

## Chemical Inventory Instructions

Issue: 9/11/19

---

This document is a short introduction into the Chemical Inventory Module in the MI Safety Portal System. It is not intended to be a comprehensive document. Answers to most questions can be found by accessing the MI Safety Portal **Help** feature when you are logged into the System.

In addition, send an email to [MiSafetyPortal@umich.edu](mailto:MiSafetyPortal@umich.edu) should you have questions, want some on-site training or have problems logging into MI Safety Portal.

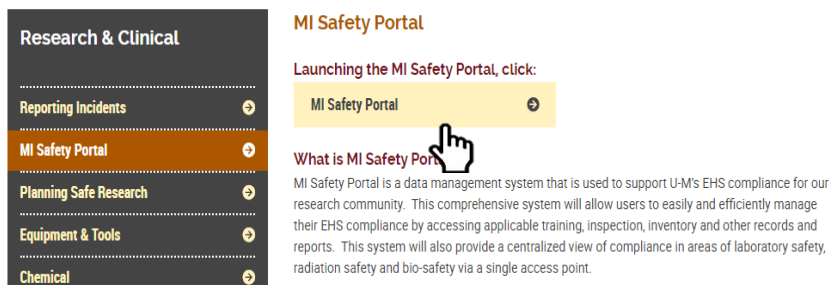
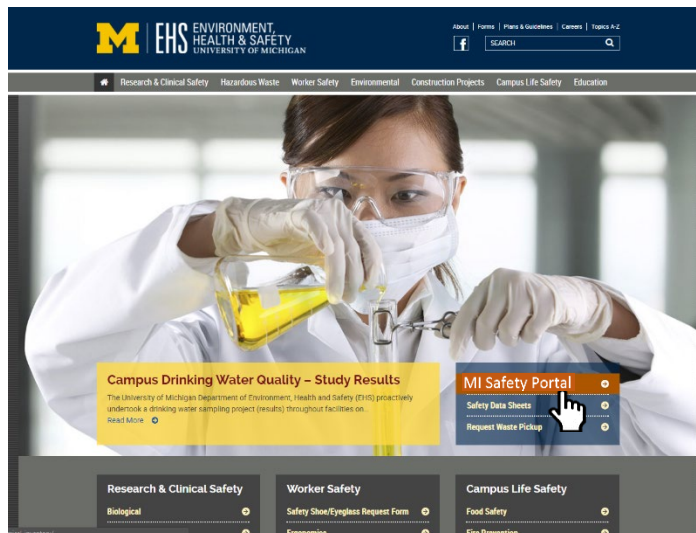
### Table of Contents

---

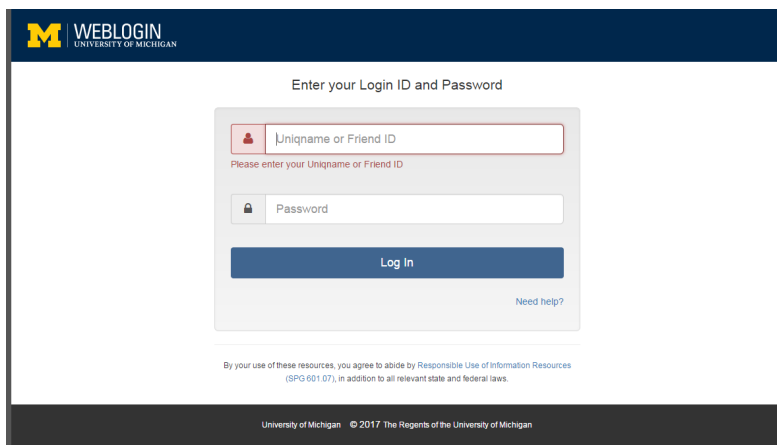
<b>Accessing the Inventory .....</b>	<b>2</b>
<b>Viewing and Filtering the Inventory .....</b>	<b>4</b>
Sorting your inventory .....	4
Filtering your inventory .....	4
Color Coding.....	7
<b>Exporting/Printing Inventory.....</b>	<b>8</b>
<b>Adding Chemicals.....</b>	<b>9</b>
<b>Removing Chemicals .....</b>	<b>16</b>
Removed Chemical by Mistake.....	17
<b>Editing Chemicals.....</b>	<b>18</b>
<b>Transferring Chemicals.....</b>	<b>19</b>
<b>Searching Department Inventory.....</b>	<b>20</b>

## Accessing the Inventory

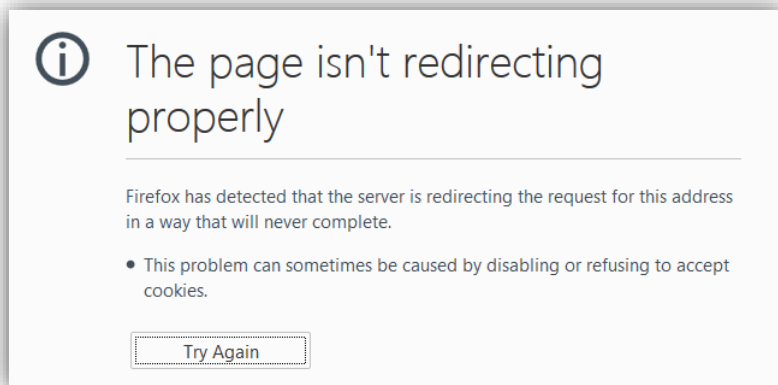
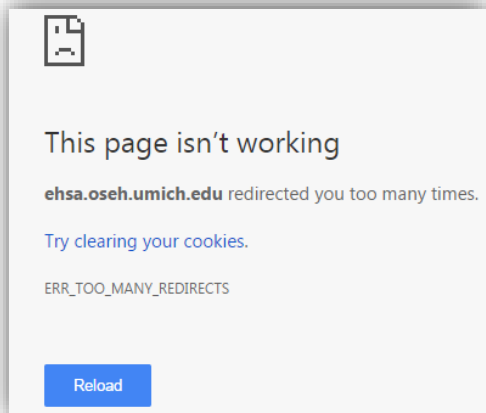
1. MI Safety Portal is accessible on EHS' website, via the MI Safety Portal button.



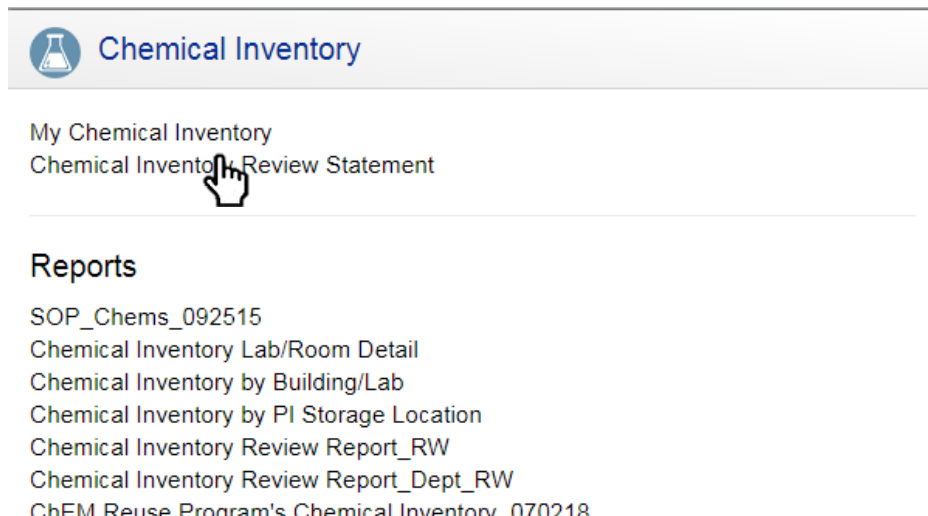
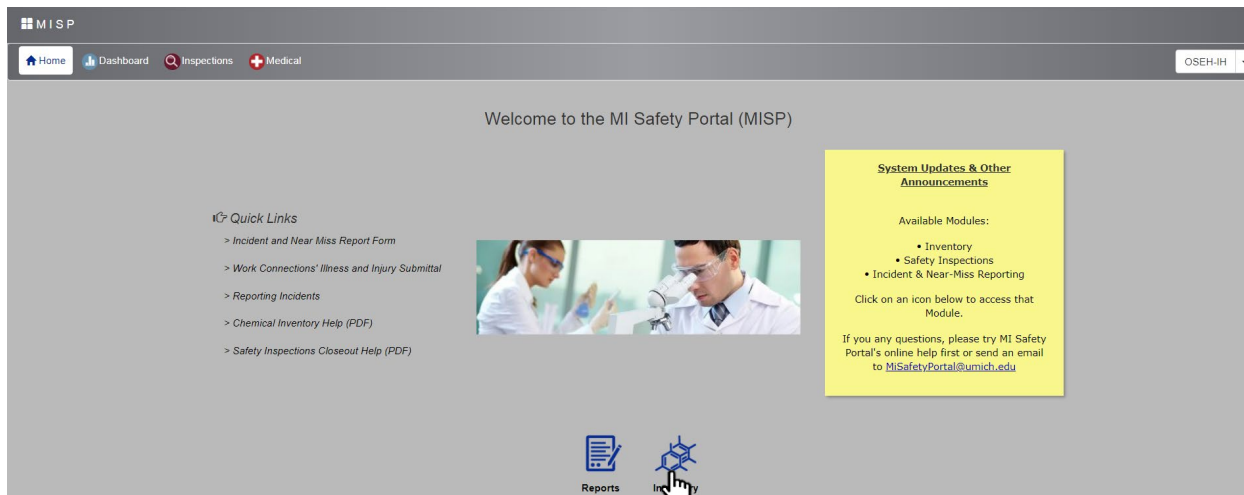
2. You will be directed to the **WEBLOGIN** page depicted below. **NOTE:** Use your U-M Kerberos login (Uniqname and password) to access.



3. If you do not have access, you will get an error message after trying to log in. Some examples are depicted below. Send an email to [MiSafetyPortal@umich.edu](mailto:MiSafetyPortal@umich.edu) if you cannot log in.



4. When you log in, you should be presented with the following screen. To access your inventory, click on the inventory button.
5. Click on **My Chemical Inventory** to access your lab's inventory.



- NOTE:** If you do not have an existing inventory in this Portal and have **less than 100 inventory items**, you will have to manually enter the chemicals. If your lab has **more than 100 inventory items**, download [the Excel Inventory Load Template](#), located under the Chemical Inventory section, of the MISP webpage. Populate the spreadsheet with inventory information, then email it to [MiSafetyPortal@umich.edu](mailto:MiSafetyPortal@umich.edu). Only EHS can batch upload inventories into the Portal.
- Click on **Chemical Inventory Review Statement** to document the annual review of your inventory.

## Viewing and Filtering the Inventory

### Sorting your inventory

- By clicking each column heading, you can sort your inventory from A-Z or Z-A.

Inventory #	PI	Material Description ▲	SDS	CAS #	Qty. per Unit	Volume / Size	# of Units	Physical State	Room	Storage Location	Building Code	Building Name
0177840	Safe, lam	Litmus Powder		1393-92-6	1	Liter	1	Liquid	TESTLAB01		1000742	SERVICES BUILDING
0217635	Safe, lam	MaxGel ECM Solution		MIXTURE	1	Gallon	1	Liquid	TESTLAB01		1000742	CAMPUS SAFETY SERVICES BUILDING
0115620	Safe, lam	MONARCH ADMIRATION (DETERGENT)	<a href="#">View</a>	MIXTURE	100	lbs	1	Liquid	TESTLAB02		1000742	CAMPUS SAFETY SERVICES BUILDING
0196109	Safe, lam	Naphthalene	<a href="#">View</a>	91-20-3	2	Kilogram	1	Solid	TESTLAB01		1000742	CAMPUS SAFETY SERVICES BUILDING
0115621	Safe, lam	Nitric Acid, 30%		7697-37-2	10	Milliliters	4	Liquid	TESTLAB01		1000742	CAMPUS SAFETY SERVICES BUILDING
0115622	Safe, lam	Nitric Acid, fuming		7697-37-2	1	Liter	4	Liquid	TESTLAB01	Cold storage	1000742	CAMPUS SAFETY SERVICES BUILDING
0115623	Safe, lam	Nitric Acid, fuming		7697-37-2	1	Pounds	2	Solid	TESTLAB01	Corrosive Cab. #2	1000742	CAMPUS SAFETY SERVICES BUILDING
0155770	Safe, lam	Nitrogen (gas)		7727-37-9	1	Cubic Feet	1	Gas	TESTLAB02		1000742	CAMPUS SAFETY SERVICES BUILDING
0151143	Safe, lam	pentobarbitol sodium injection	<a href="#">View</a>	57-33-0	10	Milliliters	2	Liquid	TESTLAB01		1000742	CAMPUS SAFETY SERVICES BUILDING
0150570	Safe, lam	Phenotchloroform:isoamyl alcohol 25:24:1		MIXTURE	3	g	2	Liquid	TESTLAB02		1000742	CAMPUS SAFETY SERVICES BUILDING

### Filtering your inventory

- You can find items by typing in what you are looking for within a particular column heading's box, e.g., "Aldrich" in the Vendor Column.

Shared	Inventory #	Permit #	SDS	Chemical Description ▲	Expiration Date	Vendor	CAS #	Catalog #
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Aldrich	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	0115609	C-00078	<a href="#">View</a>	1,4-Dioxane	08-12-2015	Aldrich		A0226_2015
<input type="checkbox"/>	0151472	C-00078	<a href="#">View</a>	Acetone, HPLC grade		Sigma Aldrich		
<input type="checkbox"/>	0115614	C-00078	<a href="#">View</a>	Ammonia	06-20-2013	Sigma Aldrich		

2. Another way to organize your inventory is to drag one or more Column Headings into the Group Bar area, which will group your inventory by the items selected, e.g., by Vendors.

The screenshot shows the EHS Inventory system interface. At the top, there are navigation and search options. Below that, there are checkboxes for 'View All Shared Inventory' and 'View Working Inventory'. A 'Group Bar' area contains a dropdown menu with 'Vendor' selected and circled in blue. Below the group bar is a table of chemical inventory items.

Shared	Inventory #	Permit #	SDS	Chemical Description	Expiration Date	Vendor	CAS #	Catalog
<input type="checkbox"/>	0196206	C-00078	<a href="#">View</a>	(+)-Biotin N-hydroxysuccinimide ester	03-16-2017	Fisher Scientific	35013-72-0	
<input type="checkbox"/>	0148103	C-00078		*** NO CHEMICAL DESCRIPTION ***			UNKNOWN	
<input type="checkbox"/>	0157224	C-00078		0W-20			MIXTURE	
<input type="checkbox"/>	0154270	C-00078		1,3-dithiane			0-0-0	
<input type="checkbox"/>	0115609	C-00078	<a href="#">View</a>	1,4-Dioxane	08-12-2015	Aldrich	123-91-1	A0226_
<input checked="" type="checkbox"/>	0148627	C-00078	<a href="#">View</a>	1,4-Dioxane		Fisher Scientific	123-91-1	
<input type="checkbox"/>	0164186	C-00078		1,4-Dioxane			123-91-1	
<input type="checkbox"/>	0196207	C-00078		1-(2-Hydroxyethyl)piperazine			12-34-56-78	
<input type="checkbox"/>	0162815	C-00078		2,5-dimethoxy-4-isopropylthiophenethylamine			207740-25-8	
<input type="checkbox"/>	0150670	C-00078		2-propanol (Isopropanol)			67-63-0	
<input type="checkbox"/>	0149835	C-00078		2-propanol (Isopropanol)			67-63-0	

At the bottom of the table, there is a pagination control showing '1' items per page.

- Once grouped, you can expand each category to see all the items that were grouped together, e.g., all the chemicals from Airgas.

EHSA Inventory / Chemical Inventory Edit Labels

+ Add Edit Remove Chemical Inventory Reports PI: Safe, Iam Inventory: Current Inventory

Search By Synonym Apply Filter Clear Filter

View All Shared Inventory  View Working Solution Inventory

- Vendor x

Shared	Inventory #	Permit #	SDS	Chemical Description ▲	Expiration Date	Vendor	CAS #
▶ Vendor:							
▶ Vendor: 3M							
▶ Vendor: Acros Organics							
▶ Vendor: Agilent Technologies							
▶ Vendor: Air Products							
▶ Vendor: Airgas							
<input type="checkbox"/>	0134966	C-00078	<a href="#">View</a>	Hydrogen fluoride	10-01-2015	Airgas	13981
<input type="checkbox"/>	0133716	C-00078	<a href="#">View</a>	Hydrochloric Acid, 37%		Airgas	7647-
▶ Vendor: Aldrich							
▶ Vendor: Baker							
▶ Vendor: EM							
▶ Vendor: EM Science							
▶ Vendor: EMD Chemicals							
▶ Vendor: Fisher Scientific							
▶ Vendor: J.T. Baker							

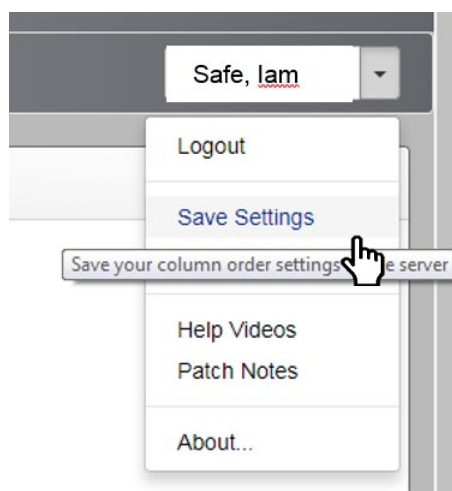
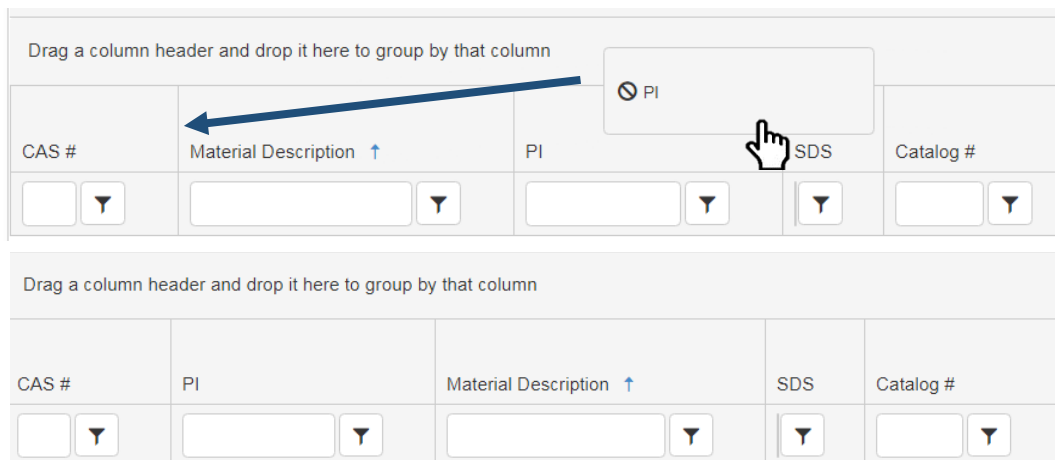
- You can also filter your inventory by choosing to see current, disposed, expiring, expired or Appendix A chemicals by clicking the drop down box.

Inventory: Current Inventory EPA List Filter

Current Inventory  
 Disposed Inventory  
 Expiring Inventory  
 Expired Inventory  
 Appendix A Inventory

Catalog # Unit Code (Volume/Size) (pick after Phys. State) # of Units

5. You can also arrange the order of each Column when viewing your inventory to personalize it by dragging the column heading into the order that you'd like. You can then save the order by clicking the drop down when you logout and selecting the "Save Settings" option.



### **Color Coding**

1. Note that some rows may be color-coded to note certain information about an item.

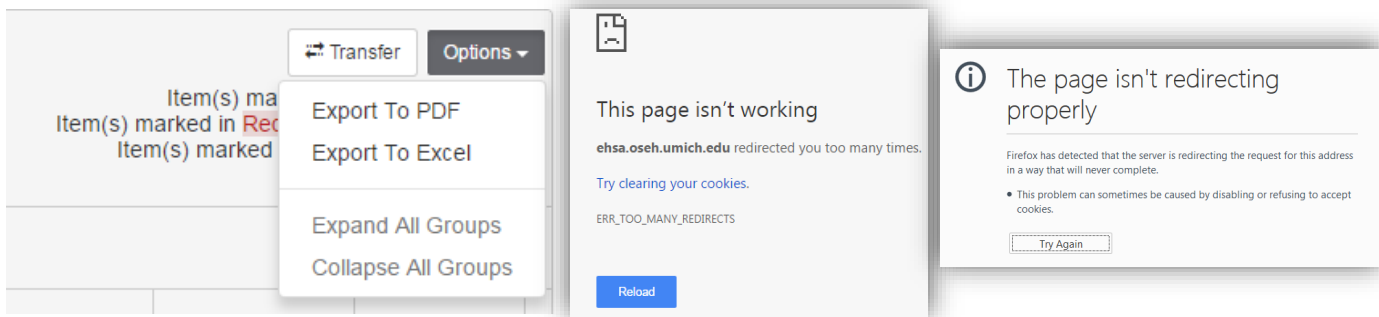
Item(s) marked in **Yellow** have an Expiration Date.  
Item(s) marked in **Red** are Expiring or have Expired.  
Item(s) marked in **Blue** are Appendix A COIs.

2. Rows that you click on will also be highlighted in dark blue or dark red to indicate it's been selected.

PI	Material Description	CAS #	SDS	Qty. per Unit	Unit Code (Volume/Size) (pick after Phys. State)	# of Units	Physical State (pick before Unit Code)	Room
Safe, lam	Buffer solution pH 4	BUFFER	<a href="#">View</a>	500	Milliliters	1	Liquid	TESTLAB01
Safe, lam	MaxGel ECM Solution	BUFFER		1	Gallon	1	Liquid	TESTLAB01
Safe, lam	Regular Clear Advanced PVC Cement	BUFFER		2	Fluid Ounce	1	Liquid	TESTLAB02
Safe, lam	Tantalum foil	75-57-0	<a href="#">View</a>	5	Grams	1	Liquid	TESTLAB02
Safe, lam	DIOXANE, P-	123-91-1	<a href="#">View</a>	2	Liter	1	Liquid	TESTLAB02
Safe, lam	Acetal	105-57-7	<a href="#">View</a>	20	Microliter	1	Liquid	TESTLAB02
Safe, lam	Acrolein	107-02-8		1	Cubic Feet	1	Gas	TESTLAB01
Safe, lam	Potassium Cyanide	151-50-8		3	Milligrams	2	Solid	TESTLAB01
Safe, lam	SODIUM AZIDE	26628-22-8		4	Milliliters	3	Liquid	TESTLAB01

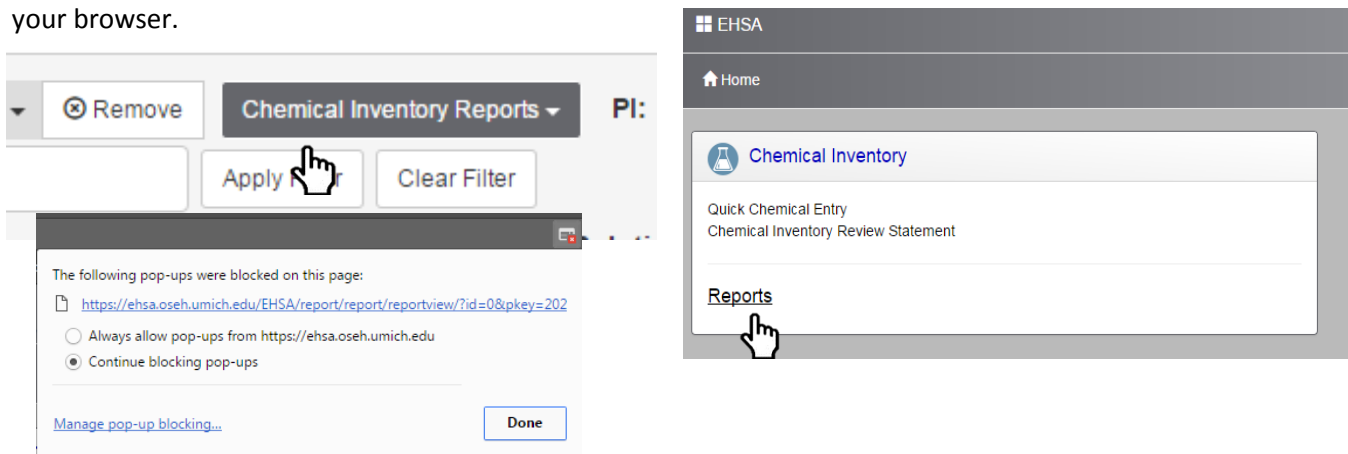
## Exporting/Printing Inventory

1. You can export your filtered or sorted inventory, as an Excel spreadsheet or as a PDF report, by clicking on the **Options** button in the upper right hand corner. You may get a pop-up blocker based on your settings.





- To print your inventory, click the Chemical Inventory Reports button or via the Reports option in the Inventory module. If you are having issues with the Report generating, check you pop-up blocker on your browser.



## Adding Chemicals

- Click **Add** or “**Quick Add**” in the upper left hand corner

The screenshot shows the 'Chemical Inventory Reports' interface. At the top, there are buttons for '+ Add', 'Edit', and 'Remove', along with a 'PI:' dropdown set to 'Safe, lam' and an 'Inventory:' dropdown set to 'Current Inventory'. Below these are search filters and checkboxes for 'View All Shared Inventory' and 'View Working Solution Inventory'. A table of chemical inventory items is displayed below.

Shared	Inventory #	Permit #	SDS	Chemical Description	Expiration Date	Vendor	CAS #
<input type="checkbox"/>	0196206	C-00078	<a href="#">View</a>	(+)-Biotin N-hydroxysuccinimide ester	03-16-2017	Fisher Scientific	35013-72-0
<input type="checkbox"/>	0148103	C-00078		*** NO CHEMICAL DESCRIPTION ***			UNKNOWN
<input type="checkbox"/>	0157224	C-00078		0W-20			MIXTURE

- Select the correct **Researcher** and **Permit #**

The screenshot shows the 'Add Chemical Inventory' form. It includes fields for 'Requisition #', 'PO #', '\*Researcher', and '\*Permit #'. The 'Researcher' dropdown is set to 'Safe, lam'. The 'Permit #' dropdown is open, showing a search bar and a list of permit numbers: 'C-00078' and 'C-01686'. A mouse cursor is pointing at 'C-00078'.

3. Under Chemical Description, click **Select Chemical**

Chemical Information

\*Material Description

Found in Catalog  Not in Catalog

\*CAS #

\*The "Quick Add" option presents a simplified screen that mainly includes the mandatory data fields.

4. You can search for a chemical either by Chemical Description or by Chemical CAS #.

- a. **Chemical Description** - Type in all (or a portion) of the name of the chemical you want to add, then click on the Search button, e.g., 1,4-Dio (looking to add 1,4-Dioxane).

Select Chemical

Search By Chemical Description    Search By Chemical CAS #

Show PI's Personal Catalog

	CAS #	Synonym	Vendor Name	Catalog #	Prima... Name	Multiple Ingredients?	Chemical #
Primary Name: YES							
Chemical Description: DIOXANE, P-							
<input type="button" value="Select"/>	123-91-1	1,4-Dioxane			<input checked="" type="checkbox"/>	<input type="checkbox"/>	262
Primary Name: NO							
Chemical Description: DIOXANE, P-							
<input type="button" value="Select"/>	123-91-1	1,4-Dioxane (anhydrous)			<input type="checkbox"/>	<input type="checkbox"/>	262
<input type="button" value="Select"/>	123-91-1	1,4-Dioxane Solution			<input type="checkbox"/>	<input type="checkbox"/>	262
<input type="button" value="Select"/>	123-91-1	1,4-Dioxane solution(s)			<input type="checkbox"/>	<input type="checkbox"/>	262
<input type="button" value="Select"/>	123-91-1	DIOXANE, P-			<input type="checkbox"/>	<input type="checkbox"/>	262

- b. **Chemical CAS #** - Type in all (or a portion) of the CAS (Chemical Abstracts Service) # of the chemical you want to add, e.g., 67- (looking to add Chloroform with a CAS # of 67-63-0), then click Search.

The screenshot shows the 'Select Chemical' window with the search criteria set to 'Search By Chemical CAS #' and the value '67-'. The search button is highlighted with a hand cursor. Below the search bar, there are two tabs: 'Primary Name' and 'Chemical Description'. The results are displayed in a table with columns for CAS #, Synonym, Vendor Name, Catalog #, Primary Name, Multiple Ingredients?, and Chemical #. The results are grouped by 'Primary Name: YES' and include entries for ACETONE, Alcohol Wipe Pads, CHLOROFORM, CHOLINE CHLORIDE, and DIETHYLENETRIAMINEPENTAACETIC ACID.

	CAS #	Synonym	Vendor Name	Catalog #	Prima... Name	Multiple Ingredients?	Chemical #
Primary Name: YES							
Chemical Description: ACETONE							
Select	67-64-1	ACETONE			✓	☐	8491
Chemical Description: Alcohol Wipe Pads							
Select	67-63-0	Alcohol Wipe Pads			✓	☐	14072
Chemical Description: CHLOROFORM							
Select	67-66-3	CHLOROFORM			✓	☐	164
Chemical Description: CHOLINE CHLORIDE							
Select	67-48-1	Choline Chloride			✓	☐	2691
Chemical Description: DIETHYLENETRIAMINEPENTAACETIC ACID							

5. When you find the chemical you want, click on **Select** to add it to your inventory.
6. If the chemical (material) you're looking for is not in the System's Chemical Catalog, try searching either with a different name, CAS #.

The screenshot shows the 'Select Chemical' window with the search criteria set to 'Search By Chemical Description' and the value '1,6-Di...'. A modal dialog box titled 'Chemical Description Search' is displayed in the foreground, containing the message 'No chemical catalog items found. Please try another search.' and an 'OK' button. The background table shows a single result for Ethylene Carbonate.

	CAS #	Synonym	Vendor Name	Catalog #	Prima... Name	Multiple Ingredients?	Chemical #
Primary Name: YES							
Chemical Description: Ethylene Carbonate							
Select	96-49-1	Ethylene Carbonate			✓	☐	12217

**NOTE: If you cannot find a particular chemical (item) using either search option, email EHS (MiSafetyPortal@umich.edu) with the chemical's name and CAS # (if available).**

- After selecting a chemical (material), the Detail (main) Chemical Inventory record page will be displayed with the Chemical's Name (Description) and It's CAS # pre-populated.

Chemical Information

\*Material Description  Select Chemical

Found in Catalog    
  Not in Catalog

\*CAS #

---

Additional CAS Numbers

\*# of Units

\*Qty. per Unit

\*Unit Code  
(Volume/Size) (pick after Phys. State)

\*Physical State (pick before Unit Code)

Pound / Gallon Conversion

 FT3

Concentration  %

Vendor Information

Vendor

Catalog #

Location & Storage Information

\*Building:Room

Storage Location

- Fill in the required data elements (denoted with a **\***) and any other data elements that you want to record/track. **Note** that the Pound/Conversion field is un-editable and will calculate the chemical's total volume (in gallons) or weight (in pounds).

- NOTE:** When selecting the Physical State and Unit Code, **select the Physical State first.**

\*# of Units

\*Qty. per Unit

\*Unit Code  
(Volume/Size) (pick after Phys. State)

\*Physical State (pick before Unit Code)

Pound / Gallon Conversion

 FT3

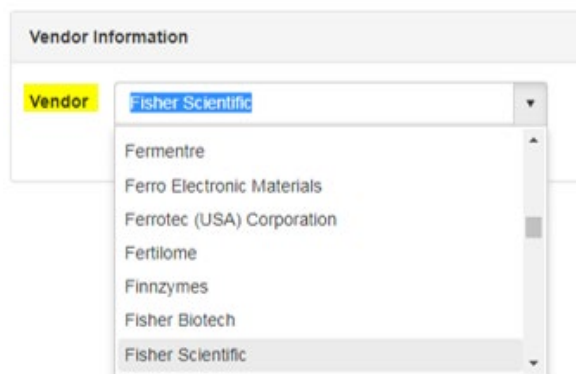
Concentration  %

10. The applicable Unit Codes and associated Physical States are shown below:

CC	Cubic Centimeters	Gas
CYLINDER	Cylinder	Gas
FL OZ	Fluid Ounce	Liquid
FT3	Cubic Feet	Gas
G	Grams	Solid
G	Grams	Liquid
GAL	Gallon	Liquid
KG	Kilogram	Solid
KIT	Kit	Solid
L	Liter	Liquid
LBS	Pounds	Solid
M3	Cubic Meters	Gas
MG	Milligrams	Solid
ML	Milliliters	Liquid
NMOL	nano moles (DNA, RNA)	Solid
OZ	Ounce	Solid
PCKT	Packet	Solid
PT	Pint	Liquid
QT	Quart	Liquid
TB	tablet (pill)	Solid
µCi	microcurie	Solid
µG	Microgram	Solid
µL	Microliter	Liquid

11. Additionally, you can also record optional information for a particular chemical, including:

a. Vendor



The image shows a software interface for selecting a vendor. A dropdown menu is open, displaying a list of vendor names. The 'Vendor' label is highlighted in yellow. The list includes: Fisher Scientific (highlighted in blue), Fermentre, Ferro Electronic Materials, Ferrotec (USA) Corporation, Fertiome, Finzymes, Fisher Biotech, and Fisher Scientific (at the bottom).

- b. The material's Expiration Date (useful for Peroxide Forming chemicals or others with limited shelf-lives)

Dates	
Receipt Date	10/16/2017
Expiration Date	10/16/2018
Last Reconciliation Date	

- c. The on-line location (URL) for the material's SDS (If you click Google Search, the System will automatically search for the SDS)

SDS Information & Documentation [Google Search](#)

---

**Chemical Documentation**

[+ Add](#) [Edit](#) [Archive Row](#) [View Document / File](#) [View Archived](#)

Upload Date	Expiration Date	Document / File Name	Chemical Catalog

**SDS URL**  [View SDS](#)

- d. Chemical Components for mixtures. To add Chemical Components to mixtures, click Additional CAS Numbers, then the +Add button. Search for each chemical, as noted above, and then add them, along with their percentages, to your mixture inventory record.

Chemical Information

\*Material Description

\*CAS #

---

**Additional CAS Numbers**

Options ▾

Chemical Description	CAS #	Concentration % ▾
Water	7732-18-5	98.93
POTASSIUM HYDROGEN PHTHALATE	877-24-7	1
Formaldehyde	50-00-0	0.05
Methanol	67-56-1	0.02

---

\*# of Units

\*Qty. per Unit

\*Volume / Size

\*Physical State

Pound / Gallon Conversion  GAL

Concentration  %

- e. You can add more information including peroxide forming or phosgene testing, the open date of the chemical, if the chemical expires, etc.

**Dates**

Receipt Date

Order Date

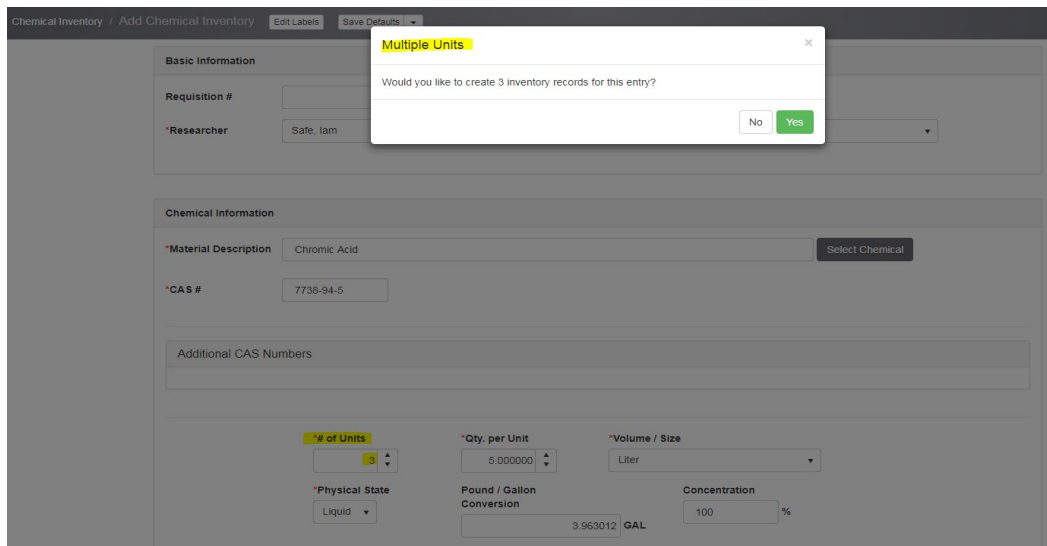
Chemical Will Expire   **Open Date**

Expiration Date

**Peroxide Forming or Phosgene Test**

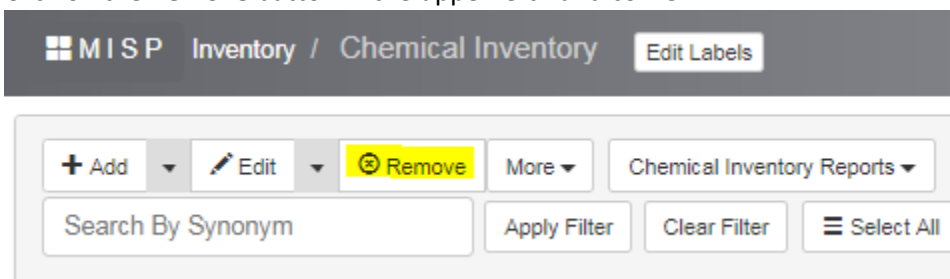
12. When finished, click the **Save** button at the bottom of the page.

- If you selected a number greater than 1 for the # of Units value, you will be prompted about creating multiple inventory records, as depicted below. In this example, if you select **Yes**, you will get 3 separate inventory records for Chromic Acid, each with 5-Liters. If you select **No**, you will get a single inventory record for Chromic Acid noting 3 units/containers with 5-Liters for each unit).



## Removing Chemicals

- Click on the **Remove** button in the upper left hand corner.



- A new column will appear, **Select for Removal**, along with a box, **Confirm Renewal**.

Material Description ↑	Multiple Ingredients?	Select For Removal	SDS	CAS #
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
1,4-Dioxane	No	<input type="checkbox"/>	<a href="#">View</a>	123-91-1
		<input type="checkbox"/>		1631074-1
		<input type="checkbox"/>		2536-91-6
		<input type="checkbox"/>		1
		<input type="checkbox"/>		927-68-4
2-Chloro-N6-Cyclopentyladenosine	No	<input type="checkbox"/>		37739-05

Confirm Removal

Items selected for removal: 0

Reason For Removal

Are you sure you want to mark the selected inventory items as Removed?



- Click the box of all the chemicals you want to remove from the inventory and choose from the drop down box the reason for removal.

Material Description ↑	Multiple Ingredients?	Select For Removal	SDS	CAS #
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
1,4-Dioxane	No	<input type="checkbox"/>	<a href="#">View</a>	123-91-1
Confirm Removal				
Items selected for removal: 3				
Reason For Removal				
Data Entry Error				
Data Entry Error				
Disposed as a Waste				
Recycled				
Transferred				
Used				
Waste				
2-Chloro-N6-Cyclopentyladenosine	No	<input type="checkbox"/>		37739-05-2

- When you have chosen the reason for removal, click **Remove**.

**Confirm Removal**

Items selected for removal: 3

**Reason For Removal**

Used

Are you sure you want to mark the selected inventory items as Removed?



### Removed Chemical by Mistake

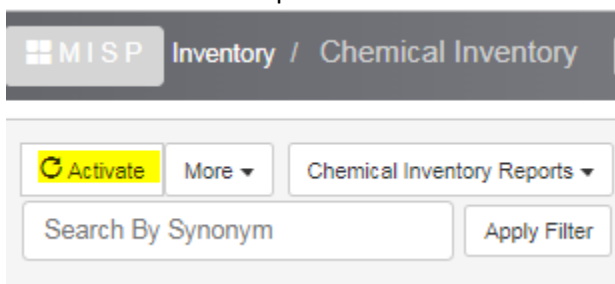
- If you removed a chemical by mistake, click the **Inventory** drop down box and select **Disposed Inventory**.

PI: 
Inventory:

- Highlight the line of the chemical you want to add back to your inventory.

0151143	Safe, lam	Safe, lam		pentobarbital sodium injection
0125287	Safe, lam	Safe, lam		p-Dioxane
0115623	Safe, lam	Safe, lam		Nitric Acid, fuming

- Click **Activate** in the top left corner to add that chemical back to your current inventory.



## Editing Chemicals

- Double click on a line item (or clicking Edit in the upper left hand corner) opens the "Detail" screen (partially depicted below) for that inventory item. This is where you would edit an existing inventory record. Once you've made the appropriate changes, click **Save**.

**Basic Information**

\*Inventory #  Requisition #

\*Researcher  \*Permit #

PO #

---

**Chemical Information**

\*Chemical Description  Select Chemical

Found in Catalog  Not in Catalog

CAS #  Chemical Number

Additional CAS Numbers  Working Solution

---

\*# of Units

\*Qty. per Unit  \*Volume / Size

\*Physical State  Pound / Gallon Conversion  GAL Concentration  %

---

**Vendor Information**

**Location & Storage Information**

Vendor

Catalog #

\*Lab / Location

Storage Location

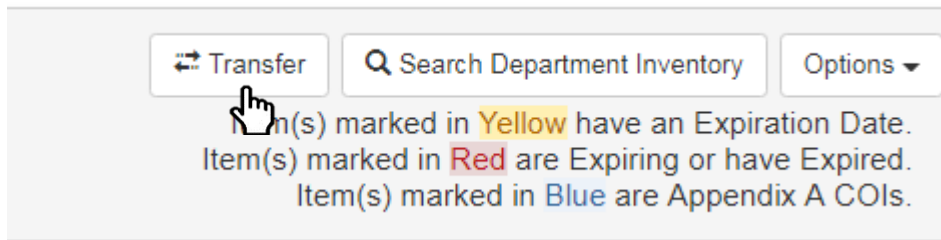
Sub-Storage Location

Storage Container

Storage Requirements  Health Hazard - toxic if inhaled, ingested, or absorbed through skin. Store in secure area, segregate solids and liquids.

## Transferring Chemicals

1. To transfer chemicals between lab rooms or PI's, click the **Transfer** button in the upper right hand corner.



2. Chose the **Receiving PI** from the drop down list, the correct **Permit**, and the correct **Receiving Lab**. Then select the chemicals you want to transfer by clicking **Transfer**. Once all the chemicals are chosen, click **Transfer**.

Chemical Transfer

Receiving PI: Disposed, lam  
Permit: C-01544  
Receiving Lab: Campus Safety Services Building:Chem Disp

Select Chemical to Transfer Transfer All

Inventory #	Chemical Inventory ↑	location	
0232347	((S)-piperidin-3-yl)methanol	10007...	Transfer
0148627	1,4-Dioxane	10007...	Transfer
0225227	1,4-Dioxane	10007...	Transfer
0237638	1,4-Dioxane	10007...	Transfer
0238332	1,4-Dioxane	10007...	Transfer
0243635	1-(4-cyanobutyl)-N-(2-phenylpropan-2-yl)-1H-indazole-3-carboxamide	10007...	Transfer
0225231	2-Bromoethyl acetate	10007...	Transfer
0225238	2-Bromoethyl acetate	10007...	Transfer

Remove All Transferred Chemicals

Chemicals To Transfer	Inventory #
-----------------------	-------------

Transfer Cancel

## Searching Department Inventory

1. Click Search Department Inventory



2. Search the chemical you are looking for by either the Chemical Description or the Chemical CAS #.

Search Departmental Chemicals (Environment, Health, and Safety)

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	Lab
-------------	----------------------	-------	------------	--------------	---------------	----------	-----

3. If the chemical is available, you will be able to view which PI has the chemical, how much, the building and room it's located in.

Search Departmental Chemicals (Environment, Health, and Safety)

Search By Chemical Description Search Search By Chemical CAS # 50-00-0 Search

↑ PI ×

Inventory #	Chemical Description	Cas #	# of Units	Qty per Unit	Volume / Size	Building	Lab
▶ Disposed, lam rwasalas@umich.edu							
▶ EHS, HazCom rwasalaski@comcast.net							
◀ Safe, lam (734)763-3594 rwasalas@umich.edu							
0214091	Formaldehyde	50-00-0	1	3	μL	Campus Safety Services Building	TESTLABC
0227131	WED's #6 Chemical	50-00-0	1	1	μG	Campus Safety Services Building	TESTLABC
0227127	WED's Chemical #2	50-00-0	1	2	FL OZ	Campus Safety Services Building	TESTLABC
0227126	WED's Chemical	50-00-0	1	2	CC	Campus Safety Services Building	TESTLABC
0226716	Rick's Brew	50-00-0	1	2	G	Campus Safety Services Building	TESTLABC
0148629	Formaldehyde (solution)	50-00-0	1	3	μL	Campus Safety Services Building	TESTLABC