UNIVERSITY OF TEXAS ARLINGTON | ENVIRONMENTAL HEALTH & SAFETY

STANDARD OPERATING PROCEDURE
Periodic Physical Inventory of Chemicals

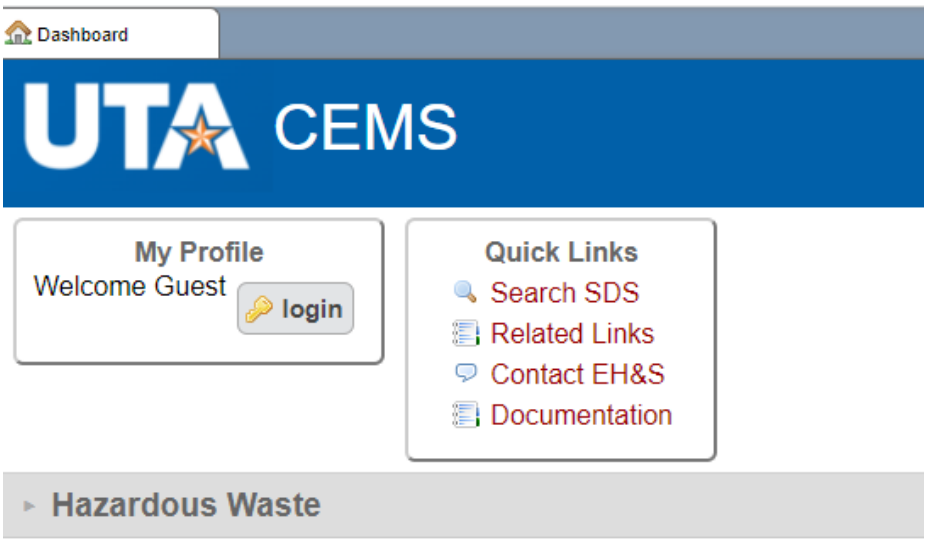
The purpose of this SOP is to guide CEMS PIs/Chemical Owners to conduct a periodic physical count of the chemical inventory in their respective labs/shops/stockrooms. At a minimum, an inventory must be conducted every twelve months.

Each periodic inventory must be reconciled to the CEMS inventory listing to determine accuracy. Any discrepancies must be reported to EH&S by submitting Form 8-102, CEMS Inventory Discrepancy Form. CEMS training-refresher is mandatory for your laboratory group if the discrepancy of the periodic inventory is more than 3 percent.

Step 1: Contact Chemistry Stockroom/CPB 110 at 817-272-3712 or 817-272-3741 to request a barcode scanner if needed.

Step 2: Go to Chemical Environmental Management System (CEMS) http://cems.uta.edu.

Step 3: Click on “login” in “My Profile” window:



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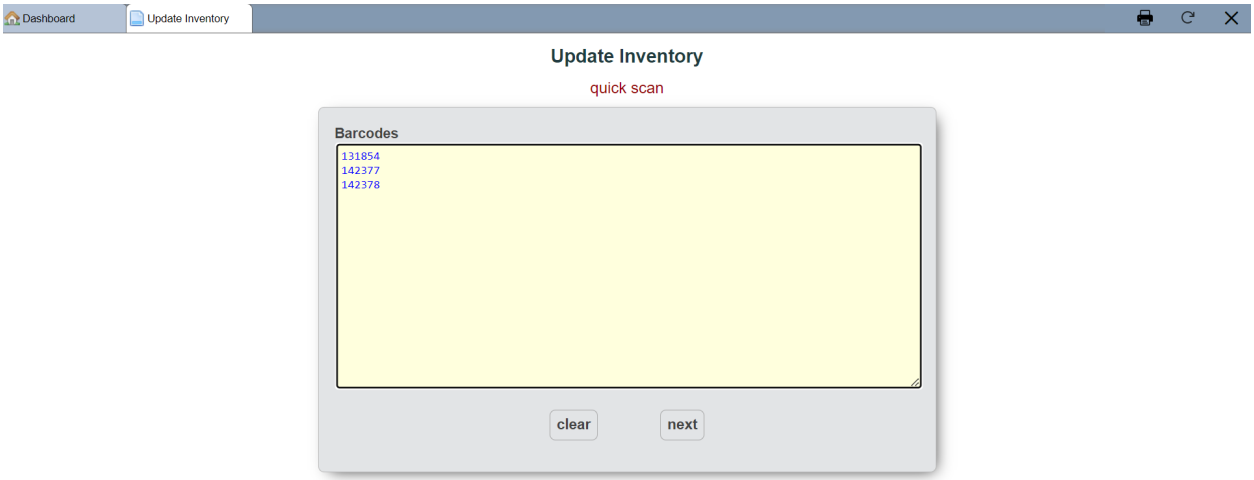
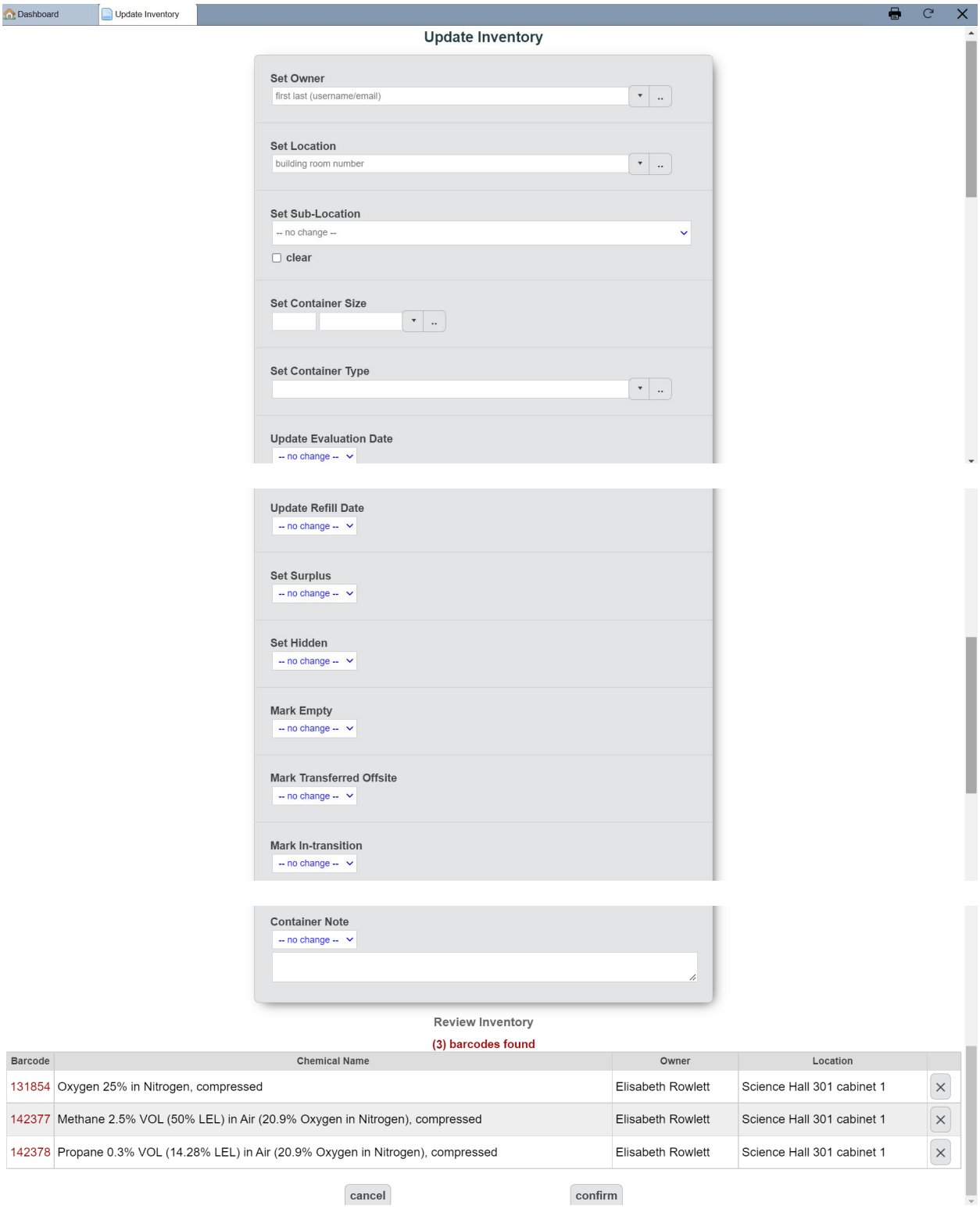
Step 4: On your CEMS Dashboard go to “Quick Links” window and click on “Update Chemical Inventory” link:

Step 5: Place the curser into the window and enter no more than 10 barcodes, each separated by a new line, comma, or space. If using a barcode scanner, the barcodes will be separated automatically.

Important—enter only containers with the same **Sub-Location** (example: cabinet for flammables) at a time.



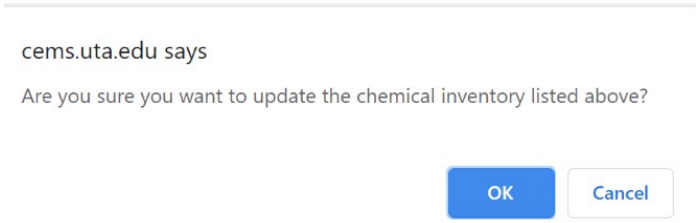
Step 6: Click on “next”. The screen below will appear.


Dashboard
Update Inventory
Update Inventory
Set Owner
first last (username/email)
Set Location
building room number
Set Sub-Location
-- no change --
clear
Set Container Size
Set Container Type
Update Evaluation Date
-- no change --
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

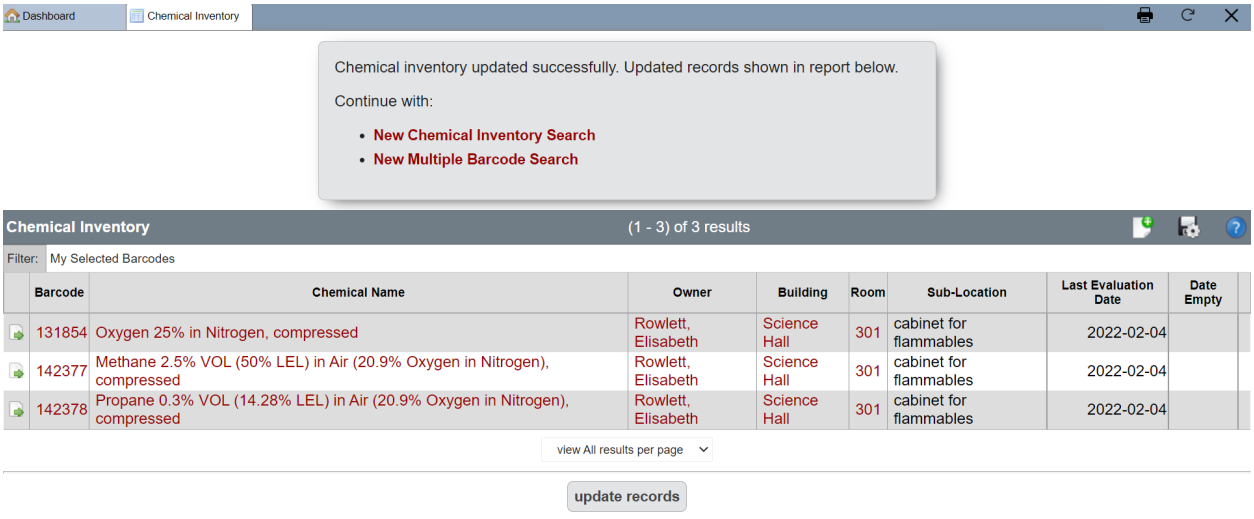
Step 7:

- **Set Owner**-window: start typing the Chemical Owner's name and choose from the given list of names. 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 Location**-window: 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.
- Choose "yes" or "no" from the drop-down lists of other update options, then scroll to the bottom of your screen and click on "confirm".

Then choose "OK":



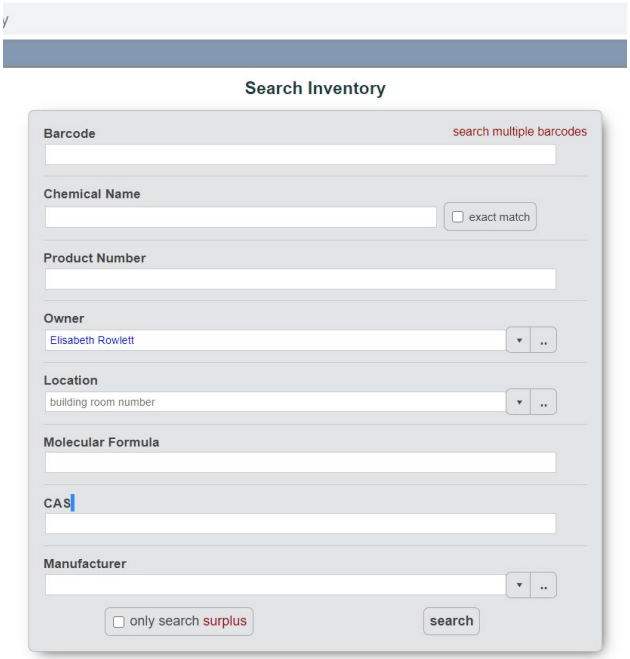
The following message will appear on top of the screen:



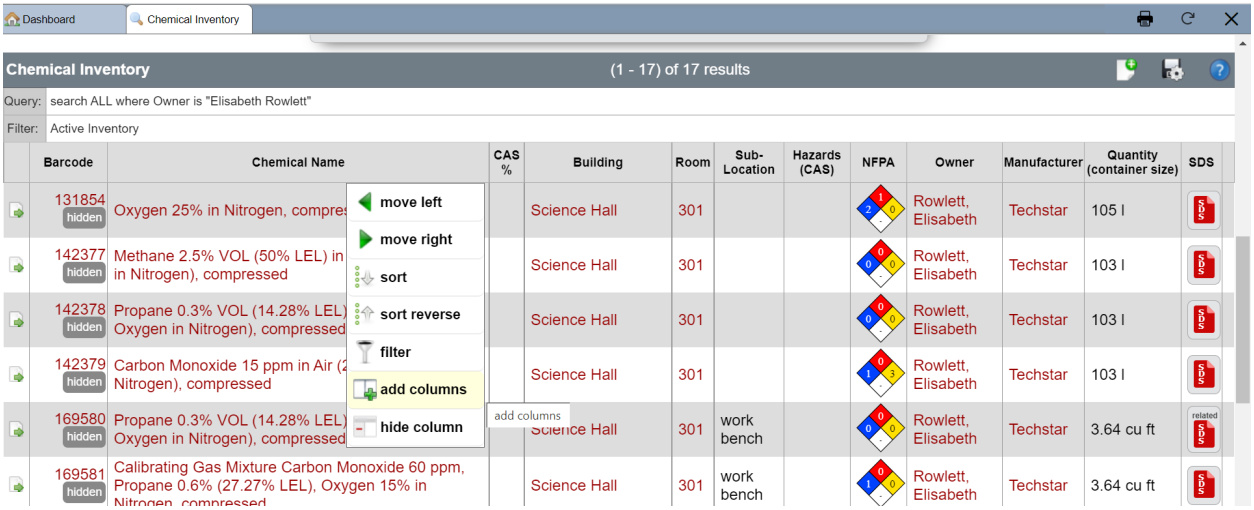
Step 8: continue updating by choosing "New Chemical Inventory Search" to update a single container; or "New Multiple Barcode Search" to update multiple containers.

Step 9: To get the list of not updated (missing) chemicals, load the chemical inventory by clicking on "Search Chemical Inventory" link in "Quick Links" window:

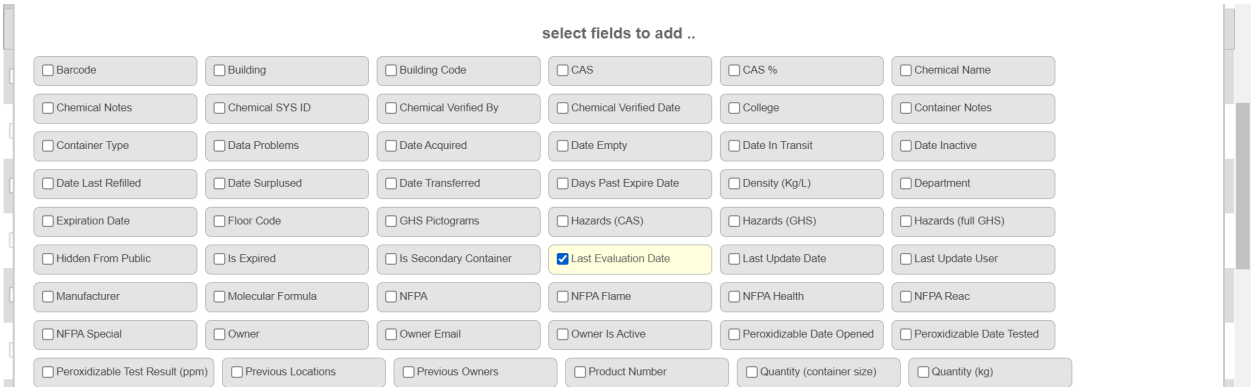
Step 10: Choose the name of the Owner and click on "search":



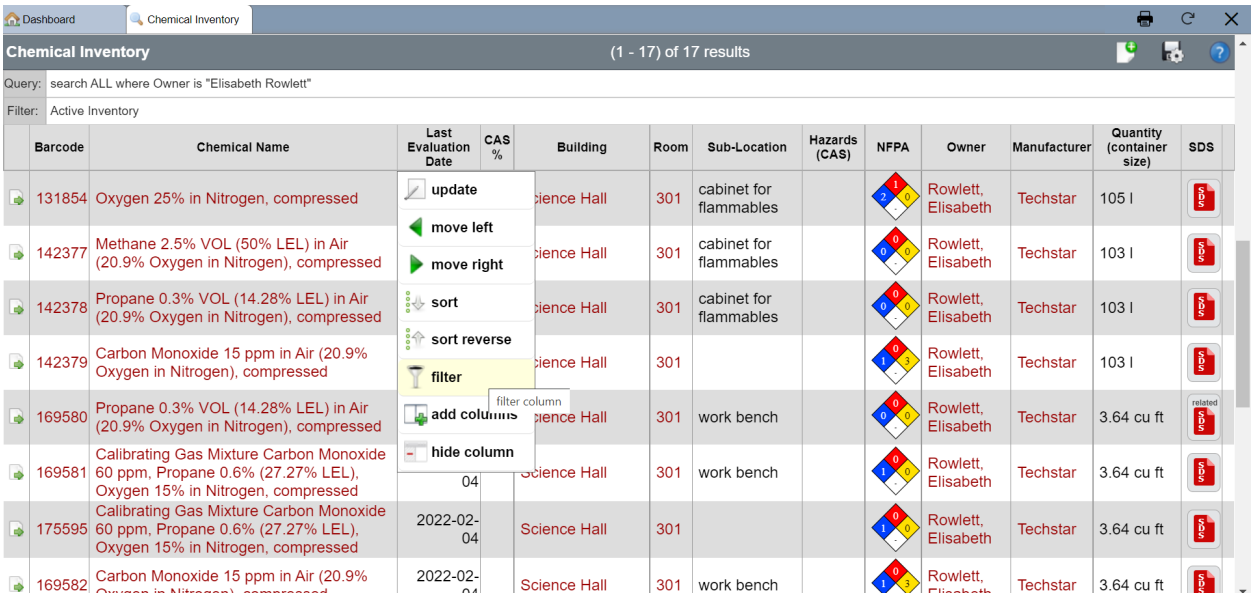
Step 11: Scroll down to the chemical list and add "**Last Evaluation Date"** column by clicking on any column heading, then on "add columns":



Step 12: Select "**Last Evaluation Date"** column and click "ok":

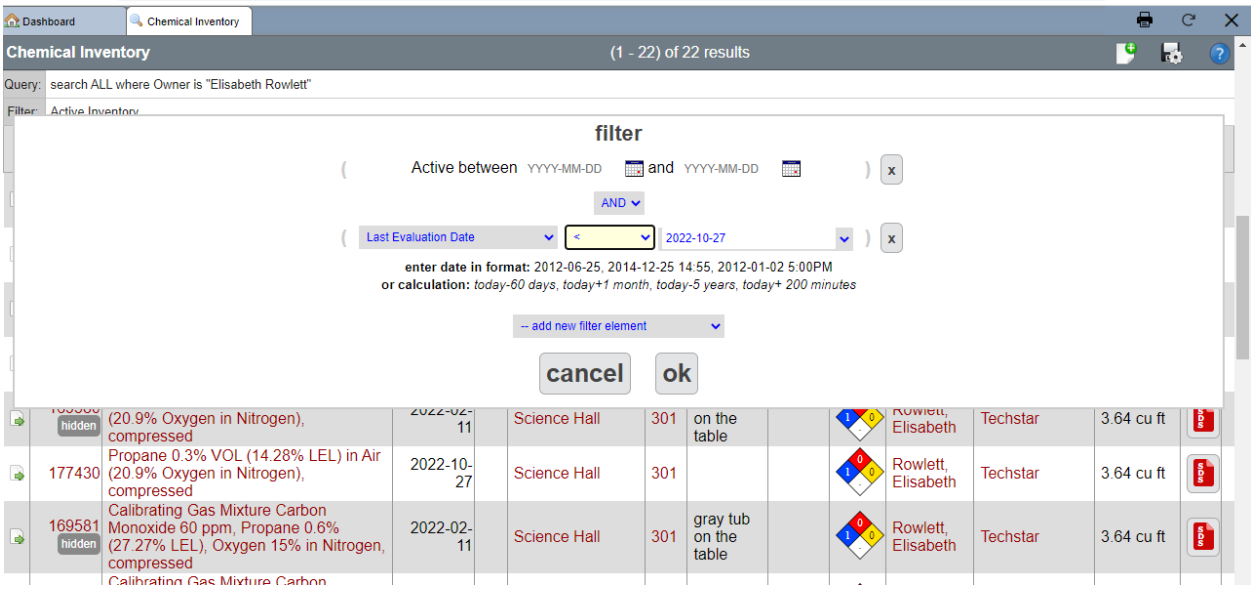


Step 13: Click on the "**Last Evaluation Date"** column heading, then choose and click on **filter:**



Step 14: For "Last Evaluation Date" change "=" to "<" and enter the date when you started the periodic inventory in format YYYY-MM-DD.

Example: if you started the inventory on October 27th, 2022:



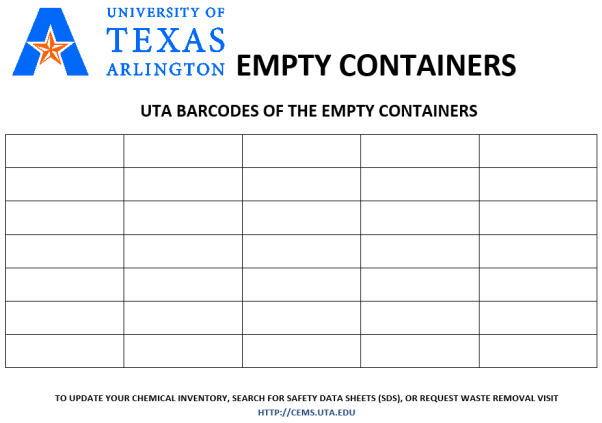
Step 15: Click **"ok".** At this point CEMS should show the list of containers that were not updated. This is the list of **Missing Chemicals**. If no chemicals are missing, you have completed the periodic inventory.

Step 16: If there are **Missing Chemicals** they must be reported to EH&S. Submit **Form 8-102** CEMS Inventory Discrepancy Form to EH&S by email at **ehsafety@uta.edu** or fax 817-272-2144.

STEPS THAT CEMS USERS CAN TAKE TO PREVENT AND ELIMINATE INVENTORY DISCREPANCIES:

- Contact EH&S every time a new chemical container arrives at your lab/shop by following SOP-Request to Inventory New Chemicals;

- Enter **Sub-Location** for every new container.
- Mark container ***empty*** on CEMS as soon as the chemical has been completely used.
- If logging into CEMS is not feasible at the time, peel off the barcode of the empty container and attach it to the laminated sheet on your laboratory wall labeled "UTA BARCODES OF THE EMPTY CONTAINERS":


UNIVERSITY OF TEXAS ARLINGTON **EMPTY CONTAINERS**

UTA BARCODES OF THE EMPTY CONTAINERS

TO UPDATE YOUR CHEMICAL INVENTORY, SEARCH FOR SAFETY DATA SHEETS (SDS), OR REQUEST WASTE REMOVAL VISIT
HTTP://CEMS.UTA.EDU

- Attend EH&S CEMS training for a refresher. Contact CEMS Admin at 817-272-2185 to arrange training.