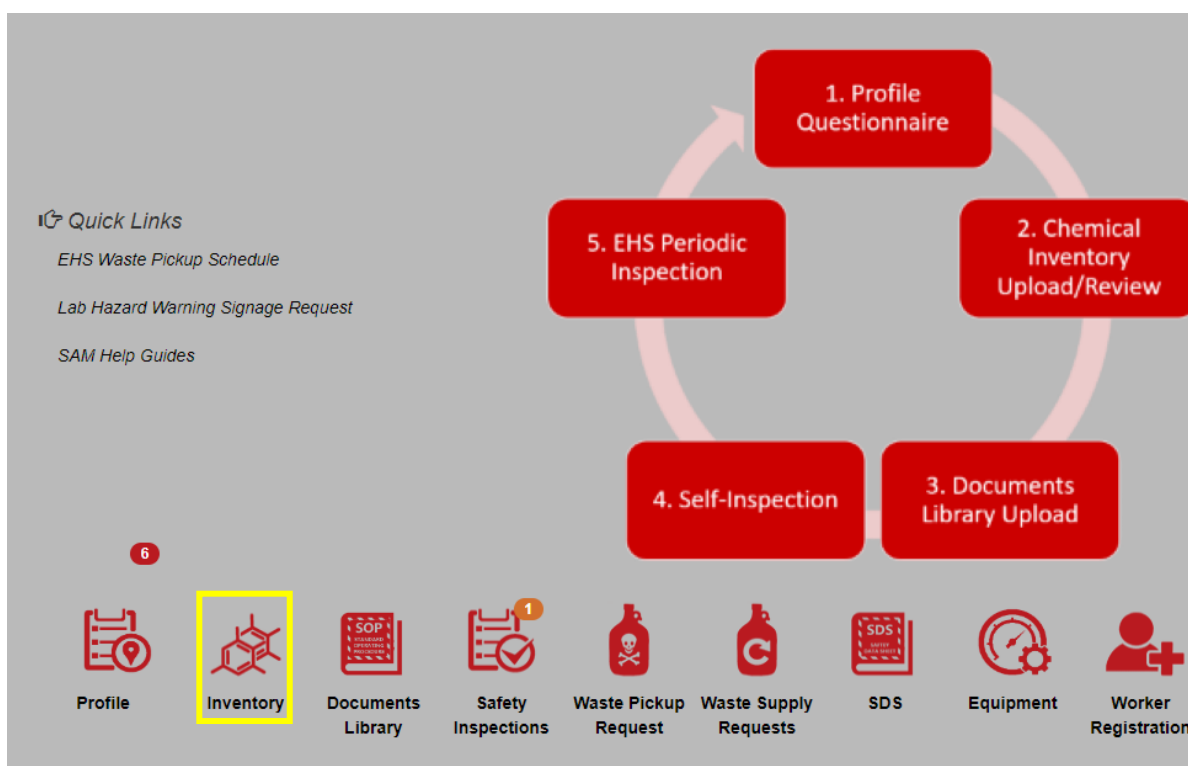


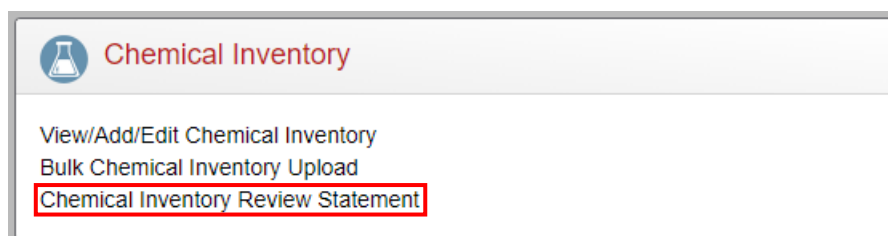
Annual Chemical Inventory Review Statement

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.

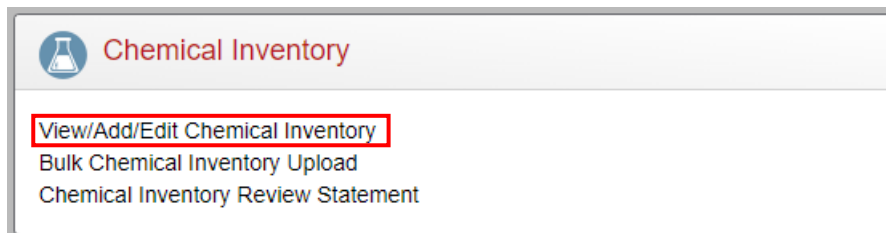
Click on the **Inventory** icon to get started. To access SAM, click on the following link [Safety Administrative Management System](#)



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.



Chemical Inventory Reports
 PI: TEST. PI, TEST P.I
Inventory:

☐ View All Shared Inventory

Drag a column header and drop it here to group by that column

<input type="button" value="Share All"/> <input type="button" value="Unshare All"/> Shared	Inventory #	PI/Group	Chemical Description ↑	Multiple Ingredients?
<input type="button" value="v"/>	<input type="text"/> <input type="button" value="f"/>	<input type="text"/> <input type="button" value="f"/>	<input type="text"/> <input type="button" value="f"/>	<input type="text"/> <input type="button" value="f"/>
<input type="checkbox"/>	0269086	TEST. PI, TEST P.I	ALCOHOL DEHYDROGENASE	No



Enter the review date and then click on the **Submit** button to exit.

PI	TEST. PI, TEST P.I			I have reviewed and updated my chemical inventory. I acknowledge this review is required annually.	
Permit		Last Review		Review Date	11/9/2023
<input checked="" type="checkbox"/>	C-01515	11/06/2023 TEST. PI, TEST P.I	CHEM - Active		
<input checked="" type="checkbox"/>	F-00000	11/06/2023 TEST. PI, TEST P.I	Facilities - Active		
				Reviewer	TEST. PI, TEST P.I
				Submit	Cancel

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