



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: 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”:

The screenshot shows a web browser address bar with the URL cems.uta.edu/CEMS/Login. Below the address bar is a blue header bar. The main content area is titled "Login" and contains a "University Single Sign-on" form. The form includes an "Email" input field, a "password" input field, and a "submit" button. There are also links for "forgot password" and "create account". At the bottom of the form is a "continue as guest user" button with a right-pointing arrow.

Login

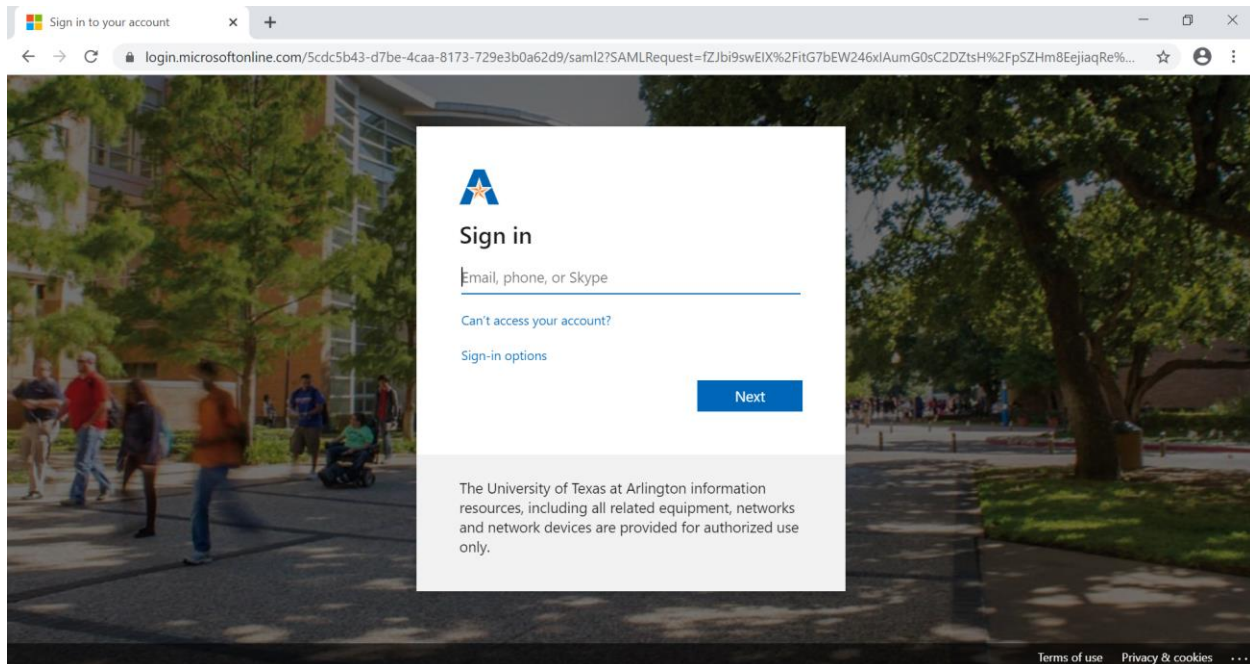
University Single Sign-on

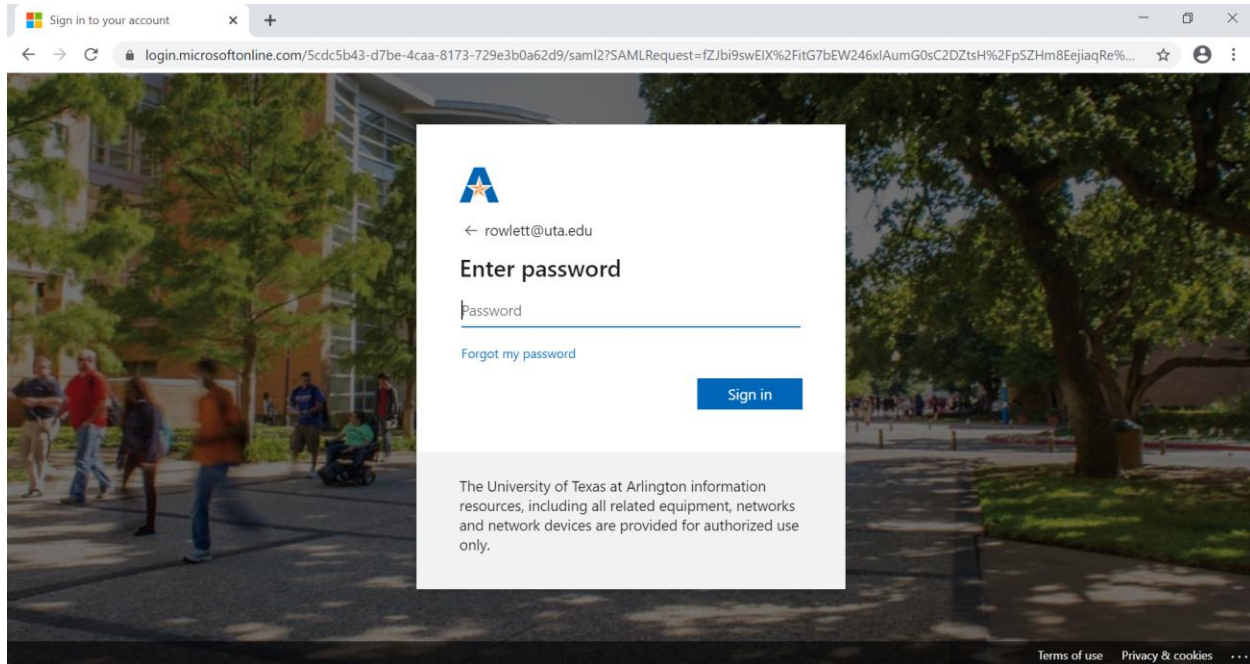
Email
xxxxxxxx@uta.edu

password
.....

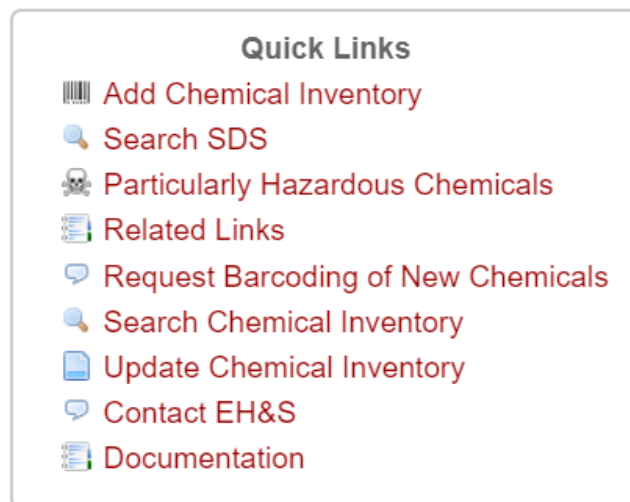
[forgot password](#) [create account](#)

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 “Request Barcoding of New Chemicals” link:



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Contact Admin

To:
CEMS Administration

From:
Elisabeth Rowlett

Subject:
Request barcoding of new chemicals

Message:
Please provide the following information:
Chemical Name:
Number of Containers:
Chemical Owner:
Building:
Room:
Sublocation:
Other Comments:

cancel submit

Step 4: In the “Message” window indicate the name of the new chemical(s), number of containers, the name of the chemical owner, building, room number, and the sub-location (cabinet, shelf, work bench, refrigerator, fume hood or other) of the new chemical(s) that need to be added to the inventory. If your presence is necessary, please, indicate it in your message and we will contact you prior to the visit.

EXAMPLE:

Contact Admin

To:
CEMS Administration

From:
Elisabeth Rowlett

Subject:
Request barcoding of new chemicals

Message:
Please provide the following information:
Chemical Name: Acetone; Ethanol; Agar
Number of Containers: 3 x Acetone; 3 x Ethanol; 1 x Agar
Chemical Owner: Robert Johnson
Building: SEIR
Room: 100
Sublocation: cabinet for flammables (Acetone and Ethanol); shelf A-C (Agar)
Other Comments:

cancel submit

Step 5: Click on “submit”. The message will be sent to a CEMS Administrator at EH&S, and your request will be completed within the next 2 working days.

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