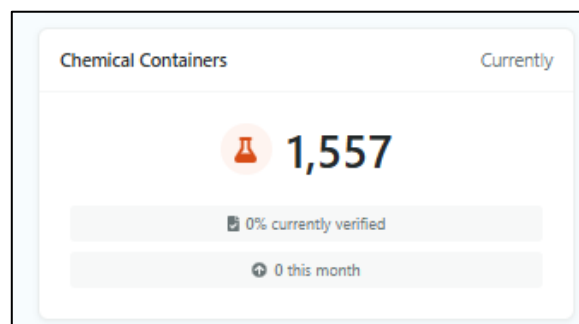
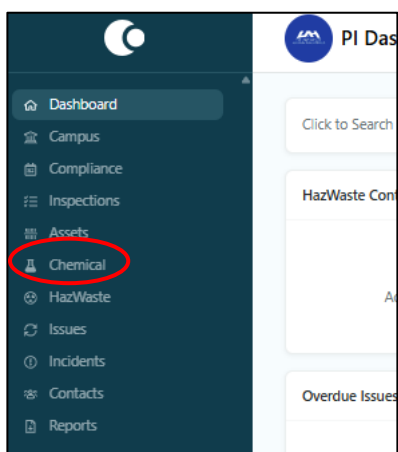


CampusOptics Chemical Inventory Guide

View Chemical Inventory

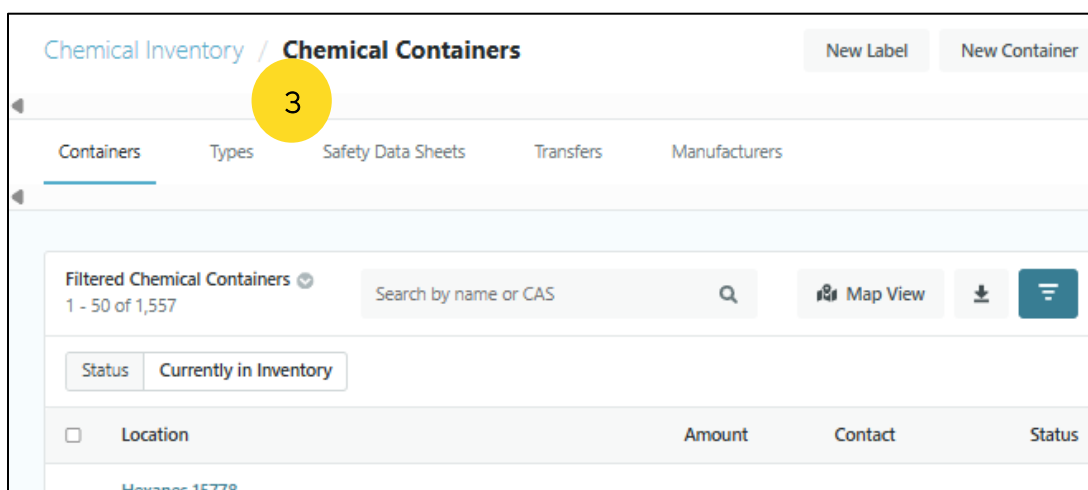
The Dashboard has a tile that shows the total number of chemical containers in your inventory. To see a more detailed list click Chemical on the left sidebar, or click the Dashboard tile.



You can also view chemical inventories by storage location by going to Campus on the left sidebar, then clicking All Spaces under the Spaces menu. Click on each location to view their specific inventories and associated hazards.

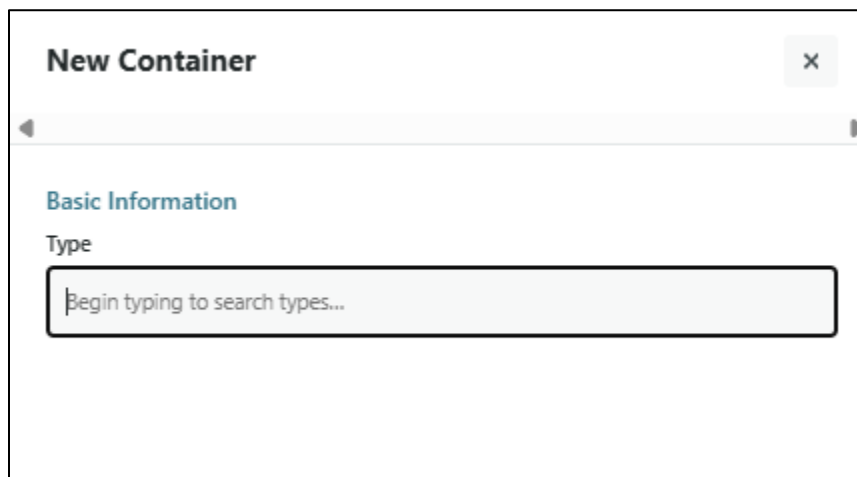
How to Add a New Chemical

CampusOptics tracks chemicals using Types and Containers. The Chemical Type is where basic information along with hazard information and links to associated safety data sheets are located. Chemical Containers are the individual containers associated with each chemical type.



- 1 Click New Container to start the container creation process.
- 2 Click the blue 3 lines icon to be taken to the Sort & Filter menu. You can create reports based on the filters that you select and download them using the download arrow.
- 3 Click Types to view the entire list of UAH Chemical Types.

Click New Container on the top right of the page. You can search for the chemical type using the CAS number or the chemical name.



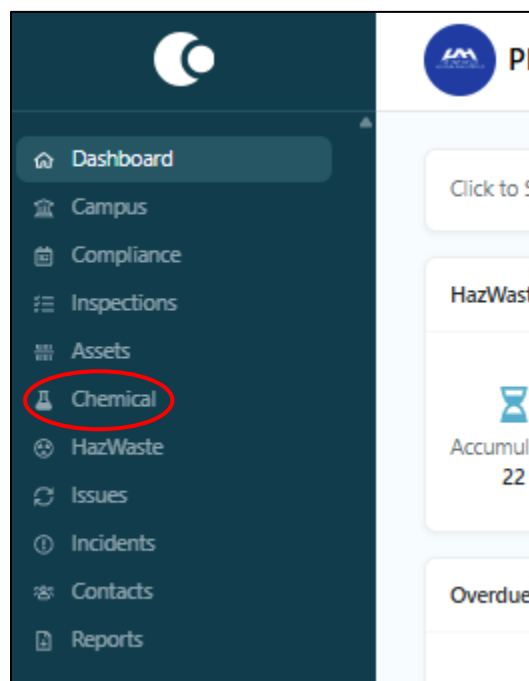
Fill in the container information and storage location details, and then click Create Container at the bottom of the page.

If the chemical type you need to add to your inventory isn't listed in when you search, send OEHS@uah.edu an email with the following information:

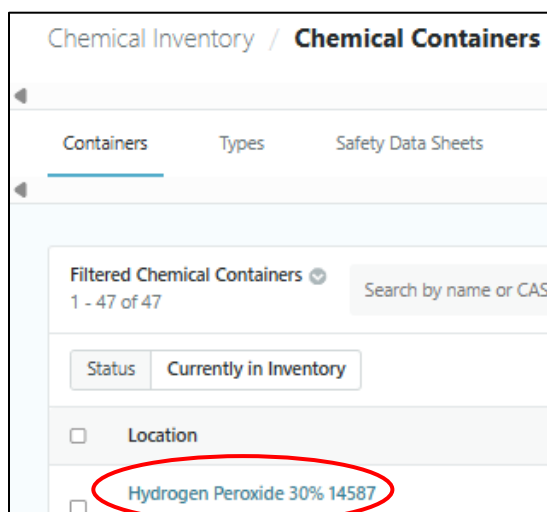
1. Chemical Name
2. CAS Number
3. Chemical Phase (Liquid/Solid/Gas)
4. Manufacturer.

How to Remove a Chemical

Click Chemical on the left sidebar of the Dashboard



From the Chemical Inventory page, click the blue container name of the container you want to remove from your inventory.



Click the Actions dropdown menu and select Remove Container

Hydrogen Peroxide 30% 14587 Details

Actions

Basic Information	
DESCRIPTION	None Given
TYPE	Hydrogen Peroxide 30%
PREFERRED NAME	Hydrogen Peroxide 30%
CONCENTRATION	Not Specified
CONTACT	Natalie C

Edit Details

Add a Barcode

Verify Container

Duplicate Container

Create Secondary Container

Create Secondary Container Label

Convert to HazWaste

Remove Container