

**DEPARTMENT OF
ENVIRONMENTAL AND OCCUPATIONAL
HEALTH AND SAFETY**

HAZARDOUS MATERIALS INVENTORY DATABASE REFERENCE SHEET

In order for the EOHS Hazardous Materials Inventory Database to be useful, all campus chemical inventories must be kept up-to-date.

The Hazardous Materials Inventory Database can be found on the web at:
<http://eohs.uakron.edu>.

Accessing the Database

1. Open your web browser (preferably Chrome).
2. In the *Address* field type: <http://eohs.uakron.edu>
3. On the left-hand navigation menu, click Hazmat Inventory.

**Environmental
and Occupational
Health and Safety**

HazMat
Inventory

4. Enter your username and password and then click Submit.

You will be presented with the main menu:

University of Akron <i>Health and Safety Department</i>	
Information	Chemical Inventory
	By Room
	By Chemical
Chemicals	Update Inventory

INFORMATION

Chemicals

Search by chemical name or CAS Number to **locate an SDS**.

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Chemical Information

Search For:

Search By: Chemical Name

Chemical Name
CAS Number

In the Search By drop-down list, choose either Chemical Name or CAS Number.

In the Search For field, you can enter your search criteria. To locate a chemical you may retrieve it by its full name. However, in many cases, chemical names are quite long and it is usually easier to find chemicals by performing a search using **wildcard characters**. Wildcard characters are indicators used in a search to help locate chemicals by matching part of the chemical name. There are two wildcard characters available:

% - matches zero or more characters; and _ - matches exactly one character

Some examples may be helpful (quotes are used to surround the text you enter in the search field on the form, do not enter them on the website):

To find all chemicals that **begin** with the word PAINT, you would type "paint%". This would match chemicals like the following:

Paint
Paint Thinner
Painting Solution

To find all chemicals that **contain** the word paint, you would type "%paint%". This would match chemicals like the following:

Paint
Paint Thinner
Painting Solution
Blue Ribbon Paint

You can use the percent sign (%) at any point in the chemical name to match multiple characters. For example, if you were looking for a particular type of amino acid and you search for "acid", you would have over 600 results; however, you can narrow the search by adding amino to the search text (%amino%acid%). This will search for any chemical names containing the word amino **and** the word acid. You can further refine the search by adding more search text (e.g. %amino%benzoic%acid%).

If you choose CAS Number, the wildcards work exactly the same way as they do when searching for a chemical by name.

Chemical Information			
Search For:	<input type="text" value="%1344%28%"/>	<input type="button" value="Search"/>	<input type="button" value="Help"/>
Search By:	<input type="text" value="CAS Number"/>		

OR

Chemical Name:	<input type="text" value="%amino%benzoic%acid%"/>	<input type="button" value="Search"/>	<input type="button" value="Help"/>
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Click the Search button and the results screen will display the list of chemicals that match your search criteria:

Chemical Information

11 Chemicals Found Matching Your Search for **%amino%benzoic%acid%**

Chemical Name (click to view MSDS)	CAS No.	Reporting	Std Units
3,4-DIAMINO BENZOIC ACID	619-05-6		g
3,5-DIAMINO BENZOIC ACID	535-87-5		g
3,5-DIAMINO BENZOIC ACID DIHYDROCHLORIDE, 99%	618-56-4		g
3-AMINO-4-METHYLBENZOIC ACID	2458-12-0		g
3-AMINO BENZOIC ACID	99-05-8		g
4-AMINO BENZOIC ACID	150-13-0		g
4-AMINO BENZOIC ACID, SODIUM SALT	555-06-6		g
4-DIETHYLAMINO BENZOIC ACID	5429-28-7		g
4-DIMETHYLAMINO BENZOIC ACID	619-84-1		g
5-AMINO-2-NITRO BENZOIC ACID			g
P-AMINO BENZOIC ACID	150-13-0		g

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To view the SDS for a chemical, simply click the chemical name, then click the name of the manufacturer for which you would like to view the SDS. (NOTE: All SDS' are in Adobe Acrobat format. You must have Adobe Acrobat Reader installed on your computer in order to view the SDS.)

CHEMICAL INVENTORY

By Room

Use this section to search for all chemicals located in a particular room.

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Chemical Inventory -- Select Room

Please select the Building and Room, from the lists below, that you wish to view the inventory for. Only buildings and rooms with inventory are listed.

Building:

Room:

1. Choose a building from the Building drop-down list. (Only buildings with chemical inventory will be listed.)
2. Choose a room from the Room drop-down list. (Only rooms with chemical inventory will be listed.)
3. Click the Go button.

Your results screen will display the chemical inventory for the room you selected:

Chemical Inventory for Room: 00005 in 100 LINCOLN ST. BLD.(INDUST. INC.) (3 Records)

Chemical Name	Std Amount	Std Units	Rpt Amount	Rpt Units	Last Inv
ISOPROPANOL	3,785.33	g	1.00	gal	2/15/1999
SILICON	1,420.04	g	1.50	qt	2/15/1999
SILICON	1,420.04	g	1.50	qt	2/15/1999

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Select Another Room

By Chemical

Use this section to locate buildings and rooms where a particular chemical is stored. Again, choose whether to search by Chemical Name or CAS Number, enter your search criteria with wildcards, and click the search button.

Chemical Inventory -- Select Chemical

Chemical Name:

Your results screen will display a list of chemicals matching your search criteria. To view the buildings/rooms where the chemical is located, click the chemical name.

Update Inventory

1. Choose a building from the Building drop-down list.
2. Choose a room from the Room drop-down list.
3. Click the Go button.

To change the amount of a chemical on hand:

1. Click the chemical name.
2. Enter the changes.
3. Click the Save button.

NOTE: If you do not want to save the changes you have made, click **Clear**. Doing so will erase all changes made since the last time you clicked Submit.

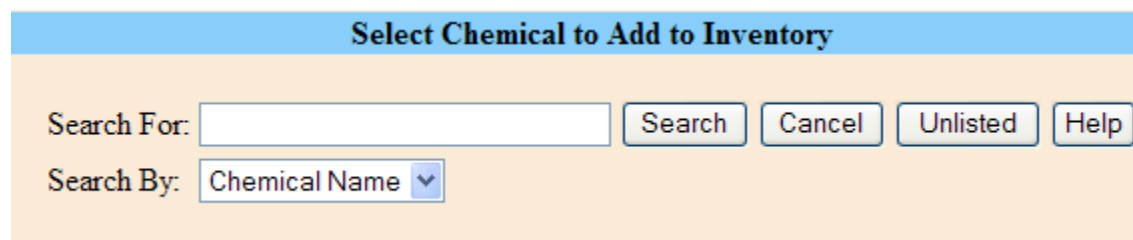
To delete a chemical from the inventory:

Click the Delete link. (The chemical will appear with Undelete.)

Adding a New Chemical

To avoid duplication of chemicals in the EOHS Chemical Database, it is very important that you verify that a chemical does not already exist before adding it to the database.

1. Click the Add button.
2. In the Search By drop-down list, choose whether you wish to search by Chemical Name or CAS Number.
3. Using wildcards, type the name (or a portion of the name), CAS Number (or a portion of the CAS Number) into the Search For field.

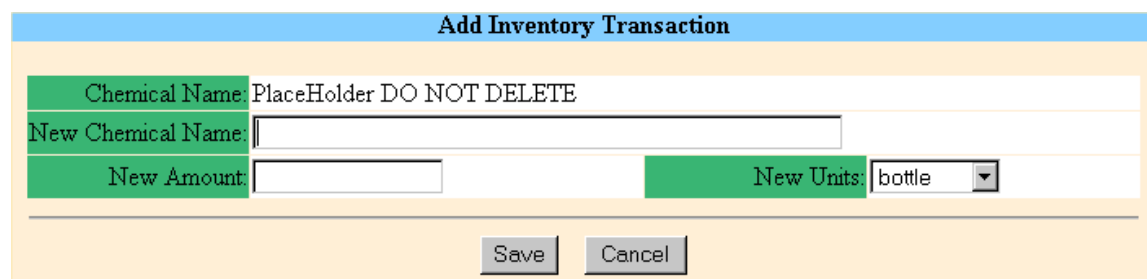


The screenshot shows a web form titled "Select Chemical to Add to Inventory". It features a search interface with a text input field labeled "Search For:", a "Search" button, a "Cancel" button, an "Unlisted" button, and a "Help" button. Below the search field is a "Search By:" label followed by a dropdown menu currently set to "Chemical Name".

4. Click the Search button.

If the chemical for which you would like to add inventory is found in the list, click the chemical name to change the inventory amount.

If the chemical for which you would like to add inventory is not found in the list, click the "unlisted" button.



The screenshot shows a web form titled "Add Inventory Transaction". It contains three input fields: "Chemical Name" with a placeholder "Placeholder DO NOT DELETE", "New Chemical Name" which is empty, and "New Amount" which is empty. To the right of the "New Amount" field is a "New Units" dropdown menu currently set to "bottle". At the bottom of the form are "Save" and "Cancel" buttons.

5. In the New Chemical Name field, type the name of the chemical **exactly as found on the SDS**. At the end of the line, enter the CAS Number in parenthesis (e.g. Acetone (67-64-1).)
6. In the New Amount field, type the amount of the chemical you have on hand.
7. Select the Units from the New Units drop-down list.
8. Click Save.

NOTES

Once you are done making **ALL** changes to a room, click the **submit** button. Once the submit button is hit, suggested changes have to be approved by EOHS before more changes can be made to that room. If it will take you several days to make changes to a room, wait to hit the **submit** button until you are completely done.

If you make changes to a room and do not hit the **submit** button, the room is locked out to other users and nobody else can make changes to the room until the **submit** button is hit by **YOU** and EOHS has approved changes.

All of your changes may not appear immediately. They have been saved and will be reviewed by the Department of Environmental and Occupational Health and Safety.

ADDENDUM TO ADDING A NEW CHEMICAL

If you are adding a new chemical that does not currently exist in the EOHS database, please forward a copy of the SDS to:

Dr. Michael DeBord
mad151@uakron.edu
or
EOHS
Zip: 0607