



# EHS Assist Chemical Inventory Verification Guide



# What is Chemical Verification?

Verifying a chemical inventory involves comparing the inventory data in EHS Assist with what is in the lab at any given time. This can be accomplished with or without a barcode scanner as discussed on pages 5 and 6 of this guide.

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# Accessing Chemical Inventory Verification

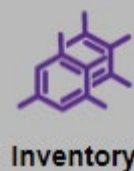
## Step 1

Login into EHS Assist - <https://ehsa.vanderbilt.edu>

- ❖ **For Vanderbilt University individuals**, use your VUNetID and VU password, along with the Duo app for SSO authentication.
- ❖ **For VUMC individuals**, use your VUMC email and you will be taken to the VUMC SSO page for authentication.

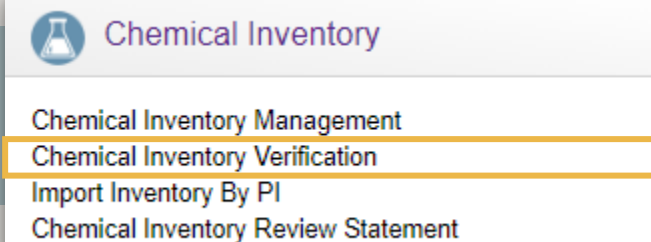
## Step 2

From the EHSA Homepage, select the **Inventory** icon.



## Step 3

Under the Chemical Inventory menu, select **Chemical Inventory Verification**.



# The Chemical Inventory Verification Page

The **Chemical Inventory Verification** page is divided into two main sections:

**1 Scanned** – These items been reconciled with what is currently in the lab and fall into one of four color coded categories: **Verified**, **Attention Required**, **Not Found** or **Disposed**. Explanations for these categories begins on [page 6](#).

**2 Not Scanned** – these chemicals are the remaining chemicals that need to be verified in EHS Assist with what is in the lab.

EHS Inventory / Chemical Inventory Verification Edit Labels Help

NOT SCANNED 3 VERIFIED 1 ATTENTION REQUIRED 0 NOT FOUND 1 DISPOSED 0 25%

Delete Scan Remove Filters Scan Remove Unscanned Import (0 selected) Verification Reports PI: Test, PI Options Edit Instructions

Not Scanned in the Last 90 Days

	Barcode/Inventory #	Chemical Description	Current PI	Scanned PI	Current Location	Scanned Location	Current Storage Location	Scanner
<b>Scanned</b>								
<b>No Location</b>								
<input type="checkbox"/>	230712004 + Add	Chemical Inventory # Not Found	<input checked="" type="checkbox"/>	<input type="checkbox"/> Last name, First Name	<input checked="" type="checkbox"/>	<input type="checkbox"/> MRB III BIO/SCI : V3100		
<b>MRB III BIO/SCI : V3100</b>								
<input type="checkbox"/>	230309022 View / Edit	ETHER	Last name, First Name		MRB III BIO/SCI : V3100	MRB III BIO/SCI : V3100	Flammables	Flammable
<b>Not Scanned</b>								
<b>MRB III BIO/SCI : V3100</b>								
	230712001 View / Edit	MAGNESIUM	Last name, First Name		MRB III BIO/SCI : V3100		Flammable Cabinet	
	230712003 View / Edit	phosphorous pentasulfide	Last name, First Name		MRB III BIO/SCI : V3100			
<b>MRB III BIO/SCI : V3100A</b>								
	230309026 View / Edit	Acetonitrile	Last name, First Name		MRB III BIO/SCI : V3100A			

# How to Scan a Lab's Inventory with a Barcode Scanner

- 1 Click the **Scan** button.
- 2 The Scan Inventory window appears.
- 3 Check the **PI Name** for accuracy especially if you have access to more than one PI or lab.
- 4 Select the **Location\*\*** that you are scanning inventory for.
- 5 Select the **Storage Location** from the dropdown or you may also type directly in the field.
- 6 **Sub-Storage Location** – this field is optional but is helpful to record locations like shelf or flammable cabinet locations, for example.
- 7 The **Barcode/Inventory #** field will then appear to begin adding to your scanned inventory.
- 8 Each scan populates immediately in the **Scanned** section in the background of this page. Continue scanning until finished with the room and/or storage location. Click **Close** to finish.

The image shows a web interface for scanning lab inventory. At the top, there are status counts: NOT SCANNED 0, VERIFIED 0, ATTENTION REQUIRED 0, and NOT FOUND 0. Below these are buttons: Delete Scan, Remove Filters, Scan (highlighted with a yellow box and callout 1), Remove Unscanned, Import (0 selected), and Verification Report. A table below has columns for Import (with a Select All button), Barcode/Inventory #, Chemical Description, and Current PI (with a Select All button). Below the table is a 'Scan Inventory' modal window (callout 2). Inside the modal, there are checkboxes for 'Storage Location Required' (checked) and 'Batch Scan Mode'. Fields include: PI (Test, PI, callout 3), Location (MRB III BIO/SCI:V3100, callout 4), Storage Location (Flammables, callout 5), Sub-Storage Location (empty, callout 6), and Barcode/Inventory # (empty, callout 7). A 'Close' button (callout 8) is at the bottom left.

\*\*Contact [ehsa@vanderbilt.edu](mailto:ehsa@vanderbilt.edu) to request the addition of a location to your lab.



# How to Manually Enter a Lab's Inventory without a Barcode Scanner

- 1 Click the **Scan** button.
- 2 The Scan Inventory window appears.
- 3 Check the **PI Name** for accuracy especially if you have access to more than one PI or lab.
- 4 Select the **Location\*\*** that you are verifying inventory for.
- 5 Select the **Storage Location** from the dropdown or you may also type directly in the field.
- 6 **Sub-Storage Location** – this field is optional but is helpful to record locations like shelf or flammable cabinet locations, for example.
- 7 The **Barcode/Inventory #** field will then appear to begin adding to your verified inventory.
- 8 Type in the barcode number and press Enter for each item. Continue typing in each item until finished with the room and/or storage location. Click **Close** to finish.

The screenshot shows the 'Scan Inventory' window. At the top, there are status bars for 'NOT SCANNED' (0), 'VERIFIED' (0), 'ATTENTION REQUIRED' (0), and 'NOT FOUND' (0). Below these are buttons: 'Delete Scan', 'Remove Filters', 'Scan' (highlighted with a yellow box and callout 1), 'Remove Unscanned', 'Import (0 selected)', and 'Verification Report'. The main form has fields for 'Import Select All', 'Barcode/Inventory #', 'Chemical Description', and 'Current PI Select All'. The 'Scan Inventory' window itself has a title bar with a close button. Inside, there are checkboxes for 'Storage Location Required' (checked) and 'Batch Scan Mode'. Below these are dropdown menus for 'PI' (Test, PI, callout 3), 'Location' (MRB III BIO/SCI:V3100, callout 4), 'Storage Location' (Flammables, callout 5), and 'Sub-Storage Location' (empty, callout 6). There is a text input field for 'Barcode/Inventory #' (callout 7) and a 'Close' button (callout 8).

\*\*Contact [ehsa@vanderbilt.edu](mailto:ehsa@vanderbilt.edu) to request the addition of a location to your lab.

# Scanned Inventory Categories and Next Steps

The counter at the top of the page tracks the scanning process.

- 1 Not Scanned** – Items remaining to be scanned in EHSA. Details can be found on [page 12](#).
- 2 Verified** – All information correct in the system and no further action is required.
- 3 Attention Required** – The PI, room, or storage location does not match in EHS Assist. Reconciliation instructions begin on [page 9](#).
- 4 Not Found** – The **Barcode/Inventory #** was not found in EHS Assist. Click the **+Add** button below the barcode to add it to the inventory. See [page 10](#) for more info.
- 5 Disposed** – These chemicals are no longer part of the current inventory. Reactivation instructions begin on [page 11](#).

Inventory / Chemical Inventory Verification						
NOT SCANNED 2		VERIFIED 1		ATTENTION REQUIRED 2		DISPOSED 0
Import Select All	Barcode/Inventory # View / Edit	Chemical Description	Current PI Select All	Scanned PI Select All	Current Location Select All	Scanned Location Select All
	230713000 View / Edit	1-Tetradecylamine	Test, PI 1		MRB III BIO/SCI : V3100	
<input type="checkbox"/>	230309022 View / Edit	ETHER	Test, PI 2	Test, PI	MRB III BIO/SCI : V3100	MRB III BIO/SCI : V3100
<input type="checkbox"/>	230712001 View / Edit	MAGNESIUM	Test, PI 3	Test, PI	MRB III BIO/SCI : V3100	MRB III BIO/SCI : V3100
<input type="checkbox"/>	230712004 + Add	Chemical Inventory # Not Found	<input checked="" type="checkbox"/> 4	<input type="checkbox"/> Test, PI	<input checked="" type="checkbox"/>	<input type="checkbox"/> MRB III BIO/SCI : V3100
Item Disposed Reactivate	230712099 View / Edit	METHYL BLUE	Test, PI 5	Test, PI	MRB III BIO/SCI : V3100	MRB III BIO/SCI : V3100



# Reconciling Scans – Attention Required

**Attention Required (Yellow Highlight)**

These items may belong to a different PI in EHS Assist or the scanned location/storage location did not match with the location currently saved for the inventory item in the system.

- 1

In the example to the right, the **Current Storage Location** was in the **Flammable Cabinet**, but the inventory item is currently stored in **Flammables** in EHS Assist.
- 2

To apply the change, click the box in the **Scanned Storage Location** column to update the inventory's location to **Flammables** when the scans are imported.

Scanned Location Select All	Current Storage Location Select All	Scanned Storage Location Select All
MRB III BIO/SCI : V3100	Flammables	Flammables
MRB III BIO/SCI : V3100	<div>1<input checked="" type="checkbox"/> Flammable Cabinet</div>	<div>2<input type="checkbox"/> Flammables</div>
MRB III BIO/SCI : V3100	Flammable Cabinet	Flammable Cabinet

# Reconciling Scans – Not Found

## Not Found (Blue Highlight)

The scanned barcode did not find a match in EHS Assist. The item might need to be entered into the system OR the scanner did not read the barcode properly.

- 1 To delete a bad scan, check the box (or multiple boxes if there are multiple bad scans).
- 2 Click the ☐ Delete Scan button.
- 3 If the scan is valid and the inventory item should be added to EHSA, click the  button.
- 4 A window will appear to add the missing information for the inventory item.

For more information on adding chemical inventory items, please review the [Chemical Inventory Guide](#).

The screenshot shows the EHS Assist interface. At the top, there are buttons: ☐ Delete Scan (highlighted with a yellow box and a blue circle with '2'), Remove Filters, Scan, Remove Unscanned, Import (0 selected), and Verification Rep. Below these is a table with columns: Import Select All, Barcode/I... #, Chemical Description, and Current PI Select All. Under the 'Scanned' section, there is a 'No Location' entry. This entry has a blue circle with '1' next to a checkbox, a blue circle with '3' next to the barcode '230713005' and a '+Add' button, and a blue circle with '4' next to the text 'Chemical Inventory # Not Found' and a checkmark. A 'Select Chemical' dialog box is open, showing search options: Search By Chemical Description (selected), Search By Catalog or CAS #, and Show PI's Personal Catalog. The dialog box also has a table with columns: CAS #, Chemical #, Synonym, Primary Name, Vendor Name, and Catalog.

# Reconciling Scans – Disposed

## Disposed (Gray Highlight, Red Text)

These are the items currently marked as disposed in the Chemical Inventory.

- 1 To reactivate the scanned items that are currently marked as **Disposed** in EHS Assist click on the **Reactivate** button.
- 2 A confirmation window appears.
- 3 Click **Yes** to reactivate the chemical in the inventory.
- 4 Click **OK** to return to the **Chemical Inventory Verification** page.

<input type="checkbox"/>	230309022 <a href="#">View / Edit</a>	ETHER	Test, PI
<input type="checkbox"/>	230712001 <a href="#">View / Edit</a>	MAGNESIUM	Test, PI
<i>Item Disposed</i>	230712099 <a href="#">View / Edit</a>	METHYL BLUE	Test, PI

1

2

Reactivate Inventory?

Would you like to reactivate this record?

Inventory #: 230712099  
Description: METHYL BLUE

No Yes 3

4

Chemical Inventory Successfully Reactivated

OK

# Reconciling Scans – Not Scanned

## Not Scanned

If there are inventory items remaining in the **Not Scanned** section after scanning has been completed in each room, that means there are inventory records in EHS Assist that no longer have a physical inventory match. These items most likely have been disposed of and their status in EHS Assist needs to be updated.

1 To remove the remaining unscanned items, click the **Remove Unscanned** button.

2 Check the items you would like to mark as Disposed.

3 Select the **Reason for Removal**.

4 Click **Remove** to finish.

*If you find the disposed chemical in the future, you can reactivate the inventory item in EHS Assist.*

The screenshot displays the EHS Assist interface for managing inventory. At the top, there are buttons for 'Delete Scan', 'Remove Filters', 'Scan', and 'Remove Unscanned' (highlighted with a blue circle and the number 1). Below these buttons, a dropdown menu shows 'Test, PI' and a filter for 'Not Scanned in the Last 90 Days'. The main table lists inventory items, including '230713004' and '1-Tetradecylamine' (highlighted with a blue circle and the number 2). A 'Select For Removal' column is visible. A dialog box titled 'Remove Unscanned Items' is open, showing 'Items selected for removal: 1' and a 'Reason For Removal' dropdown menu set to 'Used' (highlighted with a blue circle and the number 3). The dialog also asks 'Are you sure you want to mark the selected inventory items as Removed?' and has a 'Remove' button (highlighted with a blue circle and the number 4), a 'Cancel' button, and a 'Select All' button.

Select For Removal	Barcode/...	Chemical Description	Current PI	Scanned PI	Current U
	230713004	1-Tetradecylamine	Test, PI		

Remove Unscanned Items

Items selected for removal: 1

Reason For Removal

Used

Are you sure you want to mark the selected inventory items as Removed?

Remove Cancel Select All

# Completing the Verification Process

When ready to complete the verification process:

- 1 Check the chemical records in the **Import** column on the left.
- 2 Click the **Import (# selected)** button at the top of the page.

Multiple imports can be performed during the reconciliation process, or all the inventory can be imported at once. Choose the most convenient option.

The screenshot displays a web interface for managing chemical inventory. At the top, there are status filters: 'NOT SCANNED' with a count of 1, 'VERIFIED' with a count of 2, and 'ATTENTION REQUIRED' with a count of 1. Below these are several action buttons: 'Delete Scan', 'Remove Filters', 'Scan', 'Remove Unscanned', and 'Import (3 selected)'. The 'Import (3 selected)' button is highlighted with a green box and a circled '2'. Below the buttons is a search bar with 'Test, PI' and a filter for 'Not Scanned in the Last 90 Days'. The main table has columns for 'Import Select All', 'Barcode/...', 'Chemical Description', and 'Current Select'. A section titled 'Scanned' is expanded, showing a list of chemical records under the heading 'MRB III BIO/SCI : V3100'. Three records are listed, each with a blue checkmark in the 'Import' column, highlighted by a green box and a circled '1'. The records are: 230309022 (ETHER), 230712001 (MAGNESIUM), and 230712099 (METHYL BLUE). Each record has a 'View / Edit' link.

Import Select All	Barcode/...	Chemical Description	Current Select
<b>Scanned</b>			
<b>MRB III BIO/SCI : V3100</b>			
<input checked="" type="checkbox"/>	230309022 View / Edit	ETHER	Test, PI
<input checked="" type="checkbox"/>	230712001 View / Edit	MAGNESIUM	Test, PI
<input checked="" type="checkbox"/>	230712099 View / Edit	METHYL BLUE	Test, PI

# EHS Assist – Additional Info

Find additional EHS Assist guides here:

**<https://www.vanderbilt.edu/facilities/ehs/ehsa>**

Questions, concerns or suggestions?

Contact the EHS Assist Administrator - [ehsa@vanderbilt.edu](mailto:ehsa@vanderbilt.edu)

Contact the Chemical Safety Team with any questions about chemical inventories or chemical safety at [chemicalsafety@vanderbilt.edu](mailto:chemicalsafety@vanderbilt.edu)



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