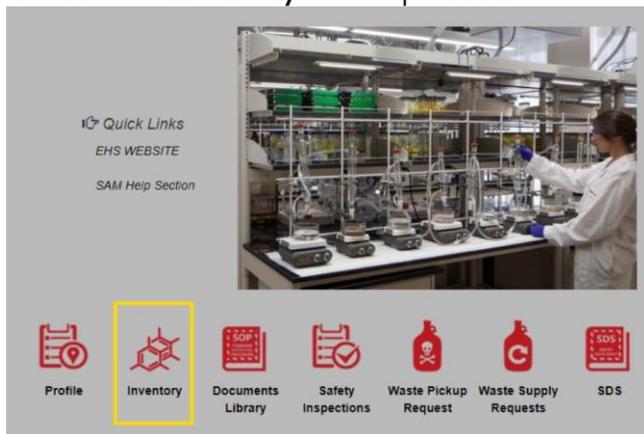


Chemical Inventory Bulk Upload

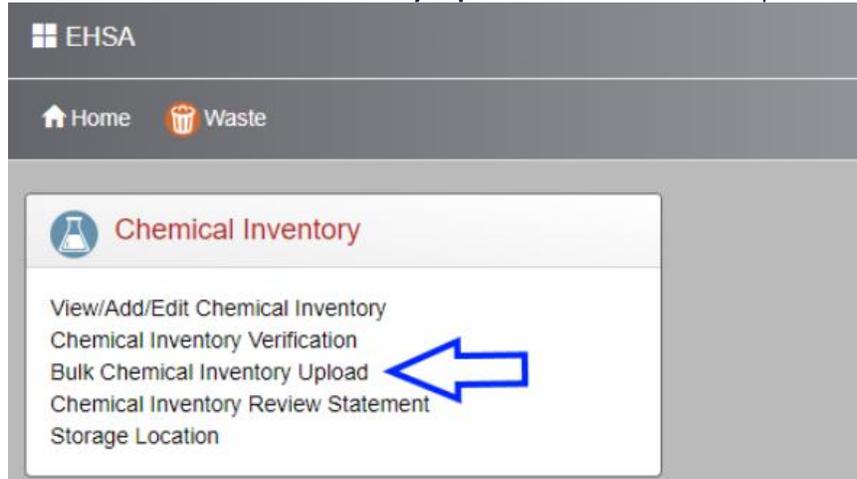
Chemical inventory can be loaded through two methods: by individual line-item, or by bulk upload via Excel spreadsheet template. Inventory bulk upload is a convenient method to initially load a chemical inventory that was previously tracked outside the Safety Administrative Management System.

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

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

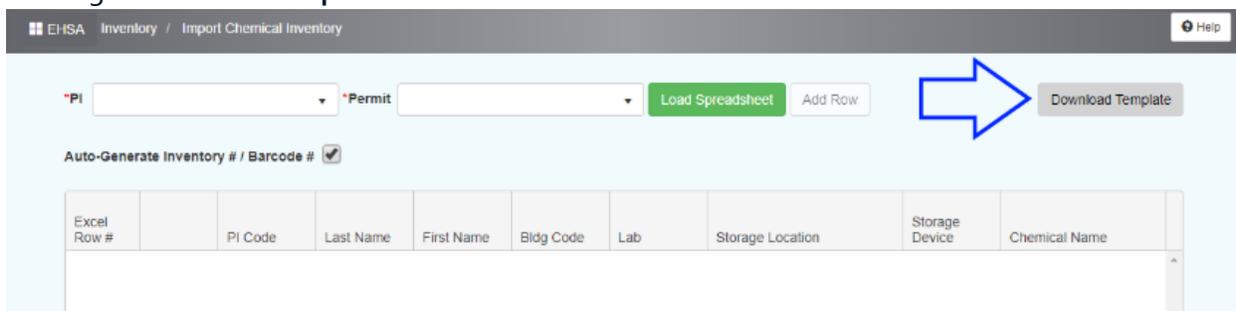


Select **Bulk Chemical Inventory Upload** from the menu options.

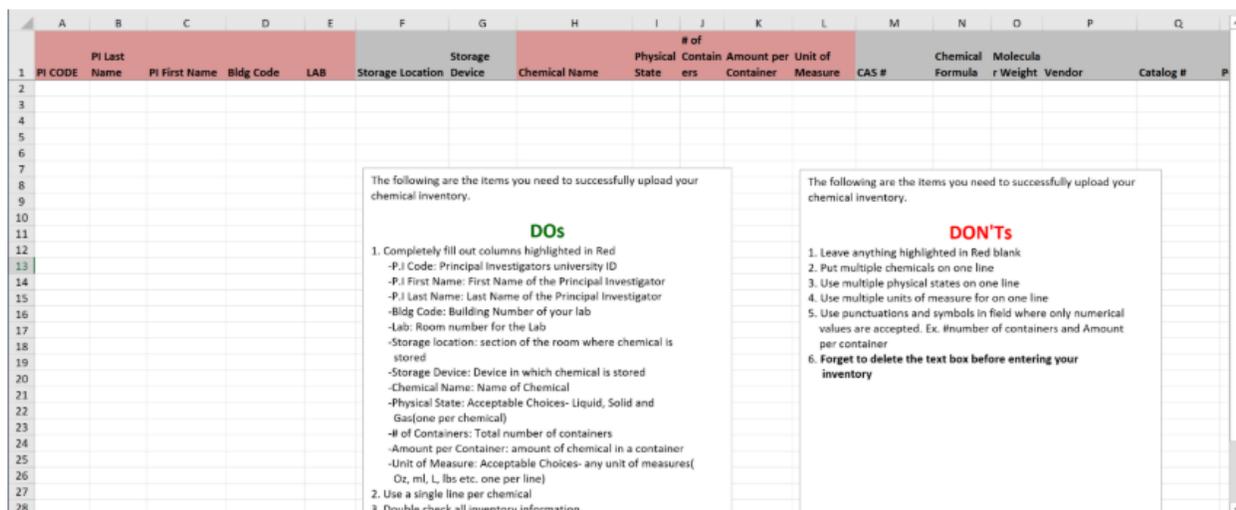


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To perform a bulk upload from a spreadsheet the correct Excel template must be downloaded. The template can be downloaded from the **Bulk Chemical Inventory Upload** screen by clicking **Download Template** here.



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.



Excel Row #	PI Code	Last Name	First Name	Bldg Code	Lab	Storage Location	Storage Device	Chemical Name	Physical State	# of Containers	Amount per Container	Unit of Measure	CAS #	Chemical Formula	Molecular Weight	Vendor	Catalog #
1	PI CODE	PI Last Name	PI First Name	Bldg Code	LAB	Storage Location	Storage Device	Chemical Name	Physical State	# of Containers	Amount per Container	Unit of Measure	CAS #	Chemical Formula	Molecular Weight	Vendor	Catalog #
2																	
3																	
4																	
5																	
6																	
7																	
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28																	

The following are the items you need to successfully upload your chemical inventory.

DOs

- Completely fill out columns highlighted in Red
 - PI Code: Principal Investigators university ID
 - PI First Name: First Name of the Principal Investigator
 - PI Last Name: Last Name of the Principal Investigator
 - Bldg Code: Building Number of your lab
 - Lab: Room number for the Lab
 - Storage location: section of the room where chemical is stored
 - Storage Device: Device in which chemical is stored
 - Chemical Name: Name of Chemical
 - Physical State: Acceptable Choices- Liquid, Solid and Gas(one per chemical)
 - # of Containers: Total number of containers
 - Amount per Container: amount of chemical in a container
 - Unit of Measure: Acceptable Choices- any unit of measures(Oz, ml, L, lbs etc. one per line)
- Use a single line per chemical
- Double check all inventory information

The following are the items you need to successfully upload your chemical inventory.

DON'Ts

- Leave anything highlighted in Red blank
- Put multiple chemicals on one line
- Use multiple physical states on one line
- Use multiple units of measure for on one line
- Use punctuations and symbols in field where only numerical values are accepted. Ex. #number of containers and Amount per container
- Forget to delete the text box before entering your inventory

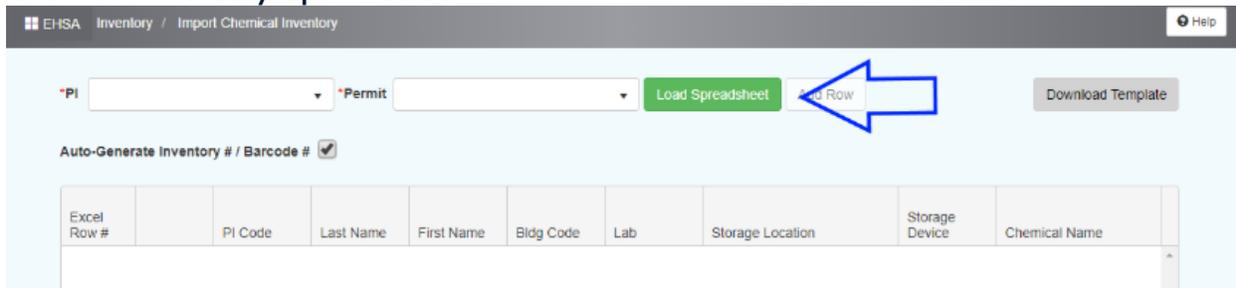
Formatting in the template is very specific and small errors can result in the bulk upload not working. Here are some **common bulk upload template errors** to avoid:

- Ensure PI code is the PI's U number. Please include the U, in the Unid
- Bldg. Code needs to match the code in SAM. Building Codes are always 4 digit codes.

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- 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** and **Permit** then clicking **Load Spreadsheet** from the **Bulk Chemical Inventory Upload** screen.



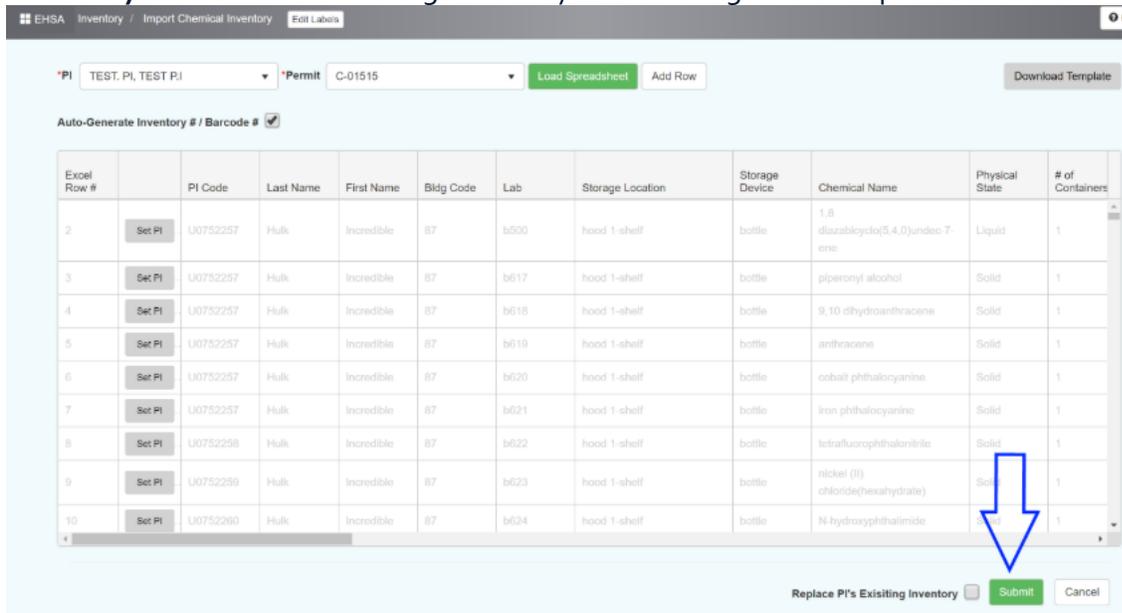
EHSA Inventory / Import Chemical Inventory Help

*PI *Permit 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

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, clicking **Replace Existing Inventory** will delete the existing inventory items during the bulk upload.



EHSA Inventory / Import Chemical Inventory Edit Labels Help

*PI TEST.PI.TEST.PI. *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	<input type="button" value="Set PI"/>	U0752257	Hulk	Incredible	87	b500	hood 1-shelf	bottle	1,8-diazabicyclo[5.4.0]undec-7-ene	Liquid	1
3	<input type="button" value="Set PI"/>	U0752257	Hulk	Incredible	87	b517	hood 1-shelf	bottle	piperonyl alcohol	Solid	1
4	<input type="button" value="Set PI"/>	U0752257	Hulk	Incredible	87	b518	hood 1-shelf	bottle	9,10-dihydroanthracene	Solid	1
5	<input type="button" value="Set PI"/>	U0752257	Hulk	Incredible	87	b519	hood 1-shelf	bottle	anthracene	Solid	1
6	<input type="button" value="Set PI"/>	U0752257	Hulk	Incredible	87	b520	hood 1-shelf	bottle	cobalt phthalocyanine	Solid	1
7	<input type="button" value="Set PI"/>	U0752257	Hulk	Incredible	87	b521	hood 1-shelf	bottle	iron phthalocyanine	Solid	1
8	<input type="button" value="Set PI"/>	U0752258	Hulk	Incredible	87	b522	hood 1-shelf	bottle	tetrafluorophthalonitrile	Solid	1
9	<input type="button" value="Set PI"/>	U0752259	Hulk	Incredible	87	b523	hood 1-shelf	bottle	nickel (II) chloride(hexahydrate)	Solid	1
10	<input type="button" value="Set PI"/>	U0752280	Hulk	Incredible	87	b524	hood 1-shelf	bottle	N-hydroxyphthalimide	Solid	1

Replace PI's Existing Inventory Submit Cancel

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