



STANDARD OPERATING PROCEDURE

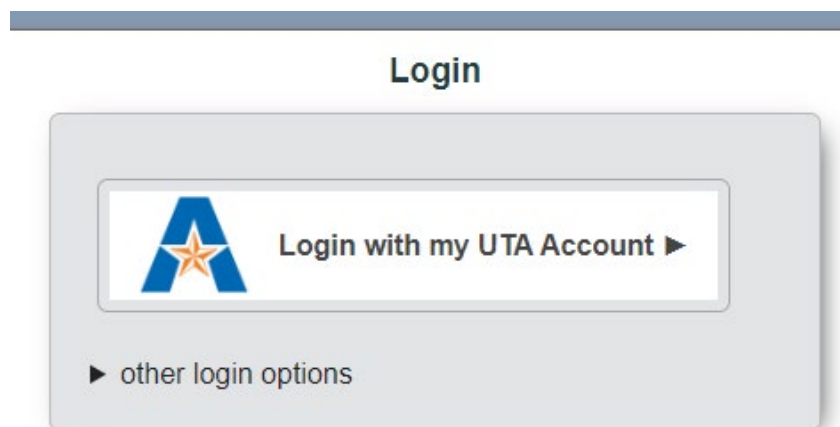
Request to Inventory New Chemicals on CEMS

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

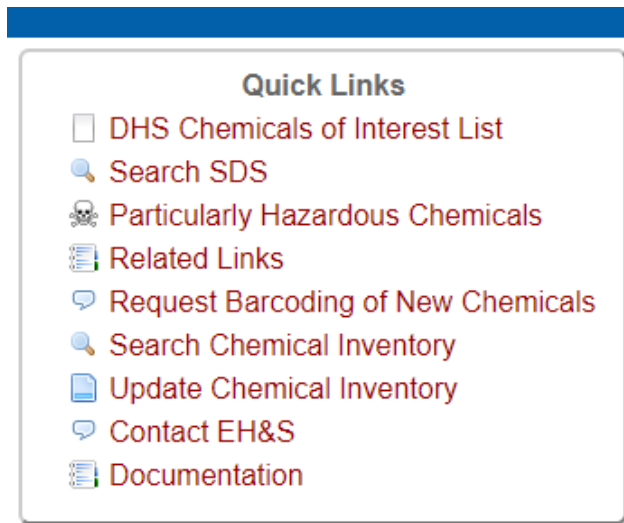
Step 2: Click on “login” in “My Profile” window:



Step 3: Login with your UTA credentials:



Step 4: On your CEMS Dashboard go to “Quick Links” window and click on “Request Barcoding of New Chemicals” link:



Step 5: Leave the Subject as it is. In the Message window indicate the name of the new chemical, number of containers, the name of the chemical owner, building, room number, and the sub-location (cabinet, shelf, work bench, refrigerator, fume hood or other) of the new chemical that need to be added to the inventory. If your presence is necessary, please, indicate it in your message and we will contact you prior to the visit.

A screenshot of a 'Contact Admin' message form. The form has a header with 'Contact Admin' and several tabs: 'Contact Admin', 'Colleague Permissions', 'UserRecord', and 'Colleague Permissions'. The main content area is titled 'Contact Admin' and contains the following fields:

- To:** CEMS Administration
- From:** John Testman
- Subject:** Request barcoding of new chemicals
- Message:** Please provide the following information:
Chemical Name: Acetone
Number of Containers: 3
Chemical Owner: John Testman
Building: EHS
Room: 114
Sublocation: work bench
Other Comments: work bench area labeled "new chemicals"

At the bottom of the form are two buttons: 'cancel' and 'submit'.

Step 6: Click on “submit”. The message will be sent to a CEMS Administrator at EH&S, and your request will be completed within the next 2 business days.

Issued 03/03/2011
Revised 02/02/2023