that it matches, especially if it was input manually</mark>.

Next, enter the CAS # located on the chemical or a UAB & OHS CAS # assigned mixtures (can be found in a pdf through this link: http://www.uab.edu/ohs/chemical-safety/chemical-inventory-management-system)

Barcode (UAB ID)	CAS #	Location (Optional)	Amount	Units	Expires	
0000000000	7697-37-2	WEST WALL ⬍		mg ⬍	3/31/2019	Add Material
BARCODE	ADDED	CAS	CHEMICAL	AMOUNT	UNITS	TOTAL	EXPIRES

Under Location, if you entered a Space Description, Space Type, and/or ID you may select it from the drop-down menu. If not, you may skip entering the Location.

Barcode (UAB ID)	CAS #	Location (Optional)	Amount	Units	Expires	
0000000000	7697-37-2	WEST WALL ⬍		mg ⬍	3/31/2019	Add Material
BARCODE	ADDED	CAS	CHEMICAL	AMOUNT	UNITS	TOTAL	EXPIRES

Please enter the amount indicated on the container.

Barcode (UAB ID)	CAS #	Location (Optional)	Amount	Units	Expires	
0000000000	7697-37-2	WEST WALL ⬍	500	mg ⬍	3/31/2019	Add Material
BARCODE	ADDED	CAS	CHEMICAL	AMOUNT	UNITS	TOTAL	EXPIRES

Next, choose the unit (grams, liters, etc.) from the drop-down menu. You may have to convert certain units. (gallons to liters, etc.)

Barcode (UAB ID)	CAS #	Location (Optional)	Amount	Units	Expires	
0000000000	7697-37-2	WEST WALL ⬍	500	milliliters ⬍	3/31/2019	Add Material
BARCODE	ADDED	CAS	CHEMICAL	AMOUNT	UNITS	TOTAL	EXPIRES

There is a default expiration of 5 years already entered, however, if there is

an expiration date on your chemical, please enter it in the box below Expires. Often there is only a month and a year. Please enter the last day of the month for the day. Select the Add Material button.

Above the Barcode box there will be a message indicating the chemical was added, or, if an error occurred, a message telling you what that error was. Below you will see the barcode, date added, CAS #, Chemical name, amount, unit, Total in lbs., and expiration date should appear.

Next to the Barcode there will be a Delete (garbage can) icon and an Edit (pencil) icon. Please use the Edit button to correct any mistakes you may have made when entering the chemical information or update quantities if you would like to keep track of exact amounts. Use the Delete button when you need to remove a chemical from your inventory.

If your chemical does not appear, if you have problems while entering your inventory, or any questions not addressed by these instructions please contact UAB Occupational Health and Safety at 205-934-2487.

Maintaining Your Chemical Inventory

One of the most underestimated processes in labs is also one of the most critical, and that is managing an up-to-date chemical inventory system.
Once OH&S completes the initial chemical inventory, it is up to the individual laboratories to maintain it.

Features of the UAB Chemical Inventory System

1. Search your chemical inventory:
   - Search your inventory by chemical name, CAS number, barcode number
2. Add or Edit the information for any of your chemicals in your inventory:
   - There are many optional fields that you may include information about your chemical, storage location descriptions
3. Have immediate access to Safety Data Sheets (SDS):
   - We are working on this and will be available soon.

How to Keep an Up-to-Date Chemical Inventory?

1. **New Chemicals entering the lab**

   It is the responsibility of the lab to enter each chemical coming to the lab into the database by utilizing a barcode system. Barcodes are provided by OH&S and the Chemical Inventory Instructions explains the simple and easy process of updating your inventory.

2. **Removing used/expired chemicals**
   When chemicals on your inventory expire, you must remove them first from the inventory (link) before manifesting as hazardous waste (https://www.uab.edu/ohs/environmental-management/hazardous-waste). Similarly, if the bottle is completely used up, remove the item from the inventory first and dispose the bottle by following OH&S guidelines.

3. **Redistributing/sharing chemicals with other labs or moving to another location**

   It makes perfect sense for labs to redistribute chemicals if a project ends or that particular chemical no longer needed (Funding agency regulations must be followed at all times when it comes to redistributing). Since a unique bar code specific to a location and PI adheres to every chemical container, it is very important not to move chemicals to another location without first deleting them from your inventory and adding to the inventory of the receiving lab. Barcodes make it easier to track inventory by taking away almost all manual input. Each chemical will be set up in the system one time. On the user end, when a chemical is going to another lab, users only have to follow instructions contained within Chemical Inventory Instruction manual.

   Lab closing/disposal
   Should your lab close or move for some reason, please do not leave any chemicals for the next person moving into the space. If you no longer want the chemicals in your chemical inventory it is required that you follow the procedure in the above paragraph, should another PI want them, or manifest the chemicals out as hazardous waste (https://www.uab.edu/ohs/environmental-management/hazardous-waste).

Chemicals Required To Be in the Inventory

All hazardous chemicals with an NFPA rating of a 2 or above need to be included in the inventory.

General rule of thumb, if a chemical has any GHS pictorial or the diamond on the chemical has a 2 in any section, it should be added to your chemical inventory.

IMPORTANT REMINDER:

- **You must barcode and enter chemicals into your inventory when they arrive.**

- **You must delete them when they are completely consumed and/or you dispose of them, as well as when/if your lab closes.**

- **If redistributing chemicals, you must first delete them from your inventory and the receiving lab must add them their inventory.**

These are the only ways to insure your inventory is correct and up to date. The chemical inventory will be audited annually by OH&S.