

## CHEMICAL SAFETY MOMENT

Issue 90 - January 2024



### ChemInventory: Standardize Locations and Annual Audits

The locations of your chemicals in ChemInventory must follow the standard folder structure shown below. Take a moment to log in and verify that your locations are correct.

PI name [Root]

> Department Name

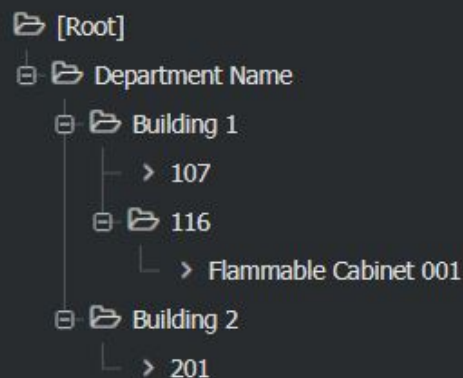
> Building Name

> Room Number

> Locations in the room (optional)



Note: Departments and Buildings must be named the same as they are in SciShield.



Are you new to ChemInventory, or have questions? Visit the EHS homepage and look for this link



How To  
ChemInventory

#### How to use ChemInventory

Learn how to use ChemInventory

[View Here](#)

Watch the video in its entirety or use the timestamps in the description to view specific topics, which include:

1. Introduction
2. Search for Containers
3. Add a Container
4. Order Requests
5. Locations
6. SDS & File Storage
7. Group Management
8. Stocktake & Audit
9. Removing Chemicals



Watch video

The video can also be viewed by scanning the code above or visiting <https://youtu.be/ThkDPOa4TaY>

### Stocktake & Audit

Many labs find it useful to perform inventory audits at set intervals throughout the year, but **ALL** labs are required to complete an audit **annually**.

The **Stocktake & Audit** feature in ChemInventory makes the process extremely fast. With two scanners borrowed from EHS, most labs can complete an inventory in 1-2 hours. If you have questions about the process, contact EHS: [dehsafety@udel.edu](mailto:dehsafety@udel.edu)



Barcode your chemicals to make audits quick!



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