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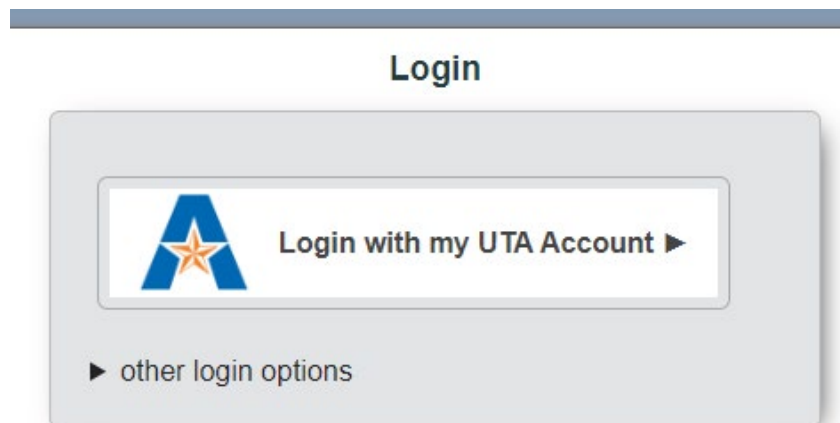
STANDARD OPERATING PROCEDURE
Add or Change "Sub-Location" of barcoded container on CEMS

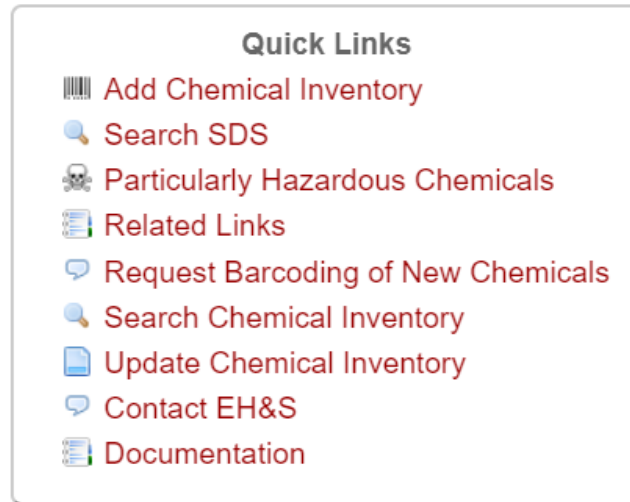**Step 1**: Go to Chemical Environmental Management System (CEMS) http://cems.uta.edu.

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

Step 3: Login with your UTA credentials:

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

Step 5: Enter the barcode of the container you need to update and click on "search":

Step 6: In "Container Information" field (blue field) verify the **Location**. Then type-in (or choose from the drop-down list of the "optional sub-location" window) the **Sub-Location** (examples: shelf #1; shelf #2; refrigerator; freezer; cabinet for flammables; cabinet for corrosives), then click on "save".

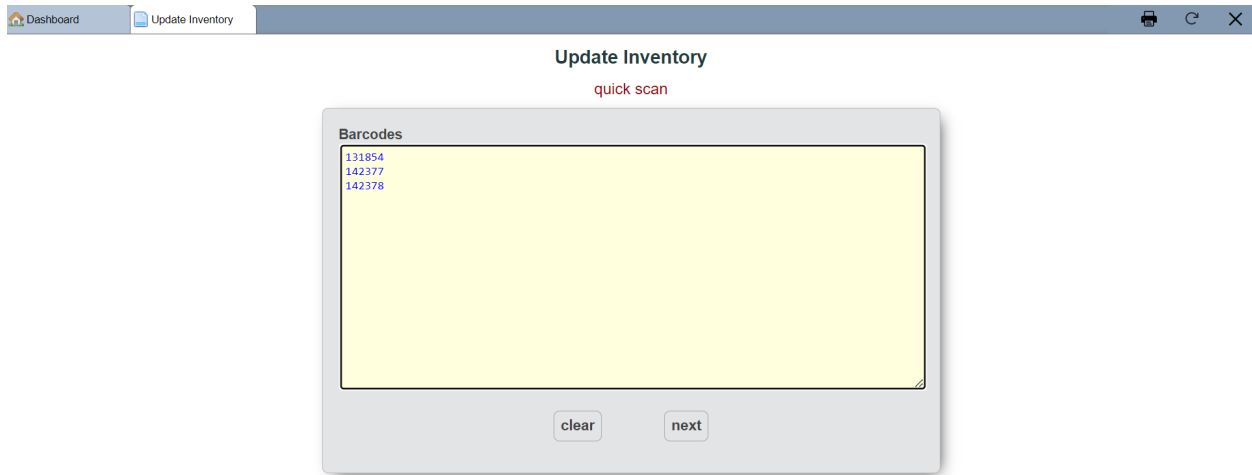**Step 7**: If adding or changing the Sub-Location of **multiple containers**, click on "Update Chemical Inventory" link:

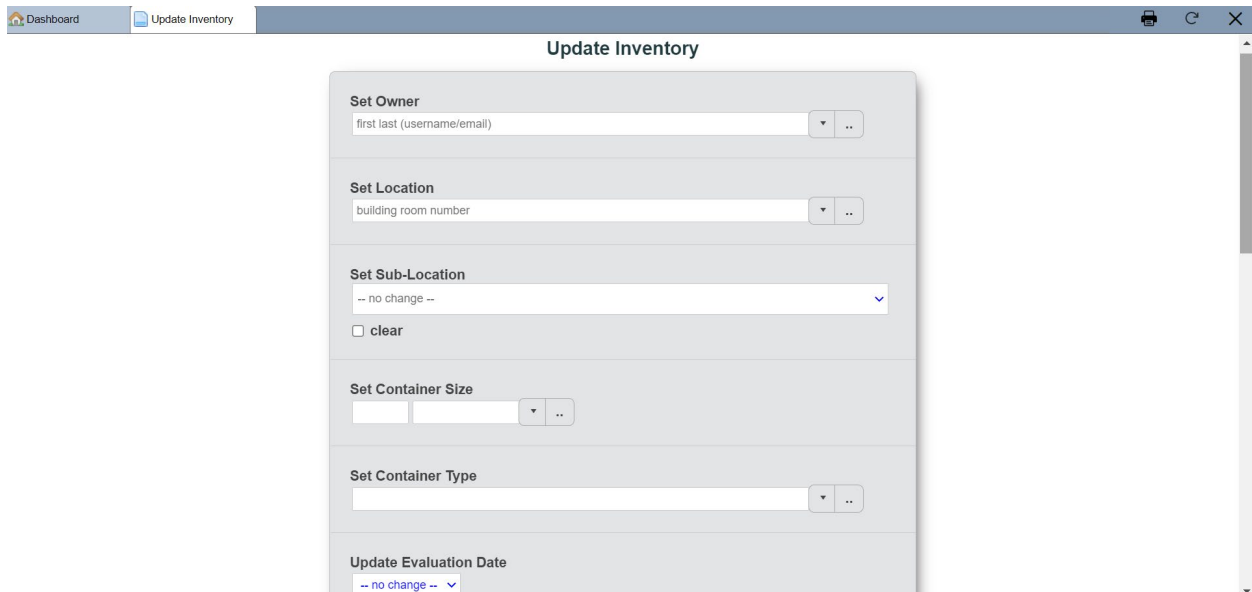**Step 8**: Enter the UTA barcodes of the containers you'd like to update separating them by coma, space, or newline (OR use a barcode scanner):

Step 9: Click on "next". The screen below will appear.

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 10:

- **Set Location**-window if needed: 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.

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Step 11: Scroll to the bottom of your screen and click on "confirm". Then choose "OK":

The screen below will appear:

The Sub-Location has been updated.