Chemical Inventory Program

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1.0 PURPOSE
The purpose of this section is to provide instructions for setting up and maintaining a chemical inventory on-line.

2.0 APPLICABILITY AND SCOPE
This program applies to all USC researchers and staff that use and store hazardous materials in USC and non-USC spaces.

3.0 REGULATIONS AND STANDARDS
Federal: Title 29, CFR 1910.1450 Appendix A, Chemical Hygiene Plan

4.0 ON-LINE CHEMICAL INVENTORY
An inventory must be maintained for all areas storing hazardous materials (excluding inert compressed gas cylinders). Each research group will be assigned an on-line chemical inventory account by Laboratory Safety. Researchers must update their account annually or when significant changes in chemical volume or type occur.

4.1 New or Updated Account
1. The Principal Investigator, senior researcher, or designee must contact Laboratory Safety to set up a new account or make changes to an existing one.
2. The following information will be needed:
   a. Name of the principal investigator;
b. Lab(s) and/or storage area(s) where hazardous materials will be housed;
c. Names of users and their respective e-mail addresses that will have access to the inventory;
d. Level of access each user will require (i.e. full access, full access and certification rights, or read-only access).

3. Once the account is established, users may log in using their ISD user name and password. If they do not have an ISD account or don’t remember their passwords, the URLs below may assist them:
   a. Activate account  https://secweb.usc.edu/cgi-local/firstlogin/showform?form=activate
   b. Remember password  http://www.usc.edu/isd/policies/procedures/#password
   c. Change password  https://secweb.usc.edu/cgi-local/chpswd/cgichpswd?action=start

4.2 Log In
1. To access the account, log in at the following URL:  http://srm.usc.edu/rmcsapps
2. Once in, the main page will display the “View by Rooms” selection.
3. Ensure that all rooms where chemicals will be stored are represented on this page. Contact Laboratory Safety to add/delete rooms if there is a discrepancy.

4.3 Enter Data
1. To add inventory, select the “Add Inventory” button.
2. Enter the CAS number of the chemical into the **CAS Number** box and then click on the **Get Chemical Name** button. The chemical name field will automatically be filled in by the system and the cursor will then drop down to the **Amount** box. If the CAS number of the material is not known, either the first few letters of a chemical name in **Chemical Name** box and then click on the **Get Chemical Name** button. A pop-up window will display matching chemicals. Click on the appropriate chemical.
3. Complete the remaining fields. Enter a numeric value in the **Quantity** field. Select the correct units (e.g. ml-milliliters, g-grams, cu.ft-cubic feet, etc.) from the **Units** menu. Note that **Storage Temperature**, **Storage Pressure**, **Storage Container**, **Physical State**, and **Type** are set at default values. Change these as necessary.
4. Click the “Add” button. The chemical will be added, and a confirmation will be displayed. A blank form will prompt the user for entry of the next chemical.
5. The administrator may activate optional fields (manufacturer, lot #, location, date rec’d, and comment) and up to four custom fields on this page as specified by the PI and/or research group.
6. Ensure that all hazardous materials in the storage and lab spaces are entered into the inventory.

4.4 Review Inventory
1. Review the chemical inventory at least annually.
2. To review inventory for each room, click on the **Report** button. A list of storage locations will be displayed. Select the locations to review by clicking in the appropriate boxes. Click on **Select Room(s)** to display the report.
3. Print the report to use as a checklist to inventory existing stock.
4. Record new materials and quantities onto the checklist. Cross out materials no longer in the inventory.
5. Enter the additions/corrections into the on-line chemical inventory.
4.5 **Certify Inventory**

1. Once the on-line chemical inventory is updated, click on the *Completed Chemical Inventory* button. A list of rooms under the current registration will be displayed.
2. Click boxes in the *Complete?* column for rooms where inventory is finalized and then click on *Submit*. The program will display the rooms selected along with *Yes* in the *Completed?* column.
3. Click on *Confirm Completion*. The program will then acknowledge that completion is confirmed.

5.0 **ON-LINE CHEMICAL INVENTORY QUICK START GUIDE**

5.1 **Log In**

Enter ISD user name and password at [http://srm.usc.edu/rmcsapps](http://srm.usc.edu/rmcsapps). Refer to Section 4.1 New or Updated Account for information regarding new chemical inventory or ISD e-mail accounts.

5.2 **Help**

The *Help* button on the upper right of each screen will display help for the current screen. The “More Help” button enables the user to send a help request to the Career and Protective Services IT administrator.

5.3 **Main Screen**

Navigation buttons are on the left side of the screen, and content for the current function is to the right. See figure below. NOTE: The *View by Rooms* button also displays the main screen.

To view the chemical inventory for a particular location, click on the underlined link.
5.4 Adding Inventory

Click on Add Inventory to begin data entry. Enter a complete CAS number in CAS Number box. Click on the Get Chemical Name button. The chemical name field will be filled in by the system. If the CAS number is not known enter the first few letters of the chemical name in Chemical Name box. Click on the Get Chemical Name button. A pop-up window will display matching chemicals. Select the appropriate chemical. Complete the remaining fields, then click the Add button. The chemical will be added to the account along with a displayed confirmation and a blank form prompting the user to enter the next chemical.

5.5 View All

Clicking on the View All button will display the alphabetical list of chemicals currently in the account. To update a particular entry, click on the underlined chemical. This will display all optional and custom fields for that chemical.

To make minor changes (such as to Amount, Units, or Delete), click on the appropriate displayed boxes. Once the changes are entered, click on the Save Changes button.
5.6 **Search**
The Search function is faster and more effective in finding a chemical compound within a very large inventory.

Type the criteria in one or more fields and click on **Submit Query**.

5.7 **Optional and Custom Fields**
Optional and custom fields are depicted below. To activate some or all fields, contact Laboratory Safety.
6.0 PROGRAM APPROVAL AND REVIEW

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