Inventory Views
Click on the Radio Button to the right of the Item: *Current, Disposed, Archived, Satellite Accumulation, Stock Solutions* Inventory — Items Received/Ordered on [Enter Date], Click on Show —All Items-displays all items in the inventory , See Display, select # of rows per page you wish to view —Show me Chemicals Where [select Chemical Description or CAS#],[select Starts with, Contains, Equals], type in chemical name or CAS#, Click on Show

Chemical Fact Sheets
Click on "Highlight" to the left of the chemical name to identify the chemical, Click on the Arrow in the "Reports" field, Click on Chemical "Catalog Fact Sheet Report" Opens in Acrobat, Select File, Print to print report

Inventory Reports
Click on arrow to right of Reports field, scroll down, Click on name of desired report-first four are inventory lists, Opens in Acrobat, Select File, Print to print report

Editing Chemicals in Inventory
Click on "Select" to the left of the chemical name for the chemical you wish to edit, Click on Save to save changes or Cancel

Show Satellite Accumulation
Allows you to enter your hazardous waste streams and produce satellite accumulation labels — contact your CSO Representative for assistance with this

Show Stock Solutions Inventory
Allows you to enter your working solutions and produce working solution labels—contact your CSO Representative for assistance with this

Adding Chemicals in Inventory
Click on "**Add Chemical**", all fields highlighted in Pink are required fields—where an icon or arrow appears after a field indicates a pick list or search engine **Catalog #** type in Vendor/Supplier catalog/reorder number—"**Search Catalog**" default, already marked **go** to **Chemical Description**/name—["**Not in Catalog"** should only be used if you cannot find your chemical name using the Search Catalog, when you select this, you can type in the chemical name, and you must enter the Vendor Catalog # and the Vendor name. **Lab** is the lab where the chemical is stored, Click on the icon to open the pick list of labs, Click on 'Select' to choose the lab, **Inventory #** is auto-filled by the database go to the next field, **PO#,** purchase order # is optional,
Chemical Description/chemical name, Click on the icon to the right of the field to open the search engine for chemical name, You have 4 search options, Use the '**Show me chemicals where [Chemical Description or CAS#] [Starts with, Contains, or Equals]** Click on the Radio Button to the left of this option to select, Type the chemical name in the blank field, Click on the Show button, Click on the Chemical Name or CAS# to select from the list that appears
Physical State, Click on the Radio Button to the left to select Solid, Liquid, or Gas,
# of Units" is number of containers, type in the number of containers, (if the containers are all the same size – if not separate inventory entries for each container)
"Quantity per Unit" type in the numerical value for the size of the container, **Volume/Size"** Click on the arrow to select the unite of measure (grams, pounds, gallons, etc) **BOCA** skip this, **Storage Location** is where you store the chemical in the lab (flammable cabinet, shelf) type in the location, **Storage Device** (container type) Click on the arrow to the right of the field, select type of container from the pick list
Chemical Formula program auto-loads, **SDS** location, skip this, **Contact Name** optional field — **Comments,** optional field
Save & Add another chemical -- Save/Return or Cancel.

Waste Pickup Requests
Adding a Pickup Request:
Click on +**Add Request**+ to add a request for pickup of chemical waste. **Request Date:** The Current date is inserted - **Lab/Location:** Click on **[?]** for a list of your labs. Click on **[Select] to choose your lab**. **Contact** click on **[?]** to insert the name of the lab contact, or type in the name. **Contact's Phone** type in the number - **Comments:** type any information about the waste. You may use the "Comments" box to tell us where in the lab your waste is located. Click on **Save** or **Cancel**
Container Details:
Request # is selected by the database, **Physical Form** Click on the radio button to the left to select, **Total Quantity** Type in numerical amount for container size, **Unit of Measure** Click on the arrow to the right of the field and select unit of measure for the container size. **Container Type** click on the arrow to the right of the field and select from the pick list that appears, **# of Containers** will always be '1' **Chemical** Click on the icon to the right of the field to open the search engine '**Show me chemicals where [Chemical Description or CAS#] [Starts with, Contains, or Equals]** works the same as it does in the Adding Chemical section, **"Show me Chemicals that are in my "Personal Catalog"** allows you to select the chemical name from your personal inventory, "**Show Personal Waste Streams"** allows you to select from your Satellite Accumulation Inventory, Skip Inventory # Link, **% of Content** Type in the % concentration for the chemical selected, **Attach** Click on this to enter into the table below, execute the search for each chemical in your waste mixture and attach to the table below, **Cancel** if you do not want to save the details - **Submit** if you are ready to save the details – **Add Another Container,** if you want to add another waste container for pickup, **Done,** when you are finished adding all containers you want picked up.
Print the Container Labels:
In the +**Add Request**+ window, click on **View**,
In the Add Request Detail window, Click on **Reports,** when the label size window appears, Click on the label of choice
• Avery 8163 -10 labels per sheet-no more than 2 ingredients in one container
• Averuy5164-6 labels per sheet-3 to 6 ingredients in any one container
• Avery5124-2 labels per sheet-7 or more ingredients in any one container
Labels appear in pdf format– **Open and Print** – **Cancel to exit** - Click on **Log Off** and put the labels on their respective container.