

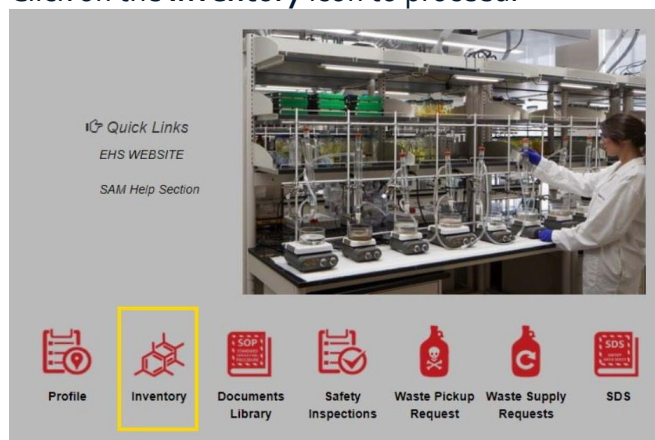


Chemical Inventory Bulk Upload

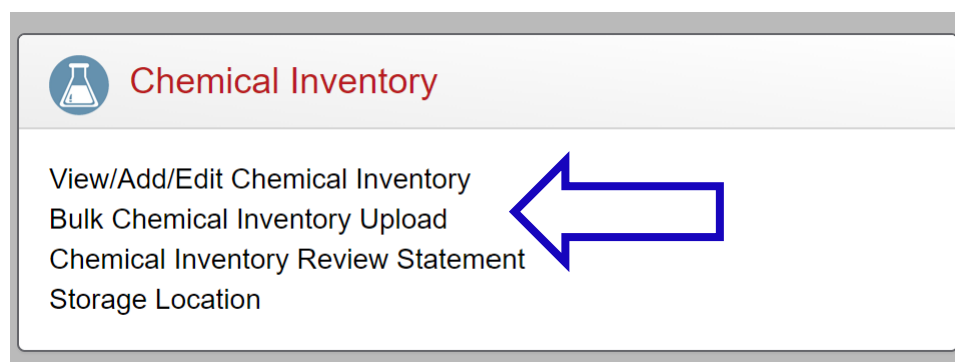
Chemical inventory can be loaded through two methods: by individual line-item, or by bulk upload via Excel spreadsheet template. Inventory bulk upload is a convenient method to initially load a chemical inventory that was previously tracked outside the Safety Administrative Management (SAM) System.

Inventory bulk upload allows for a Principle Investigator's or Group's entire inventory to be loaded into Safety Administrative Management System at once.

Click on the **Inventory** icon to proceed.



Select **Bulk Chemical Inventory Upload** from the menu options.



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To perform a bulk upload from a spreadsheet, the correct Excel template must be downloaded. The template can be downloaded from the **Bulk Chemical Inventory Upload** screen by clicking **Download Template** here.

Once downloaded, read the **Do's and Don'ts** text box in the template and then delete the text box. Fill out the template manually or copy and paste from an existing spreadsheet into the template ensuring all **Required (Red)** columns are filled in.

Formatting in the template is very specific and small errors can result in the bulk upload not working. Here are some **common bulk upload template errors** to avoid:

- Ensure PI code is the PI's Unid.

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If your lab is part of a Program or Group that was assigned by the EHS Compliance team then your PI code will not be your Unid. The first/last name will be the name of your Program or Group and not a person's name. Please contact EHS to obtain this needed information.

- Bldg. Code needs to match the code in SAM. Building Codes are always 4 digit codes.

Ex. HEB is 0085 in SAM. Bulk upload spreadsheet format needs to be changed to allow for appropriate number of leading zeroes.

- Same applies for LAB column: change spreadsheet to allow for leading zeroes to match lab room number in SAM.
- Amount per container column must have only numerical values
- Units are entered in "Unit of Measure" column.

Once the Excel template is correctly filled out and saved to your computer, complete the bulk upload by selecting the **PI (or Group)** and **Permit** then clicking **Load Spreadsheet** from the **Bulk Chemical Inventory Upload** screen.

Excel Row #	PI Code	Last Name	First Name	Bldg Code	Lab	Storage Location	Storage Device	Chemical Name

If the template formatting is correct you will be able to click **Submit** and the inventory will be loaded. If there is currently inventory items loaded under the PI/Group, clicking **Replace Existing Inventory** will delete the existing inventory items during the bulk upload.

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EHSA Inventory / Import Chemical Inventory [Edit Labels](#)

*PI: TEST, PI, TEST P.I. *Permit: C-01515 [Load Spreadsheet](#) [Add Row](#) [Download Template](#)

Auto-Generate Inventory # / Barcode # ☒

Excel Row #		PI Code	Last Name	First Name	Bldg Code	Lab	Storage Location	Storage Device	Chemical Name	Physical State	# of Containers
2	Set PI	U0752257	Hulk	Incredible	07	b500	hood 1-shelf	bottle	1,8-dibromobicyclo[3.4.0]non-2-ene	Liquid	1
3	Set PI	U0752257	Hulk	Incredible	07	b617	hood 1-shelf	bottle	pipernyl alcohol	Solid	1
4	Set PI	U0752257	Hulk	Incredible	07	b618	hood 1-shelf	bottle	9,10-dihydroanthracene	Solid	1
5	Set PI	U0752257	Hulk	Incredible	07	b619	hood 1-shelf	bottle	anthracene	Solid	1
6	Set PI	U0752257	Hulk	Incredible	07	b620	hood 1-shelf	bottle	salbutal phosphate	Solid	1
7	Set PI	U0752257	Hulk	Incredible	07	b621	hood 1-shelf	bottle	iron phosphate	Solid	1
8	Set PI	U0752258	Hulk	Incredible	07	b622	hood 1-shelf	bottle	2,6-difluorophthalonitrile	Solid	1
9	Set PI	U0752259	Hulk	Incredible	07	b623	hood 1-shelf	bottle	nickel (II) chloride(hexahydrate)	Solid	1
10	Set PI	U0752260	Hulk	Incredible	07	b624	hood 1-shelf	bottle	N-hydroxyphthalimide	Solid	1

[Replace PI's Existing Inventory](#) [Submit](#) [Cancel](#)

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