Chemical Inventory Verification

EHSA offers an Inventory Verification process for labs with barcodes that will be discussed in this manual. Once again, this is for labs that use barcodes provided by EHS to keep track of their chemical inventory. This document gives step by step directions in how to use the Chemical Inventory Verification feature and tips and tricks for optimizing your time spent in the system.

Starting the Verification Process

The first step of using the Chemical Inventory Verification function in the system is locating the feature in the system.

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https://www.osha	1.gov															Alerts

After logging on to EHSA, click on the Inventory tab in the top ribbon.

This will bring up a new menu that contains the link labeled "Chemical Inventory Verification." Select this link.





You will be taken to a screen populated by a header and your current inventory below that looks like this.

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Delete Scan	🛄 Sca	n X Remo	ve Unscanned	• • • Import	Chemical Inve	entory Verification Reports +	PI:	Please Select a Pl		• Not Scanned in th	e Last 90	Days				0	ption
Ourt Elect Chemical All Descri	۲	Current PI Select All	۲	Scanned Pt Select All	۲	Current Location Select All	۲	Scanned Location Select All	۲	Current Storage Location Select All	•	Scanned Storage Location Select All	۲	Scan Date	۲	Inspector	

The main feature of the Chemical Inventory Verification page are broken down below.

Scanning

There are two ways to scan barcodes using this feature in the system.

The first is using the "Scan" feature which allows you to do a verification of your lab. With this button moving and verifying locations of chemicals becomes possible through the following process.



EHSA Inventory /	Chemical Inventory V	erification & Reconcili	ation E	Edit Labels					9 H
NOT SCANNED		ATTENTION RE	QUIRED	0 NOT FOUND	0				0%
🛞 Delete Scan	an X Remove Unscann	ed 👻 🕀 Import	Chemical Inve	entory Verification Reports	PI:	Please Select a Pl		•	Option
ot Scanned in the Las	t 90 Days Scan Inventory								
odirt elBot Chemical () At Descri	Current PI 🕤	Scanned PI Select All	۲	Current Location Select All	T	Scanned Location Select All	•	Current Stora Selec	ge Location

The second is the "Scan Empties" feature which allows you to do a mass disposal of chemicals in certain areas of your lab by scanning the barcodes on the containers on site.

EHSA Inventory /	Chemical Inventory V	erification & Reconciliation	Edit Labels	0				9 H
NOT SCANNED	an X Remove Unscann 90 Scan Empties	ed	al Inventory Verification Reports	PI:	Please Select a Pl		•	Option
Import SelBct Chemical Att Descri	Current PI 🕤	Scanned PI Select All	Current Location Select All	T	Scanned Location Select All	۲	Current Stora Selec	ge Location t All

Going through either of these paths leads you to the pop-up found below. The next section will discuss how to use this feature and what everything with this pop-up does.



NOT SCANNED 0 VE	RIFIED O ATT		0%
© Delete Scan ▼ Remove Filters Edwards, Robert	III Scan X Remove Un Not Scanned in 1	scanned	Options -
Import SelBct Chemical Current PI Att Descri SelBct All	Scan Inventory PI Location Close	Storage Location Required Batch Scan Mode C Edwards, Robert •	urent Storage Location Select All
			-

Your PI should auto-populate into the PI field, but if it doesn't select your correct PI in this field.

Delete Scan F Remove Filters	UScan Remove Unscanned + O Import Chemical Inventory Verification Reports +	PI: Options •
Edwards, Robert	▼ Not Scanned in the Last 90 Days	
•	Scan Inventory	×
Import Select Chemical 	Storage Location Required Batch Scan Mode PI Edwards, Robert Location	Current Storage Location Select All
		*

The location field refers to the room that you are scanning. This feature is a dropdown list that lines up with rooms attached to your lab so choose the room you are verifying and continue on.

	Scan X Remove Unscanned • (1) Import Chemical Inventory Verification Reports • PI:	Options +
Edwards, Robert	Not Scanned in the Last 90 Days	
•	Scan Inventory ×	
Impart Select Chemical Transformer Pi Att Descri	Storage Location Required Batch Scan Mode Current Storage Location	1
	Close N52:N52-440A N52:N52-442 N52:N52-443	
	N52:N52-448	
		-



If you wish to add another level of storage data click on the checkbox labeled "Storage Location Required." This brings up another dropdown list in which you can choose from options such as "Flammables Cabinet" or "Bench". Once again only use this if you are scanning in a certain room at the correctly labeled Storage Location.

Delete Scan Filters	Ul Scan × Remove U	scanned 💌	Import Ct	nemical Inventory Verification Re	ports 👻 PI:		Options -
Edwards, Robert	▼ Not Scanned in	he Last 90	Days				
Impdrt Select Chemical € Current F Att Descri Select A	Scan Inventory PI Location Storage Location Inventory Bar Code Close	Storage Loc Edwards, Rol N52:N52-443	ation Required bert L Cabinet Cabinet	Batch Scan Mode		×	Current Storage Location Select All
							-

A new field should now pop-up labeled "Barcode Scan" where you can choose to enter the barcode on a bottle manually or use a scanner to enter in those barcodes.

Delete Scan Remove Filters	Scan Remove Un	scanned 💌 💿 Import Chemical Inventory Verification Reports 👻 PI:	Options -
Edwards, Robert	▼ Not Scanned in t	the Last 90 Days	
•	Scan Inventory	×	
Select Chemical Transformed Current Pl At Descri	PI	Storage Location Required Batch Scan Mode Edwards, Robert 	Current Storage Location Select All
	Location	N52:N52-443	
	Storage Location	•	
	Inventory Bar Code		
	Close		
Delete Scan T Remove Filters Edwards, Robert	UScan Remove Un	scanned	Options +
•	Scan Inventory	×	
SelBct Chemical At Descri	PI	Storage Location Required Batch Scan Mode Edwards, Robert	Current Storage Location Select All
	Location	N52:N52-443	*
	Storage Location	Flammables Cabinet	
	Inventory Bar Code	02289106	
	Close		
			-



Delete Scan T Remove Filters	UScan Remove U	iscanned + Import (0 selected) Chemical Inventory Verification Reports + PI:	Options -
Edwards, Robert	• Not Scanned in	the Last 90 Days	
Import Inventory Select All Bar Code	Scan Inventory	× Current Location	
✓ Scanned	PI	Storage Location Required Batch Scan Mode Edwards, Robert	A
N52 : N52-443 02289106	Location	N52:N52-443	
\bigtriangleup	Storage Location	Flammables Cabinet	
	Close		-
4			
H - 1 - H			1 - 1 of 1 items

In this setting these will go in one at a time as you see above; however, this also means that scanning a large group of barcodes in this setting could get messy. Therefore, if you are scanning a large number of barcodes click on the checkbox labeled "Batch Scan Mode" so that the system can create correct barcodes.

Ø Delete Scan ▼ Remove Filters	III Scan 🛛 🗙 Remove Un	scanned Import (0 selected) Chemical Inventory Verification Reports	PI:	Options +
Edwards, Robert	• Not Scanned in t	he Last 90 Days		
Import Inventory	Scan Inventory			X Current Location
Scanned	PI	Storage Location Required Batch Scan Mode Edwards, Robert		
✓ N52 : N52-443	Location	N52:N52-443	•	0 : NEO 442
02289100	Storage Location	Flammables Cabinet		12 · N32-445
	Inventory Bar Code			
	Batch Scans			
	Close Submit Ba	tch Scans		1 - 1 of 1 items

Once you have all of your barcodes scanned as above press on the button labeled "Submit Batch Scans" to move on with this process.



Delete Scan T Remove Flitters	III Scan 🗙 Remove U	scanned Import (0 selected) Chemical Inventory Verification Reports PI:	Options •
Edwards, Robert	Not Scanned in	the Last 90 Days	
Import Inventory Select All Bar Code	Scan Inventory		Current Location
Scanned	PI	Storage Location Required Batch Scan Mode Edwards, Robert	
✓ N52 : N52-443	Location	N52:N52-443	
02289106	Storage Location	Flammables Cabinet	62 : N52-443
	Inventory Bar Code		
		02289106 × MS320-1UG × 40763868 × 036000258363 × 072782111250 × 01-86901 ×	*
		01-6690201 × 66903 × 01-66904 × 01-66905 ×	1 - 1 of 1 items
	Batch Scans		
	Close Submit B	atch Scans	

At this point, there should be chemicals labeled under "Scanned" on the main verification page as is below.

Color Scheme

After scanning your inventory there might be some different colors in the scanned column dependent on what and where you scanned while verifying your inventory. This section goes over what each color means and the process of correctly dealing with each.

Green

If the chemical scanned is highlighted green then the location (and potentially storage location) scanned is the same as the location of the chemical in the system already.

Delete :	Scan	Scan X Remove	Unscanned Import (0 selected)	Chemical Inventory Verification Repor	ts - PI: Edwards, Robert	• Option
ot Scann	ned in the L	ast 90 Da	ys			
	Import Select All	Inventory 🕞 Bar Code	Chemical Description 🕤	Current PI 🕞	Scanned PI Select All	Current Location Select All
Scanne	ed					
4 N52	2 : N52-443					
		00-00028	2-Methoxyethanol	Edwards, Robert	Edwards, Robert	N52 : N52-443
Not Sca	anned					·
4 N52	2 : N52-443					
		01-11023	2-Propanol	Edwards, Robert		N52 : N52-443
		00.00001	Acotono	Edwards Robert		NE2 - NE2 442



If the chemical is Green then it is "Verified" so you can press the button labeled "Import" to put that information into the system.

000	lete Scan	Scan X Remove	Unscanned Import (0 selected)	Chemical Inventory Verification Repo	erts - PI: Edwards, Robert	▼ Option
Not So	anned in the La	ast 90 Da	ays			
	Import Select All	Inventory () Bar Code	Chemical Description	Current PI Select All	Scanned PI 🕤	Current Location Select All
Sca	nned					
	N52 : N52-443					
		00-00028	2-Methoxyethanol	Edwards, Robert	Edwards, Robert	N52 : N52-443
Not	Scanned					
	N52 : N52-443					
		01-11023	2-Propanol	Edwards, Robert		N52 : N52-443

Yellow

If the chemical scanned is highlighted Yellow then something is just a little bit off. This flag shows that the chemical with the barcode is in the system but one of three things is incorrect: Scanned PI, Scanned Location, or Scanned Storage Location.

O Delete Scall	3can X Remove	Unscanned Import (0 selected)	Chemical Inventory Verification Repor	rts - PI: Edwards, Rober	t Option
ot Scanned in the La	st 90 Da	ays			
Import Select All	Inventory Bar Code	Chemical Description	Current PI Select All	Scanned PI Select All	Current Location Select All
Scanned					
▲ N52 : N52-443					
	00-00028	2-Methoxyethanol	Edwards, Robert	Edwards, Robert	N52 : N52-443
Not Scanned					
not obuinicu					
▲ N52 : N52-443					
▲ N52 : N52-443	01-11023	2-Propanol	Edwards, Robert		N52 : N52-443

The aforementioned variable fields are titled "Scanned" because when scanning the information that comes from verification are those three fields. If the information coming in from the scan doesn't match the information in the system, this process will flag this in Yellow. In order to fix this you can use these checkboxes to decide which is true for each field. There is also a select all option that could help to select an entire column.



NOT SCANNED Ö VER		UIRED 1 NOT FOUND		11%
	re Unscanned) Chemical Inventory Verification Re	eports - PI: Edwards, Robert	• Option
lot Scanned in the Last 90	Days		2	
y 🕤 Chemical Description	Current PI Select All	Scanned Pl Select All	Current Location Select All	Scanned Locati Select All
8 2-Methoxyethanol	Edwards, Robert	Edwards, Robert	N52 : N52-443	N52 : N52-443
3 2-Propanol	Edwards, Robert		N52 : N52-443	
1 Acetone	Edwards, Robert		N52 : N52-443	
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с - 1 - н				1 - 9 of 9 iter
NOT SCANNED 8 VER				11%
Delete Scan	e Unscanned 💌 Import (0 selected)	Chemical Inventory Verification Re	ports • PI: Edwards, Robert	• Option
ot Scanned in the Last 90 D	Jays			
t PI 🐨 Scanned PI	Current Locatio Select All	in 🌚 So	canned Location Current	Storage Location 🕤 Scanned Stor
All Select All	Select All		Select All	Select All
f Educate Datast	NE2 - NE2 442	NEO . NEO 440		
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t t t t t NOT SCANNED 8 VER O Delete Scan Ull Scan X Remove ot Scanned in the Last 90 C Scanned Location Select All	N52 : N52-443	UIRED 1 NOT FOUND) Chemical Inventory Verification Re ion ⑦ Scanned Storage Locatio Select All	0 DISPOSED 0	1 - 9 of 9 iter 11% • Optio • Inspector Name
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t t NOT SCANNED 8 VEF O Delete Scan UI Scan Remov ot Scanned in the Last 90 C Scanned Location Select All N52: N52-443	N52 : N52-443	UIRED 1 NOT FOUND) Chemical Inventory Verification Re ion Scanned Storage Locatio Select All	0 DISPOSED 0 eports → PI: Edwards, Robert n Scan Date Inspector 04-19-2018 JTW/LSON	1 - 9 of 9 ite 11% 11% 11% Vilson, Jacob
t t NOT SCANNED VEF O Delete Scan UII Scan X Remov ot Scanned in the Last 90 C Scanned Location Select All N52 : N52-443	N52 : N52-443	UIRED 1 NOT FOUND) Chemical Inventory Verification Re ion Scanned Storage Locatio Select All et Fume Hood Cabinet	O DISPOSED O sports ▼ PI: Edwards, Robert n Scan Date Inspector 04-19-2018 JTWILSON	1 - 9 of 9 ite 11% 0 Optic 0 Inspector Name 0 Wilson, Jacob
t t NOT SCANNED 8 VEF O Delete Scan Ull Scan X Remov ot Scanned in the Last 90 C Scanned Location Select All N52 : N52-443	N52 : N52-443	UIRED 1 NOT FOUND) Chemical Inventory Verification Re ion Scanned Storage Locatio Select All et Fume Hood Cabinet	0 DISPOSED 0 ports • PI: Edwards, Robert n • Scan Date • Inspector 04-19-2018 JTWILSON	1 - 9 of 9 ite 11% 11% Inspector Name Wilson, Jacob
t t NOT SCANNED 8 VEF Olete Scan III Scan × Remov ot Scanned in the Last 90 I Select All N52 : N52-443	N52 : N52-443	UIRED 1 NOT FOUND) Chemical Inventory Verification Re ion Scanned Storage Locatio Select All et Fume Hood Cabinet	O DISPOSED O ports ▼ PI: Edwards, Robert N Scan Date Inspector 04-19-2018 JTWILSON	1 - 9 of 9 ite 1 - 9 of 9 ite 11% Vilson, Jacob
t t NOT SCANNED 8 VEF O Delete Scan UII Scan X Remov ot Scanned in the Last 90 C Scanned Location Select All N52 : N52-443	N52 : N52-443	UIRED 1 NOT FOUND Chemical Inventory Verification Re ion Scanned Storage Locatio Select All et Fume Hood Cabinet	O DISPOSED O sports → PI: Edwards, Robert n Scan Date Inspector 04-19-2018 JTWILSON	1 - 9 of 9 ite 11% Inspector Name Wilson, Jacob
t t NOT SCANNED 8 VEF Delete Scan III Scan X Remov Scanned in the Last 90 I Scanned Location Select All N52 : N52-443	N52 : N52-443	UIRED 1 NOT FOUND) Chemical Inventory Verification Re ion Scanned Storage Locatio Select All et Fume Hood Cabinet	DISPOSED 0	1 - 9 of 9 ite 11% 0 ptk © Inspector Name Wilson, Jacob

Blue



If the chemical scanned is highlighted Blue then the scanned barcode is not in the system at all. The barcode was read, but aside from the actual barcode # the system doesn't bring in information that isn't already there.

© Delei	e Scan	Scan X Remove	Unscanned Import (0 selected)	Chemical Inventory Verification Repo	PI: Edwards, Robert	• Option
Not Sca	nned in the La	est 90 D	ays			
	Import Select All	Inventory 🕞 Bar Code	Chemical Description 🕤	Current PI Select All	Scanned PI	Current Location Select All
Scan	ned					
⊿ N	o Location					
		01-66901	Chemical Inventory # Not Found		Edwards, Robert	
Not S	canned			1		
- N	52 : N52-443					
		00-00028	2-Methoxyethanol	Edwards, Robert		N52 : N52-443

If this happens, it might mean that the chemical was never entered into the system which means it needs to be added to your inventory before anything can be done in this feature.

Red

If the chemical scanned is highlighted Red then the barcode scanned is attached to a chemical that has previously been disposed. According to the system, the container scanned has been marked as waste or used which, depending on what you're doing with verification, might have to be fixed in the system.

	NOT SCANNE	D 9 VERIF	FIED 0 ATTENTION REQUIRED		DISPOSED 1	10%
⊗ D	elete Scan	Scan Remove	Unscanned - Import (0 selected)	Chemical Inventory Verification Repo	rts - PI: Edwards, Robert	▼ Options ▼
Not S	canned in the La	st 90 Da	ays			
	Import Select All	Inventory 🕞 Bar Code	Chemical Description 🕤	Current PI Select All	Scanned PI Select All	Current Location Select All
▲ Sc	anned					
	N52 : N52-443					
	Item Disposed Reactivate	02289106	DIMETHYLHYDRAZINE	Edwards, Robert	Edwards, Robert	N52 : N52-443
A No	t Scanned					
-	N52 : N52-443					
		00-00028	2-Methoxyethanol	Edwards, Robert		N52 : N52-443
4						•
4 4	1					1 - 10 of 10 items

As listed under Green, once all of these issues are resolved press the button labeled "Import" to finish this process and update your Inventory.



NOTE – The Import button works with whatever option was picked in the beginning of the process. If "Scan" was chosen, the inventory will be updated and verified, but if "Scan Empties" was chosen then the chemicals imported will be put into your PI's Disposed Inventory.

