

Protocol for Chemical Inventory in CEMS software

To add a chemical to CEMS:

1. Open CEMS inventory software and log in.
2. On your home page, under “Quick Links,” click “add chemical inventory.”
3. If the owner is already registered in CEMS, type the owner name into the “select owner” box and select the name from the drop down menu.
 - a. If the owner is not already registered in CEMS, click the icon with 2 dots on it next to the drop down menu
 - b. In the top right corner of that screen, click the “new” icon (farthest left in the line of four icons)
 - c. Enter the new owner’s information on the following page and click “save” at the bottom of that page to save the new owner.
 - d. When you return to the “Add chemical” tab, this owner should now appear in the drop down menu when you type their name into the “select owner” box.
4. Click the icon with two dots on it next to the “set location” menu.
5. If the room is already registered in CEMS, find it in the alphabetical list of rooms by looking through the pages. To go to the next page, click the right arrow at the bottom of the screen. When you find the correct room, click the green plus sign at the very right of that room’s entry to select that room.
 - a. If the room is not already registered in CEMS, in the top right corner of the room list screen, click the “new” icon (farthest left in the line of four icons).
 - b. Click the icon with two dots on it in the “Building” row.
 - c. If the building is already registered in CEMS, find it in the alphabetical list of buildings by looking through the pages. To go to the next page, click the right arrow at the bottom of the screen. When you find the correct building, click the green plus sign at the very right of that building’s entry to select that building.
 - i. If the building is not already registered in CEMS, in the top right corner of the building list screen, click the “new” icon (farthest left in the line of four icons).
 - ii. Enter the name and abbreviation for the building in their respective boxes and click “save” at the right of the screen to save the new building.
 - iii. The new building should now appear in the “Building” row on the “Room Record” tab.
 - d. On the “Room Record” tab, (which should automatically reopen after you select a building) type the new room name and click “save” at the right of the screen to save the new room.

- e. The new room should now appear in the drop down menu under “set location” in the “Add Chemical” tab.
6. Click the “barcode” line so that your cursor is in that line. If the chemical has a barcode sticker on it, plug the barcode scanner into your computer’s USB drive and scan the barcode. The barcode number will be entered into the “barcode” line automatically.
 - a. Apply a new barcode to the chemical if it does not already have one
 - b. An alternative option if the chemical does not have a barcode sticker on it, is to go to the “Home” tab in CEMS and click “View all Inventory” under the “Chemical Inventory” heading.
 - c. Click on the “Barcode” heading and click “Sort reverse.”
 - d. Scroll through the pages until you find the highest number barcode that is approximately 2000040000 (i.e. 2000040074)
 - e. Return to the “Add Chemical” tab and enter the next sequential number for the new chemical’s barcode (If the highest number in this sequence so far was 2000040074, the new chemical’s barcode would be 2000040075).
 - f. Click “Next.”
7. Enter the product number (if known) and the chemical name in their respective boxes.
8. Click “Next.”
9. Enter CAS number (found in Section 1 of SDS sheet) and NFPA information (found in section 16 of SDS sheet)
10. If the manufacturer is already in CEMS, type the manufacturer into the “manufacturer” box and select the correct manufacturer from the drop down menu.
 - a. If the manufacturer is not in CEMS (if it doesn’t appear in the drop down menu when you type in the name), click the icon with two dots on it next to the “manufacturer” box.
 - b. In the top right corner of the manufacturer list screen, click the “new” icon (farthest left in the line of four icons).
 - c. Type the manufacturer name into the “Name” box and click save.
 - d. Go back to the “Add Chemical” tab and type the new manufacturer into the “manufacturer” box. It should appear in the drop down menu for you to select.
11. Enter the quantity of chemical in the “quantity” box and select the units from the drop down menu.
12. Click “save.” The chemical will now appear in the chemical inventory.

To update a room's inventory in CEMS:

1. Open CEMS inventory software and log in.
2. On your homepage, under “Quick Links,” click “Update Chemical Inventory.”
3. Scan the barcodes of up to 2000 chemicals in the room then click “next.”
4. Under “Step 3: specify actions,”
 - a. Under “Update Owner,” choose the owner of all of the chemicals you scanned in from the drop-down menu.
 - b. Under “Update Location,” choose the room where the chemicals are located.
 - i. If the room you are looking for does not appear in the drop-down menu (i.e. if this is a new room for the owner of these chemicals), click on the icon with two dots on it next to the “Update Owner” box.
 - ii. Go through the list of rooms using the arrow buttons at the bottom of the screen to find the room you are looking for, and when you do find that room, click the green plus-sign next to that room's entry to add that room.
 - iii. The new room will now be selected as the chemicals' location and will now be associated with that owner.
 - c. Next to the room name, click the “reinventory room” box.
 - i. **If you begin the inventory process for a room and are not able to scan all of the chemicals in that room in one session, follow the steps above the first time you begin the inventory. When you continue the inventory after the first session, follow the same steps but DO NOT click the “reinventory room” box in order to prevent all of the chemicals that you have already updated in the room from going back to “In-Transition” status. All other steps will be the same for following sessions.
 - ii. *** If you conduct a reinventory for chemicals with inner locations (i.e. “Shelf A”), a similar protocol must be followed as listed above for multi-session scanning. If a group of chemicals are on a particular inner location in a room, they must be inventoried separately from other chemicals. During the first session of scanning, click “reinventory room” button and then specify an inner location. To scan chemicals in another inner location within the same room, continue the inventory but DO NOT click the “reinventory room” box to prevent the chemicals already scanned from going back to “In-Transition”, and then specify the next inner location. All other steps will be the same for the following sessions.
 - d. Under “Mark All In-Transition,” select “no” from the drop-down menu.
5. Click “submit” at the bottom of the page. The chemicals in the room will now be updated and any chemicals that were previously in this room but are no longer there will be marked as “In-Transition” in CEMS. Chemicals in transition will stay there until

someone else scans them into their room, or if they go unclaimed for 1 year they will be considered empty.