Annual Chemical Inventory Review Statement

Principal Investigators or Groups with a chemical inventory in the SAM system are required to review their chemical inventory on an annual basis. The simple process to enter your review in the EHS web application is described below.

Click on the **Inventory** icon to get started. To access SAM, click on the following link: [Safety Administrative Management System](#).

Select **Chemical Inventory Review Statement** from the menu options.
The chemical review statement can also be accessed from the **View/Add/Edit Chemical Inventory** screen using the **Review Statement** button.

The screenshot below illustrates the process:

1. Click on **View/Add/Edit Chemical Inventory**.
2. In the search bar, enter the relevant search terms (e.g., test PI, test PI).
3. Click on the **Review Statement** button.

This will take you to the chemical review statement page where you can review and manage the information.
Enter the review date and then click on the **Submit** button to exit.

This completes the review process. Your next review will now be due one year from the **Review Date** that was entered.