



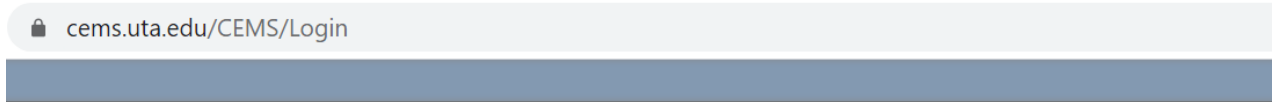
STANDARD OPERATING PROCEDURE

Update Inventory 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”:

A screenshot of a web browser showing the login page for the Chemical Environmental Management System (CEMS). The browser's address bar displays 'cems.uta.edu/CEMS/Login'. The page title is 'Login'. The main content is a 'University Single Sign-on' form. The form includes an 'Email' input field, a 'password' input field, and a 'submit' button. Below the password field are links for 'forgot password' and 'create account'. At the bottom of the form is a button labeled 'continue as guest user' with a right-pointing arrow.



Login

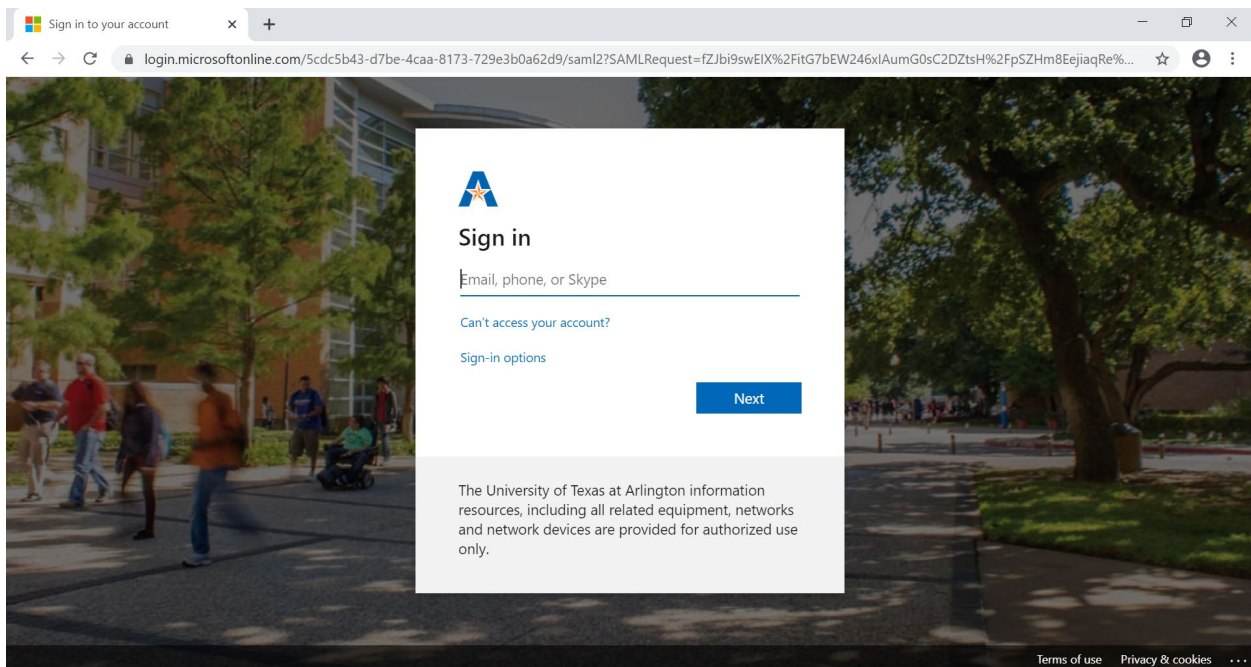
University Single Sign-on

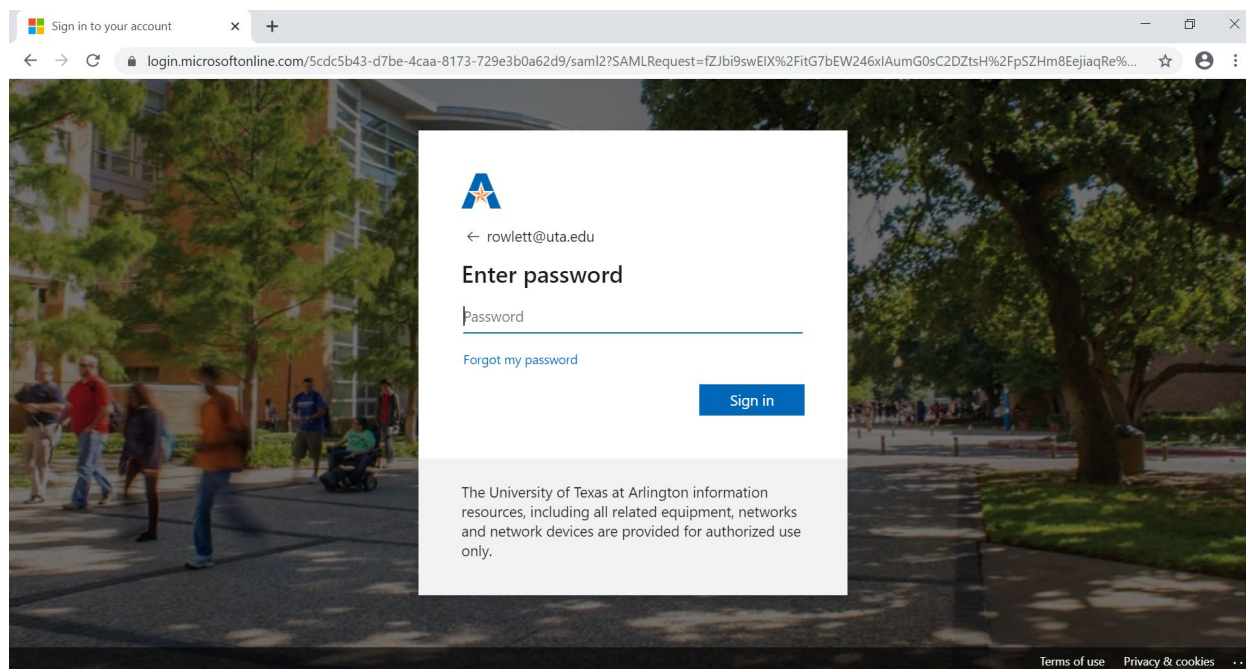
Email
xxxxxxxx@uta.edu

password
.....

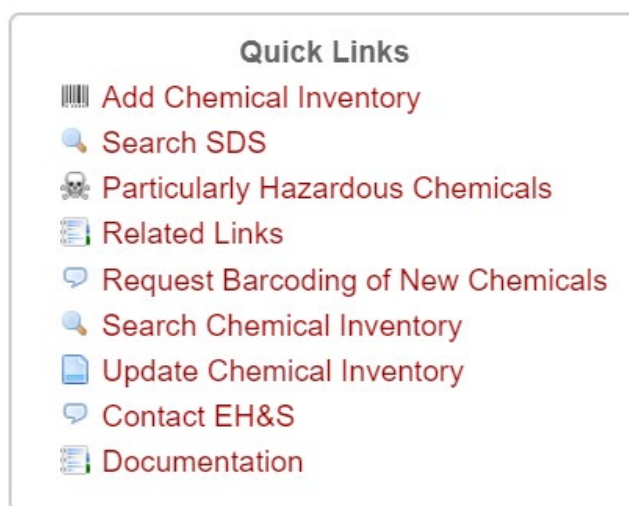
[forgot password](#) [create account](#)

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:





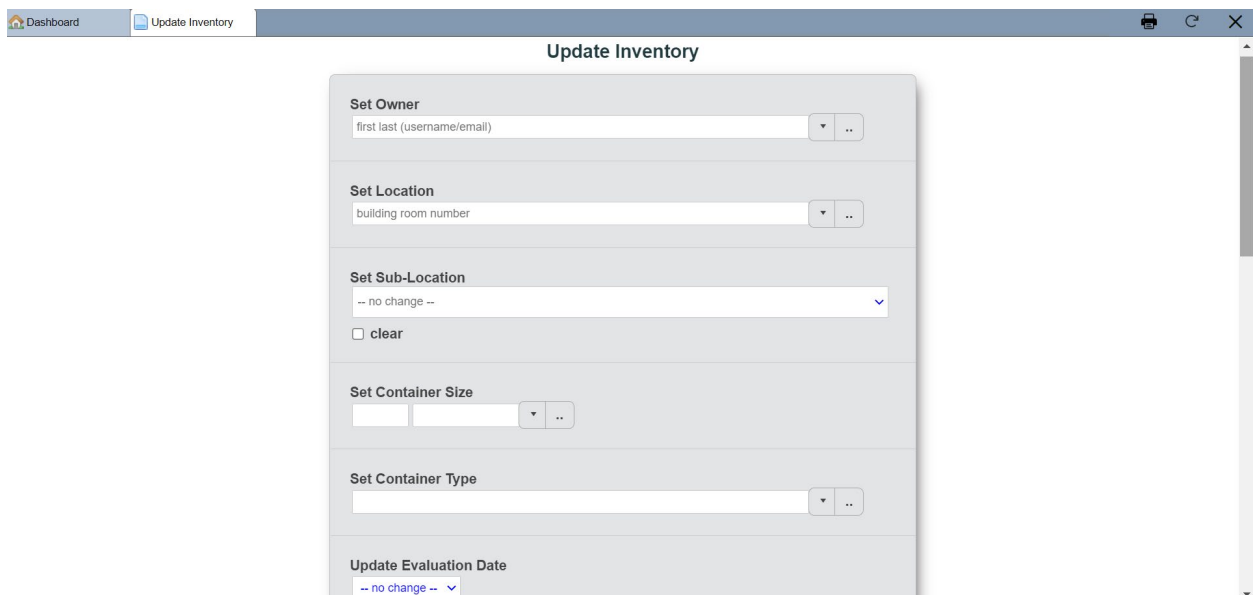
Step 3: On your CEMS Dashboard go to “Quick Links” window and click on “Update Chemical Inventory” link (third from the bottom):



Step 4: 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 5: 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	X
142377	Methane 2.5% VOL (50% LEL) in Air (20.9% Oxygen in Nitrogen), compressed	Elisabeth Rowlett	Science Hall 301 cabinet 1	X
142378	Propane 0.3% VOL (14.28% LEL) in Air (20.9% Oxygen in Nitrogen), compressed	Elisabeth Rowlett	Science Hall 301 cabinet 1	X

cancel

confirm

Step 6:

- **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":

cems.uta.edu says

Are you sure you want to update the chemical inventory listed above?

OK

Cancel

The following message will appear on top of the screen:

Chemical inventory updated successfully. Updated records shown in report below.

Continue with:

- **New Chemical Inventory Search**
- **New Multiple Barcode Search**

Chemical Inventory (1 - 3) of 3 results

Filter: My Selected Barcodes

Barcode	Chemical Name	Owner	Building	Room	Sub-Location	Last Evaluation Date	Date Empty
131854	Oxygen 25% in Nitrogen, compressed	Rowlett, Elisabeth	Science Hall	301	cabinet for flammables	2022-02-04	
142377	Methane 2.5% VOL (50% LEL) in Air (20.9% Oxygen in Nitrogen), compressed	Rowlett, Elisabeth	Science Hall	301	cabinet for flammables	2022-02-04	
142378	Propane 0.3% VOL (14.28% LEL) in Air (20.9% Oxygen in Nitrogen), compressed	Rowlett, Elisabeth	Science Hall	301	cabinet for flammables	2022-02-04	

view All results per page

update records

Step 7: continue updating by choosing “New Chemical Inventory Search” to update a single container; or “New Multiple Barcode Search” to update multiple containers.