



STANDARD OPERATING PROCEDURE

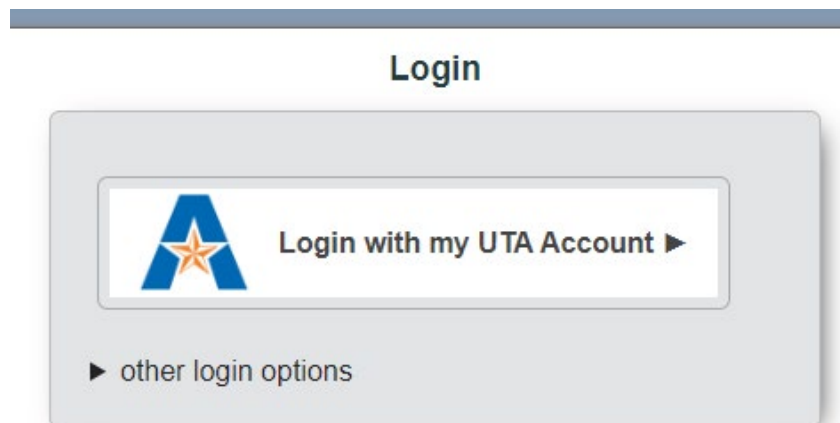
Add or Change “Sub-Location” of barcoded container on CEMS

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

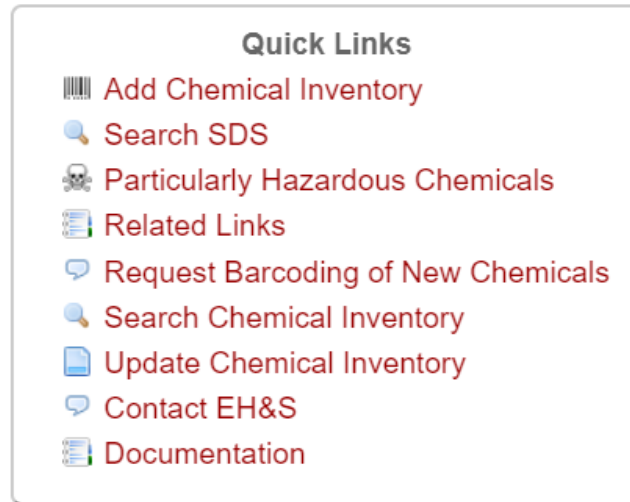
Step 2: Click on “login” in “My Profile” window:



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:



Step 5: Enter the barcode of the container you need to update and click on “search”:

The image shows a form titled "Search Inventory" with the following fields and options:

- Barcode:** A text input field containing "131854". To the right is a link that says "search multiple barcodes".
- Chemical Name:** A text input field with a checkbox labeled "exact match".
- Product Number:** A text input field.
- Owner:** A text input field containing "first last" and a dropdown arrow.
- Location:** A text input field containing "building room number" and a dropdown arrow.
- Molecular Formula:** A text input field.
- CAS:** A text input field.
- Manufacturer:** A text input field with a dropdown arrow.
- At the bottom left is a checkbox labeled "only search surplus".
- At the bottom right is a button labeled "search".

Issued 06/12/2013
Revised 02/02/2023

Step 6: In “Container Information” field (blue field) verify the **Location**. Then type-in (or choose from the drop-down list of the “optional sub-location” window) the **Sub-Location** (examples: shelf #1; shelf #2; refrigerator; freezer; cabinet for flammables; cabinet for corrosives), then click on “save”.

back View Chemical Inventory

Chemical Information

Chemical Name
Oxygen 25% in Nitrogen, compressed

Manufacturer
Techstar

ProdNo
UN3156 105ES-161-25

If the assigned chemical/product is wrong for this record, [reassign the chemical record.](#)

Safety Data Sheet auto download

2018-06-20

Container Information

Barcode
131854

Owner
Elisabeth Rowlett open

Location
Science Hall 301
shelf #1

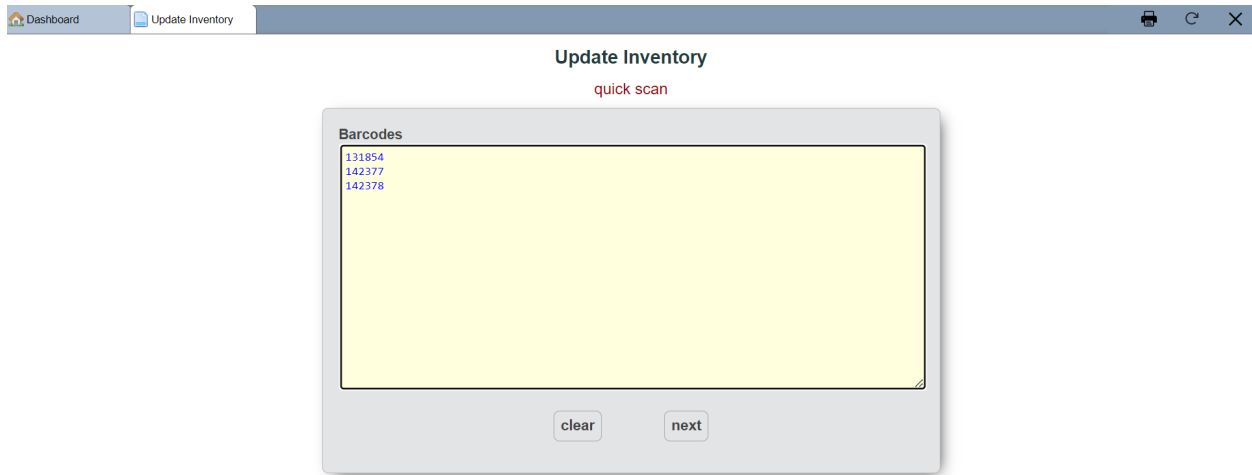
Container Quantity
105

Step 7: If adding or changing the Sub-Location of **multiple containers**, click on “Update Chemical Inventory” link:

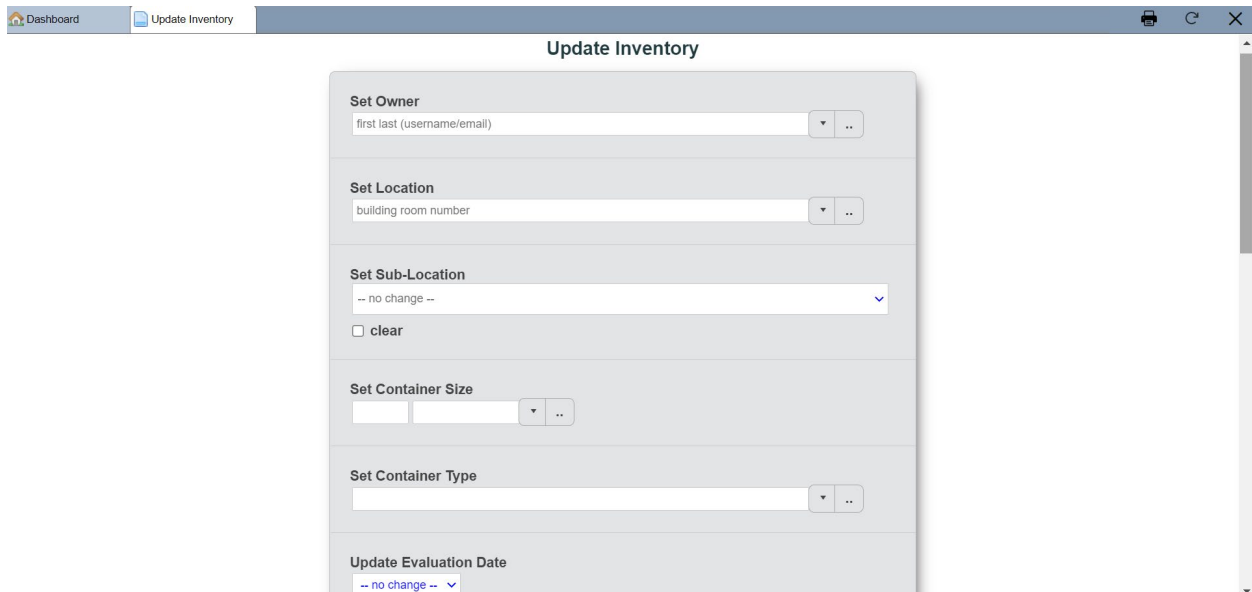
Quick Links

- [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 8: Enter the UTA barcodes of the containers you'd like to update separating them by coma, space, or newline (OR use a barcode scanner):



Step 9: Click on "next". The screen below will appear.



Update Refill Date
-- no change -- ▾

Set Surplus
-- no change -- ▾

Set Hidden
-- no change -- ▾

Mark Empty
-- no change -- ▾

Mark Transferred Offsite
-- no change -- ▾

Mark In-transition
-- no change -- ▾

Container Note
-- no change -- ▾

Review Inventory

(3) barcodes found

Barcode	Chemical Name	Owner	Location	
131854	Oxygen 25% in Nitrogen, compressed	Elisabeth Rowlett	Science Hall 301 cabinet 1	✕
142377	Methane 2.5% VOL (50% LEL) in Air (20.9% Oxygen in Nitrogen), compressed	Elisabeth Rowlett	Science Hall 301 cabinet 1	✕
142378	Propane 0.3% VOL (14.28% LEL) in Air (20.9% Oxygen in Nitrogen), compressed	Elisabeth Rowlett	Science Hall 301 cabinet 1	✕

cancel

confirm

Step 10:

- **Set Location**-window if needed: start typing the number of the Room and choose from the given list of Locations. You can also choose from the drop-down list (see drop-down arrow) or search in the Database (see the box with two dots next to drop-down arrow).
- **Set Sub-Location**-window: type in the name of Sub-Location. Examples: shelf #1; shelf #2; refrigerator; freezer; cabinet for flammables; cabinet for corrosives.
- **Update Evaluation Date**-window: choose “yes” from the drop-down list.

Issued 06/12/2013
Revised 02/02/2023

Dashboard Update Inventory

Update Inventory

Set Owner
first last (username/email) [dropdown] [..]

Set Location
Science Hall 301 [dropdown] [..]

Set Sub-Location
cabinet for flammables [dropdown] [v]
 clear

Set Container Size
[input] [input] [dropdown] [..]

Set Container Type
[input] [dropdown] [..]

Update Evaluation Date
yes [dropdown]

Step 11: Scroll to the bottom of your screen and click on “confirm”. Then choose “OK”:

cems.uta.edu says

Are you sure you want to update the chemical inventory listed above?

OK

Cancel

The screen below will appear:

Dashboard Chemical Inventory

Chemical inventory updated successfully. Updated records shown in report below.
Continue with:

- [New Chemical Inventory Search](#)
- [New Multiple Barcode Search](#)

Chemical Inventory (1 - 3) of 3 results

Filter: My Selected Barcodes

Barcode	Chemical Name	Building	Room	Sub-Location	Last Evaluation Date
131854	Oxygen 25% in Nitrogen, compressed	Science Hall	301	cabinet for flammables	2022-02-04
142377	Methane 2.5% VOL (50% LEL) in Air (20.9% Oxygen in Nitrogen), compressed	Science Hall	301	cabinet for flammables	2022-02-04
142378	Propane 0.3% VOL (14.28% LEL) in Air (20.9% Oxygen in Nitrogen), compressed	Science Hall	301	cabinet for flammables	2022-02-04

view All results per page [dropdown]

update records

The Sub-Location has been updated.

Issued 06/12/2013
Revised 02/02/2023