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: Sign-in by selecting your email address and using your CEMS password.

Step 3: Click “Contact EH&S” in “Quick Links” window. A new window in a message format will open.

Step 4: In the Subject line type “New Chemicals”. In the Message, please include 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 chemicals that need to be added to your inventory. If your presence is necessary, please indicate it in your message and we will contact you prior to the visit.

EXAMPLE:

To: CEMS Administration
From: Elisabeth Rowlett
Subject: New Chemicals

Message:

Please, add new chemicals to Dr. Johnson’s inventory (Bioengineering). Find new items in EFB 180 on the workbench.

Thank you.

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.