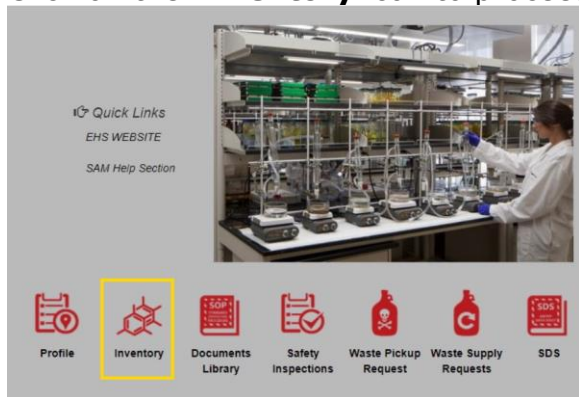




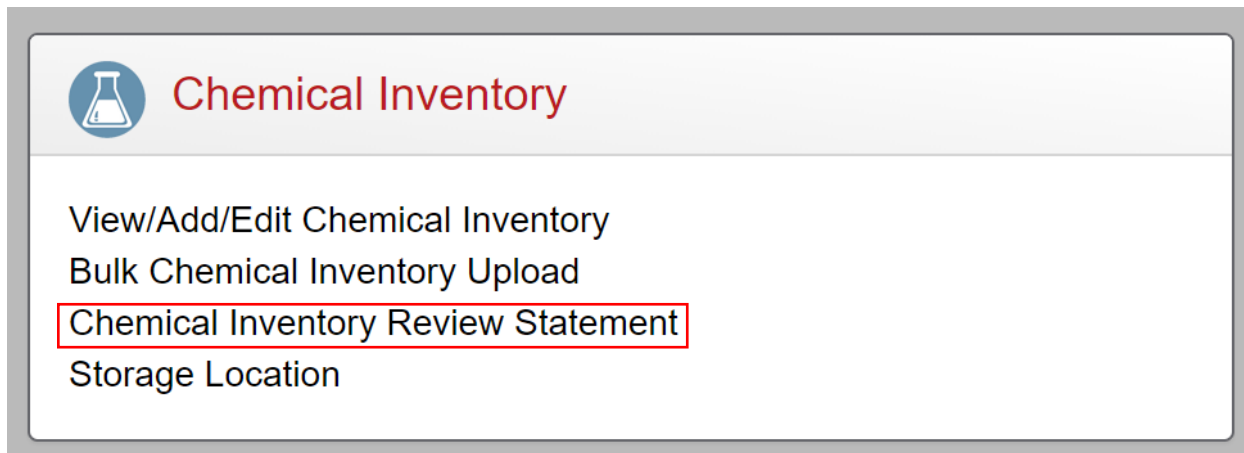
## Annual Chemical Inventory Review Statement

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 proceed.




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

View/Add/Edit Chemical Inventory

Bulk Chemical Inventory Upload

Chemical Inventory Review Statement

Storage Location

EHSA Inventory / Chemical Inventory

+ Add

Edit

Remove

Chemical Inventory Reports

PI: TEST. PI, TEST P.I

Inventory:

Search Synonym, CAS or Inventory

Q

X

Review Statement

☐ View All Shared Inventory

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

Share All

Unshare All

Shared

	Inventory #	Status	PI	Chemical Description ↑
	<div></div>	<div></div>	<div></div>	<div></div>
<input type="checkbox"/>	0162336		TEST. PI, TEST P.I	4-(2- (AEBSF



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	Permit Status	Review Date	10/9/2019	
<input checked="" type="checkbox"/>	C-01515	06/20/2018	active	Reviewer	TEST.PI, TEST P.I
<div>Submit Cancel</div>					

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