STANDARD OPERATING PROCEDURE
UPDATE INVENTORY 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 “Update Chemical Inventory” in “Quick Links” window.

Step 4: Follow Steps 1-3 below (if the containers are empty, choose “yes” under Mark All Empty in Step 3: specify actions) and submit:

Update Chemical Inventory

Step 1: Enter barcodes for inventory you would like to update

Update Inventory allows a user to modify multiple chemical inventory records in one step. Enter each barcode above separated by a newline, comma, or space. If you are using a portable barcode scanner, dump the contents of the scanner into a text file and copy the contents into this field. Click next to proceed. Note: There is a maximum input limit of 2000 barcodes. If you need more, divide the barcodes into batches.

Update Chemical Inventory

Step 2: review list for accuracy

The following list of containers matches the list of barcodes you entered from the previous screen. Review this list for accuracy then select one or more options below. Click submit to make your changes final. Note: CEMS does not allow users to update containers unless the user has owner access to the container, or the user has administrative privileges. CEMS will display these containers at the bottom of the list highlighted in red.
Step 3: specify actions

Select one or more options below. The options selected will be enacted for all containers listed in Step 2.

Update Owner

Update Location

Update Inner Location

Mark All As Surplus

Mark All In-Transition

Mark All Hidden

Update Evaluation Date

Update Refill Date

Mark All Empty YES

Append Note

Advanced

reassign chemical

reassign manufacturer

reassign containertype

reassign unit