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:

![Quick Links](image)

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

![Search Inventory](image)
**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”.

![Chemical Information and Container Information](image)

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

![Quick Links](image)

**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 comma, space, or newline (OR use a barcode scanner):

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

The Sub-Location has been updated.