Chemical Inventory training

1. Chemical Inventory Training

1.1 Chemical Inventory Training

1.2 Navigation

To navigate this training use the next and previous buttons located at the bottom right to move between slides.
1.3 Request Account

First, you must request a Lab Management System (LMS) account

Go to: EHS.Utah.Edu

Click on Request LMS Account

NOTE: If you already have an account you can skip this step

Notes:

1.4 Submit Form

Fill in requested information and submit the form online

New account information will be emailed to you

On your first time logging in with a new account, you will be prompted to take training regarding hazardous waste. Please follow all prompts.

Note: Be sure to follow all the prompts to acknowledge you have taken the training and have your new LMS account unlocked
1.5 Go to website

To Log into LMS:

Go to:
EHS.UTAH.EDU

and click on

Log in to LAB MANAGEMENT SYSTEM

Notes:

1.6 Login

Once on the LMS login page, enter your UNID and password
1.7 Select PI

Select from the list the Principal Investigator (PI) for which you are entering the chemical inventory.

Note: If you are assigned to only one PI or you are logging in as the PI you will not see this option.

1.8 Select Inventory

Under the "CHEM" heading click the inventory Icon

NOTE:
Your home page may not have the same headings as shown.

Your headings are determined by the types of materials you use in your lab.
1.9 Add Chemical

Once on the chemical inventory page, click "add chemical" to begin creating an inventory.

1.10 Add Chemical

On this page you will begin to enter the details for the individual chemical. All fields highlighted in light red are required to be completed. All fields followed by the blue symbol are searchable fields.
1.11 Add Chemical

To enter a chemical, click the symbol next to the chemical description field.

1.12 Chemical Lookup

Select the check box and the qualifiers from the two drop down menus. Enter the full chemical name or a partial chemical name in the search box and click "search". In this example we are searching for Acetone.

Also, there are many other search options you can explore in the drop down menus.
1.13 Select Chemical

Select from the list the chemical which best matches the description of the chemical you are entering.

This should include the vendor information (if known).

1.14 Enter Information

Next, enter the specific information for the chemical.

Select the physical state:
- Gas
- Liquid
- Solid

Enter the number of units you have.

Enter the quantity/volume of the units.

For this example we have listed our chemical as:
- Liquid
- 3 units
- 5 gallons per unit
1.15 Enter Information

The remaining fields are for your convenience and can be used if needed.

To add another chemical into your inventory click "Save and Add".

If you are done adding chemicals to your inventory click "Save/Return".

1.16 Chemical Inventory

The added chemical now shows up in your current inventory. You can click "select" to view the chemical again or to change details. To remove the chemical select "Remove".
1.17 Remove Chemical

To remove the chemical you will need to select the reason for removal from the drop down menu. You will also be asked to confirm your request for removal. Note: This action will only affect your online inventory. To have your chemicals picked up, fill out an Unwanted Materials Pickup Request.

1.18 Disposed Inventory

On the main menu page you can select "Disposed Inventory" to see all the chemicals that have been removed as waste. To move a chemical back to the current inventory list select "activate" for the chemical you wish to move.
1.19 Questions

If you have any questions concerning chemical inventories please call the EHS mainline:

@ 801-581-6590

Thank you!