

1. i. ~~Adding building information~~ display its location on a campus map and
- b. Under "All Spaces" assigned see the laboratories (or rooms within laboratories)
  - i. ~~Clicking on the space will display an overview of the location and you may~~  
These "Create a new sign" or "Sign Request" currently in use. Please continue

\_\_\_\_\_ form on the EHS website.

- a. Click "Chemical" on the left-hand side menu.
- b. Under "Containers", you will see the chemicals in your assigned inventory.
  - i. ~~Clicking on a container will display the data location, amount,~~
  - ii. ~~Select "Edit Details" information, click the "Actions" drop down menu and~~
- c. Under "Types", you will see ALL chemical types at the university listed. To ~~search~~ search for a particular chemical, type the name or CAS number into the search
  - i. ~~Clicking on a chemical type will display the chemical information and safety data,~~

- ii. If the chemical type is not listed, please send an email to [ehsdept@odu.edu](mailto:ehsdept@odu.edu) with the following information: Chemical Name, CAS Number, chemical phase (Liquid/Solid), manufacturer.

d.

- i. Click “Chemical” on the left-hand side menu, then click “Containers” to view your assigned inventory.
- ii. Click on the container (or select multiple containers) that you would like to verify.
- iii. Click the “Actions” drop down menu and select “Verify Container(s)”.
- iv. Type in your name as the “Contact”.
- v. Click “Update Container(s)”

e.

- i. Click “Chemical” on the left-hand side menu, then click “Containers” to view your assigned inventory.
- ii. On the top right-hand corner, click “New Container”.
- iii.

- f. Click “Search Containers”
  - g. If item is found, it will display a Contact. Select the Contact of your choice.
  - h. Click “Finalize Request” to send the transfer request.
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