

STANDARD OPERATING PROCEDURE Update Individual Container Record on CEMS

Step 1: Go to Chemical Environmental Management System (CEMS) <u>http://cems.uta.edu.</u>

Step 2: Click on "login" in "My Profile" window:

	ЛS
My Profile Welcome Guest	Quick Links Search SDS Related Links Contact EH&S Documentation
► Hazardous Waste	

Step 3: Login with your UTA credentials:



Step 4: On your CEMS Dashboard go to "Quick Links" window and click on "Search Chemical Inventory" link:

Quick Links
IIII Add Chemical Inventory
🔍 Search SDS
😹 Particularly Hazardous Chemicals
Related Links
Request Barcoding of New Chemicals
Search Chemical Inventory
Update Chemical Inventory
Contact EH&S
Documentation

Step 5: Enter the Barcode of the container you would like to update and click on "search":

Barcode	search multiple barcodes
131854	
Chemical Name	
	exact match
Product Number	
Owner	
first last	v
Location	
building room number	•
Molecular Formula	
CAS	
Manufacturer	
	•
only search surplus	search

Search Inventory

Step 5a (if the container is NOT EMPTY): Update Container Information (BLUE FIELD) only! Check/update the name of the Owner, Location, Sub-Location, and Last Evaluation Date:

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			Barcode 131854 loaded.				Â
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last verified by <i>Elisabeth Rowlett</i>		Data Verification	pdate date verified				
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Issued 01/14/2016 Revised 02/02/2023 If you're updating the container record of a **peroxide forming chemical (PFC)**, enter **Peroxidizable Date Opened**, **Peroxidizable Date Tested**, and **Peroxidizable Test Result (ppm)**:

Date Acquired	Expiration Date
2022-08-29	2023-10-31
2022-12-05	Date
eroxidizable D	ate Opened
2022-09-26	
Test for Peroxide	level upon opening.
2022-09-28	
Peroxide Forming discarded if Pero	; ; ; Chemicals must be tested every 90 days and ; xide Levels approach 100 ppm or at ; xpiration Date whichever comes first.
Manufacturer's E	

Step 5b (if the container IS EMPTY): Click on "mark empty" in the upper right corner, and "save":



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