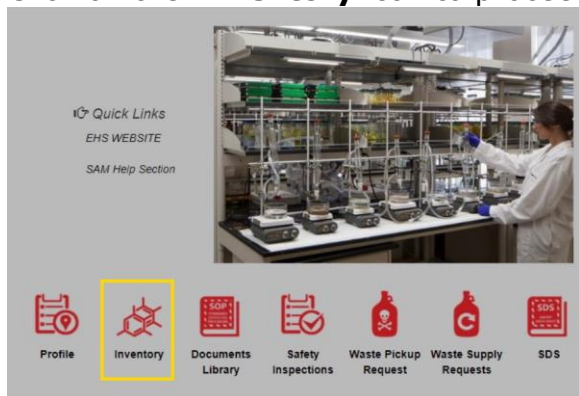


Annual Chemical Inventory Review Statement

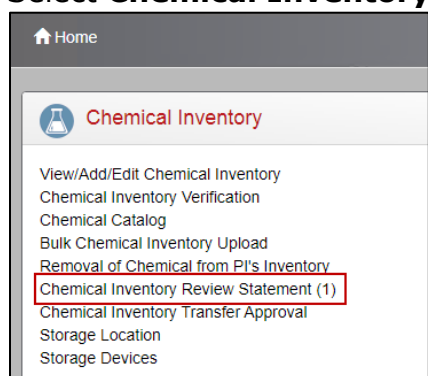
Principal Investigators are required to review their chemical inventory on an annual basis. The simple process to enter your review in the EHS web application is described below.

When the due date for your chemical inventory review statement is within 30 days or overdue, a red number one bubble will appear next to the **Inventory** icon.

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.

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.