UNIVERSITY OF
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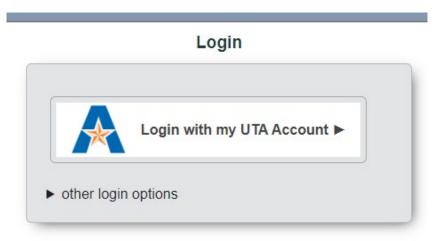ENVIRONMENTAL
HEALTH & SAFETY

STANDARD OPERATING PROCEDURE
Update Inventory on CEMS

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

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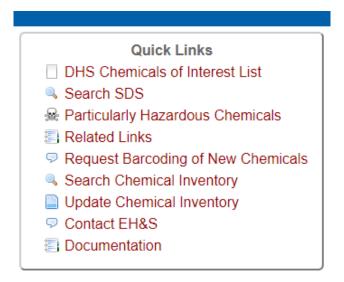

Step 3: Login with your UTA credentials:
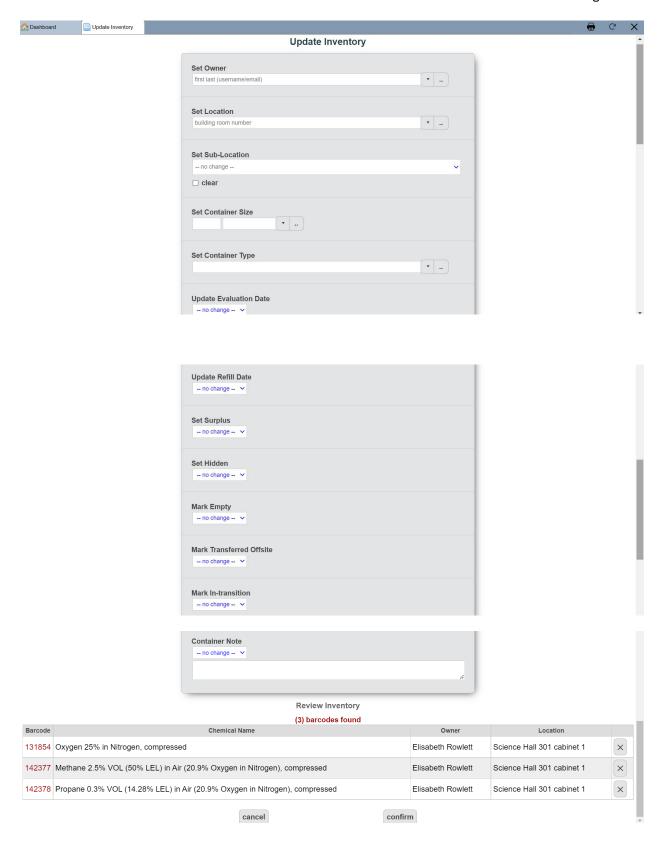

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Step 4: On your CEMS Dashboard go to "Quick Links" window and click on "Update Chemical Inventory" link:

Step 5: Enter the UTA barcodes of the containers you'd like to update separating them by coma, space, or newline (OR use a barcode scanner):
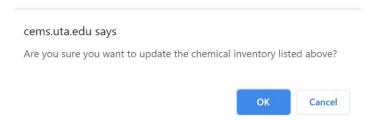

Step 6: Click on "next". The screen below will appear:

Dashboard | Update Inventory

Update Inventory

Set Owner

first last (username/email) | ▼ | ..

Set Location

building room number | ▼ | ..

Set Sub-Location

-- no change --

☐ clear

Set Container Size

| | ▼ | ..

Set Container Type

| ▼ | ..

Update Evaluation Date

-- no change --

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

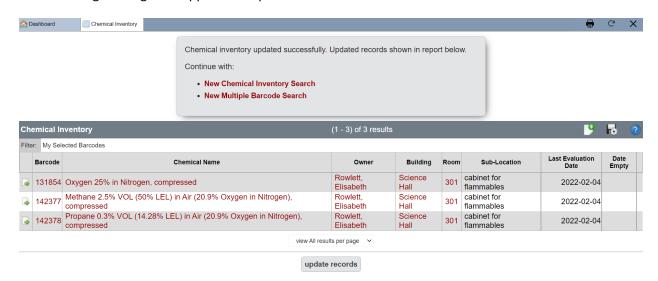| Barcode	Chemical Name	Owner	Location	
131854	Oxygen 25% in Nitrogen, compressed	Elisabeth Rowlett	Science Hall 301 cabinet 1	✕
142377	Methane 2.5% VOL (50% LEL) in Air (20.9% Oxygen in Nitrogen), compressed	Elisabeth Rowlett	Science Hall 301 cabinet 1	✕
142378	Propane 0.3% VOL (14.28% LEL) in Air (20.9%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

cancel | confirm

Step 7:

- **Set Owner**-window: start typing the Chemical Owner's name and choose from the given list of names. 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 Location**-window: 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.
- Choose "yes" or "no" from the drop-down lists of other update options, then 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 following message will appear on top of the screen:

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	Owner	Building	Room	Sub-Location	Last Evaluation Date	Date Empty
131854	Oxygen 25% in Nitrogen, compressed	Rowlett, Elisabeth	Science Hall	301	cabinet for flammables	2022-02-04	
142377	Methane 2.5% VOL (50% LEL) in Air (20.9% Oxygen in Nitrogen), compressed	Rowlett, Elisabeth	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	Rowlett, Elisabeth	Science Hall	301	cabinet for flammables	2022-02-04	

view All results per page ⌄

update records

Step 8: continue updating by choosing "New Chemical Inventory Search" to update a single container; or "New Multiple Barcode Search" to update multiple containers.

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