STANDARD OPERATING PROCEDURE
Update Individual Container Record on CEMS

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

Step 2: Click on “login” in “My Profile” window. You can login by entering your email address (see Email-window on Login screen below) and your CEMS password (see password-window on Login screen below), and clicking on “submit”:

![Login screen](Attachment)
OR by using University Single Sign-on feature (see the upper window on Login screen above) which doesn’t require a separate CEMS password but your UTA network credentials:

Step 3: On your CEMS Dashboard go to “Quick Links” window and click on “Search Chemical Inventory” link (fourth from the bottom):
**Step 4:** Enter the Barcode of the container you would like to update and click on “search”.

**Step 5a (if the container is NOT EMPTY):** Update Container Information (BLUE FIELD) only! Check/update the name of the Owner, Location, Sub-Location, and Last Evaluation Date. It is very important that you update the Last Evaluation Date! Otherwise the system has no indication that you confirmed the existence of this container on this date.
If you’re updating the container record of a peroxide forming chemical (PFC), enter Peroxidizable Date Opened, Peroxidizable Date Tested, and Peroxidizable Test Result (ppm).

**Step 5b (if the container IS EMPTY):** Click on “mark empty” in the upper right corner, and “save”.