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: Login by entering your email address and your CEMS password.

Step 3: Click on “Contact EH&S” in “Quick Links” window:

Step 4: Type-in “New Chemicals” into the Subject window. In the Message, please, indicate the name of the laboratory manager/Owner of the chemical inventory, Bldg and Room number, and the “Inner Location” (cabinet, shelf, work bench, refrigerator, fume hood or other) of the new chemical(s) 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.

EXAMPLE:
Step 5: Click on “send message”

The message will be sent to a CEMS Administrator and your request will be completed within 2 working days.