



3

Click "Login: Environmental Health and Safety Assistant." You will sign in with your KSU eID and password.

**Biohazardous/Medical Waste Management and Sharps Procedures**

**Chemical Management**

- Chemical Hygiene Plan(pdf)
- EHS Assistant**
- Laboratory Refrigerators and Freezers

**Fume Hood and Laboratory Ventilation**

**Hazard Communication Program**

**Lab Safety Manual**

**Lab Signs**

**Medical Waste**

**Precautions for Bloodborne Pathogens**

**Environmental Health**

**KSU Environmental Health & Safety Assistant (EHS Assistant)**

This program is an online tool to assist KSU personnel in managing their hazardous chemical and materials. All laboratories must maintain an up to date chemical inventory within this system.

**The following applications are available:**

- Request pickups for radioactive waste
- Enter, view, and update your hazardous materials inventory (chemicals, isotopes, or SA toxic)

Please read the [EHS Assistant Instructions \(PDF\)](#) prior to using the program.

[How to use EHS Assistant \(Video\)](#)

Login: [Environmental Health and Safety Assistant](#)

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Depending on your access levels your dashboard will look different.

5

Click "Quick Chemical Entry" This is where you can add, remove, or just view your current inventory.

The screenshot shows the EHS A web application interface. At the top, there is a navigation bar with icons for Home, Dashboard, License, Inventory, Procure, Compliance, Training, and Inspections. Below this is a secondary navigation bar with icons for Waste, Employees, Medical, Fire, Rapid Response, Equipment, Locations, and Other. The main content area is divided into two columns. The left column is titled 'RAM Inventory' and contains a list of links including 'Quick Isotope Entry', 'Ram Inventory By PI / Isotope', 'Sealed Source Inventory', 'Sealed Source History', 'Ram Inventory Transfer Requests', 'Ram Requisition Entry', 'Ram Receipt Entry', 'Removal of Isotope from PI's Inventory', 'Package Receipt Survey (518)', 'View In-Lab Waste Containers', 'RAM Inventory Review Statement', and 'RAM Inventory Verification'. The right column is titled 'Chemical Inventory' and contains a list of links including 'Quick Chemical Entry' (highlighted with an orange circle), 'Chemical Requisitions', 'Chemical Inventory Verification', 'Chemical Catalog', 'Chemical Catalog SDS Search', 'Import Inventory By PI', 'Import Requisitions / Receipts By PI', 'Removal of Chemical from PI's Inventory', 'Manage Chemical Stockroom', 'Chemical Stockroom Orders', 'Chemical Inventory Review Statement', 'Chemical Inventory Transfer Approval', 'Storage Location', 'Storage Devices', and 'Removal Reason'.

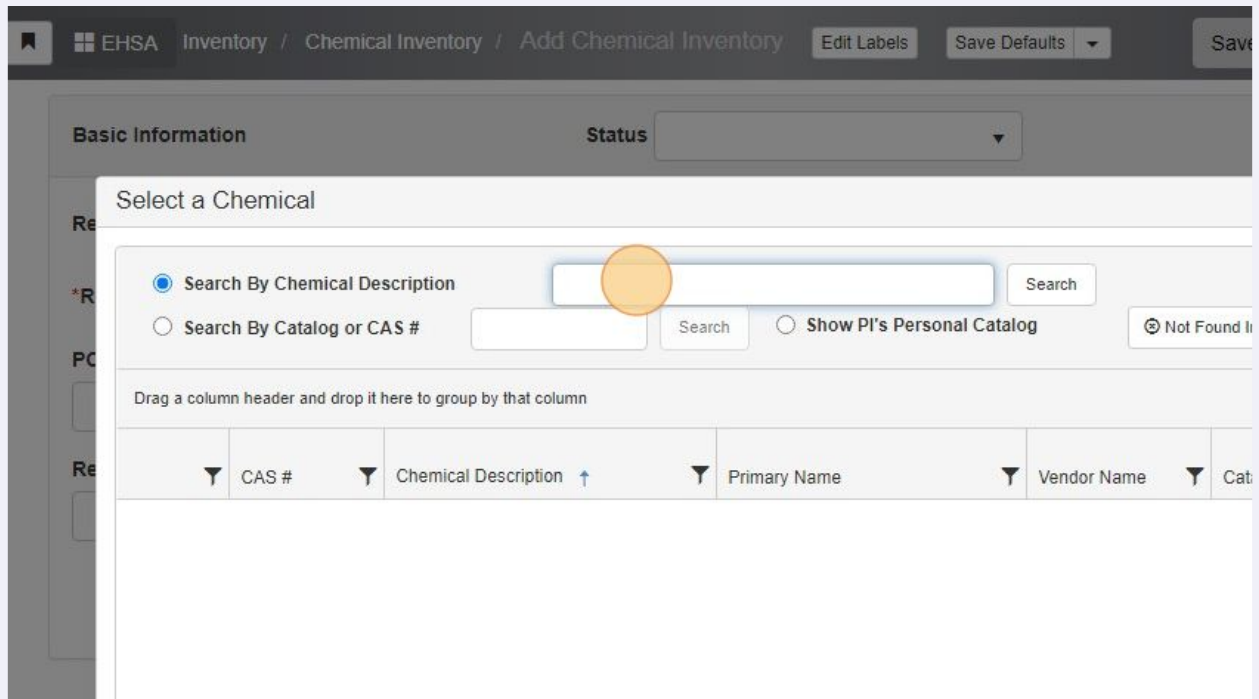
6

Click "Add"

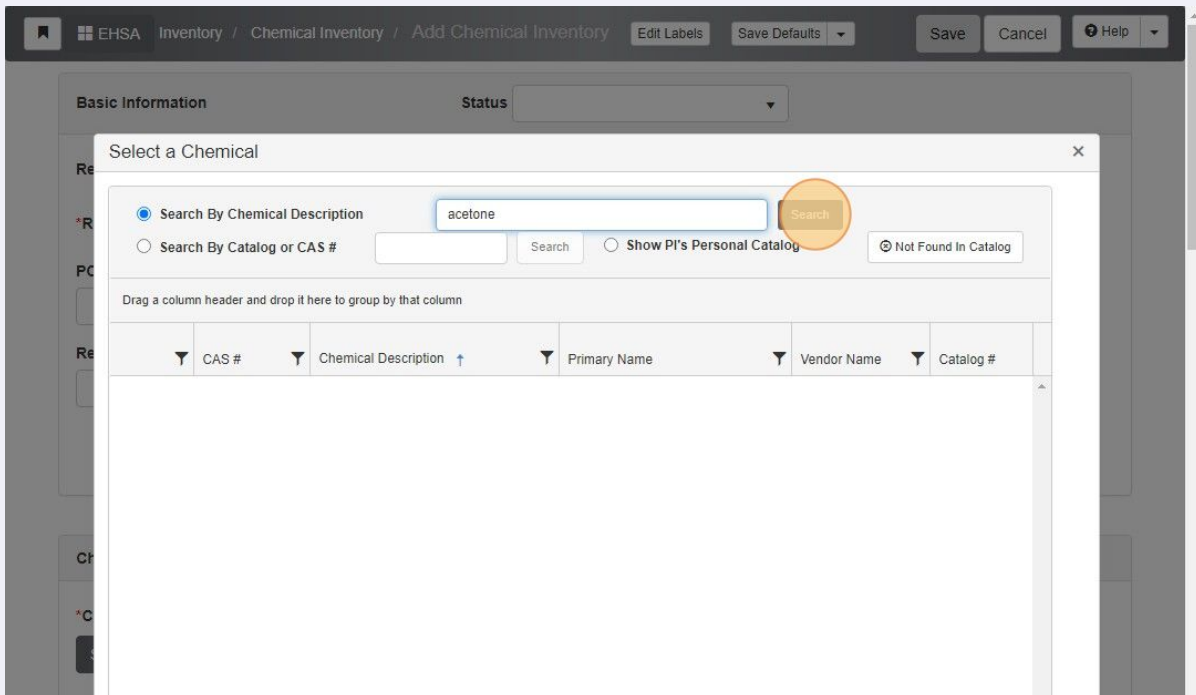
The screenshot shows the EHS A web application interface for the 'Chemical Inventory' section. The breadcrumb trail is 'Inventory / Chemical Inventory' and there is an 'Edit Labels' button. The main content area has a toolbar with buttons for '+ Add', Edit, Remove, Remove Filters, and More. Below the toolbar is a dropdown menu for 'Inventory' set to 'Current Inventory'. There is a search bar with the placeholder text 'Search Synonym, CAS or Inventory' and a 'PubChem' button. A checkbox for 'View All Shared Inventory' is present. Below the search bar is a message: 'Drag a column header and drop it here to group by that column'. The main content area is a table with the following columns: 'Inventory #', 'Status', 'PI', and 'Chemical Description'. The table has a header row with a 'Share All' button, an 'Unshare All' button, and a 'Shared' checkbox. The first data row has a checkbox, the inventory number '30232258', a status field, the PI 'Aakeroy, Christer', and the chemical description '(+)-Quinolin-4-yl(5-vinylquinuclidin-2-yl)methanol'.

Share All Unshare All Shared	Inventory #	Status	PI	Chemical Description ↑
<input type="checkbox"/>	30232258		Aakeroy, Christer	(+)-Quinolin-4-yl(5-vinylquinuclidin-2-yl)methanol

7 Click this text field.



8 Type your chemical name and then click "Search"



9 Scroll down until you find the chemical you are looking to add.

Select a Chemical

Search By Chemical Description  Search

Search By Catalog or CAS #  Search  Show PI's Personal Catalog

Primary Name X Chemical Description X

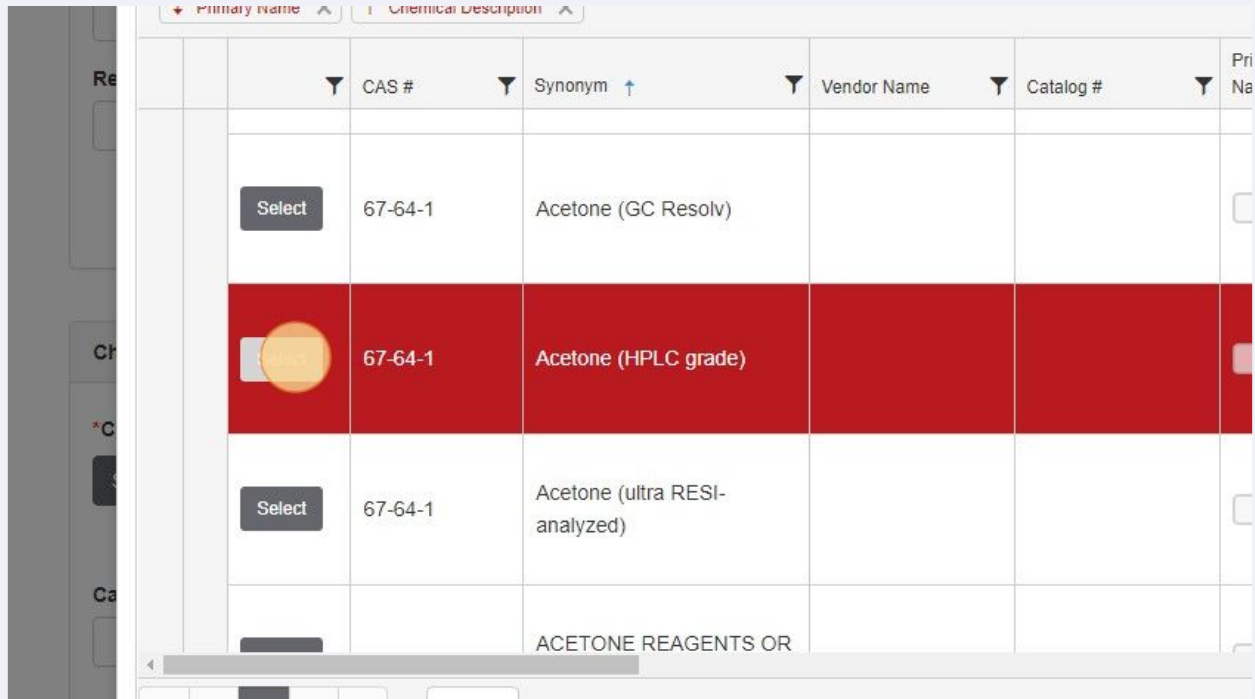
	CAS #	Synonym ↑	Vendor Name	Catalog #	Primary Name
Primary Name: NO					
Chemical Description: 1,3-acetonedicarboxylic acid					
Select	542-05-2	1,3-acetonedicarboxylic acid			<input type="checkbox"/>
Select	542-05-2	3-Oxoglutaric acid			<input type="checkbox"/>

10 You can also click any of the rows to highlight that chemical to scroll over and see the rest of the columns if needed.

	CAS #	Synonym ↑	Vendor Name	Catalog #	Primary Name
Select	67-64-1	Acetone (GC Resolv)			<input type="checkbox"/>
Select	67-64-1	Acetone (HPLC grade)			<input type="checkbox"/>
Select	67-64-1	Acetone (ultra RESI-analyzed)			<input type="checkbox"/>
Select		ACETONE REAGENTS OR			<input type="checkbox"/>

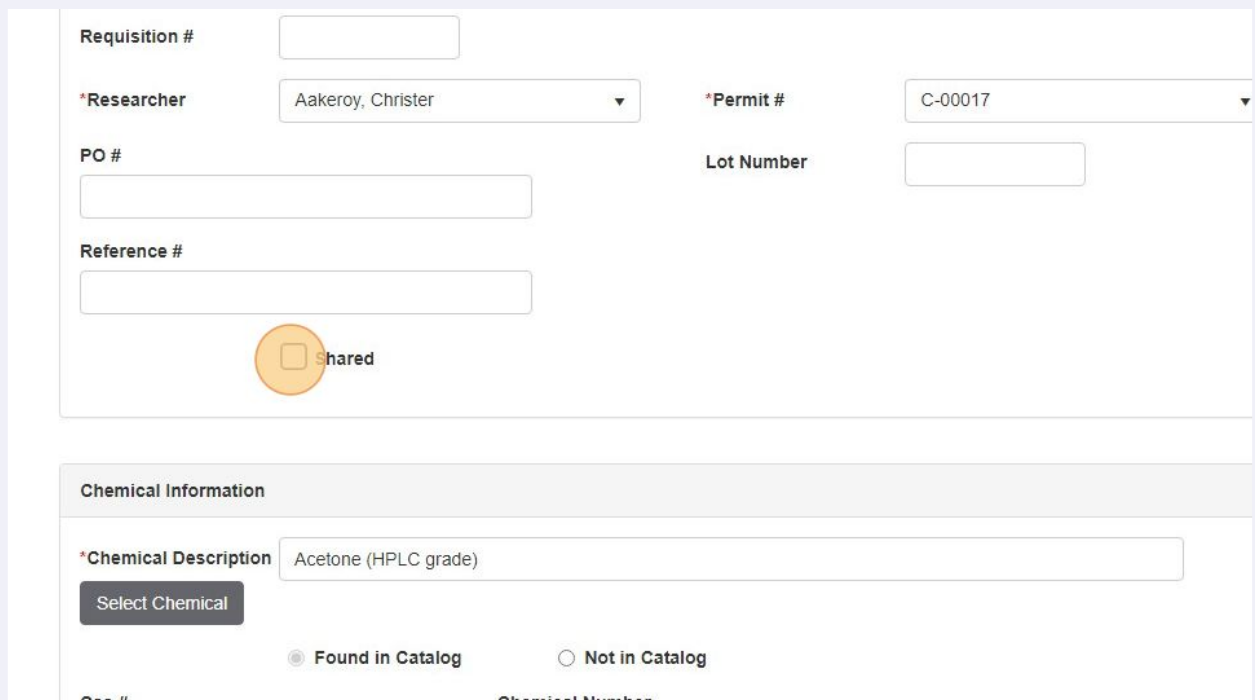
1 500 items per page 1 - 35 of 35 items

11 Click "Select" to the left of the chemical you are looking to add.



	CAS #	Synonym	Vendor Name	Catalog #	Pri Na
Select	67-64-1	Acetone (GC Resolv)			
<input checked="" type="radio"/>	67-64-1	Acetone (HPLC grade)			
Select	67-64-1	Acetone (ultra RESI-analyzed)			
		ACETONE REAGENTS OR			

12 Click the "Shared" field if this chemical will be shared with others in your department. Otherwise leave it unchecked.



Requisition #

\*Researcher  \*Permit #

PO #  Lot Number

Reference #

Shared

**Chemical Information**


\*Chemical Description

Select Chemical

Found in Catalog  Not in Catalog

Cas #  Chemical Number

- 13 Click this text field. Type the number of units you have for this chemical.

 Additional CAS Numbers

**\*# of Units**

**\*Qty per Unit**


**\*Volume / Size**

**Physical State**

**Report Denominator**

**Concen**

- 14 Click this text field. Type the number of quantity per units you have for this chemical. You also have the option to use the up or down arrows on the screen.

 Additional CAS Numbers

**\*# of Units**

**\*Qty per Unit**

**\*Volume / Size**

**Physical State**

**Report Denominator**

**Concentration**  %

**for Information** **Location & Storage Information**

15


Click the dropdown to bring up the Volume/Size this will show the unit, description, physical state selection options.


4-1 8491

Additional CAS Numbers

\*# of Units: 1

\*Qty per Unit: 1

\*Volume / Size: 

Physical State: 

Report Denominator:

Concentration:  %

Information Location & Storage Information

\*Location


16


Click the Volume/Size that matches your chemical.

CAS Numbers

\*# of Units: 1

\*Qty per Unit: 1.000000

\*Volume / Size: 

Physical State: 

Report Denominator:

Chemical Unit	Description	Physical State
G	Grams	Solid
KG	kilo grams	Solid
L	Liters	Liquid
MG	milli grams	Solid
ML	milli liters	Liquid

Location & Storage Information

\*Location



17 Click here to select the Vendor for your new chemical.

The screenshot shows a web form for adding a new chemical. At the top, there is a dropdown menu set to "Liquid", a text input field containing "0.264201", and a percentage input field. Below this is a "Vendor Information" panel with a "Vendor" dropdown menu (placeholder: "Type or Select...") and a "Catalog #" text input field. To the right is a "Location & Storage Information" panel with fields for "\*Location", "Storage Location", "Sub-Storage Location" (dropdown), "Storage Device", and "Storage Requirements" (dropdown). An orange circle highlights the "Vendor" dropdown menu.

18 You can start typing the vendor name or scroll through the list. Click your vendor.

This screenshot shows the same interface as above, but the "Vendor" dropdown menu is open. The input field contains "sigm" and a search dropdown is visible with two entries: "Sigma-Aldrich" (highlighted) and "Sigma-Aldrich". An orange circle highlights the dropdown menu. The rest of the form fields are the same as in the previous screenshot.

19 Click here to bring up your options for rooms where your chemical is located.

Liquid   %  
GAL

**Location & Storage Information**

\*Location

Storage Location

Sub-Storage Location

Storage Device

Storage Requirements

20 Click the location that matches where your chemical is stored.

**Vendor Information**

Vendor

Catalog #

**Location & Storage Information**

\*Location

Location	Location Name	Permit Types
00165:208	CHEM-BIOCHEM BUILDING:208	CHEM
00165:233	CHEM-BIOCHEM BUILDING:233	CHEM
00165:234	CHEM-BIOCHEM BUILDING:234	CHEM

Storage Device

Storage Requirements

21 Click the storage location dropdown to bring up your options.

The screenshot shows a form titled "Location & Storage Information". It contains several fields: "\*Location" (a dropdown menu with "208:CHEM-BIOCHEM BUILDING" selected), "Storage Location" (a dropdown menu with a blue highlight and an orange circle), "Sub-Storage Location" (a dropdown menu), "Storage Device" (a dropdown menu), and "Storage Requirements" (a dropdown menu). There is also a large grey rectangular area below the "Storage Requirements" field.

22 Click one of your saved storage locations for that lab if needed.

The screenshot shows a form with a dropdown menu open. The form has fields for "ndor" (with "Sigma-Aldrich" selected), "atalog #" (with a blue highlight), and "\*Location" (with "208:CHEM-BIOCHEM BUILDING" selected). The "Storage Location" dropdown menu is open, showing a search bar and a list of options. The option "basement" is highlighted with an orange circle. Below the dropdown menu, there is a "Storage Requirements" field and a "Restricted" checkbox.

23

You may have sub-storage locations, if so click here to bring up your options for this if needed.

**Location & Storage Information**

**\*Location**  
208:CHEM-BIOCHEM BUILDING

**Storage Location**  
basement

**Sub-Storage Location**  
NO DATA FOUND.

**Storage Device**

**Storage Requirements**

24

You may have storage devices, if so click here to bring up your options for this if needed.

**Location & Storage Information**

**\*Location**  
208:CHEM-BIOCHEM BUILDING

**Storage Location**  
basement

**Sub-Storage Location**

**Storage Device**  
Aerosol Can  
Ampule  
Bulked Item  
Fiber Box  
Gas Cylinder  
Glass Bottle  
Metal Can

**Storage Requirements**

25

If the chemical you are adding has a Chemical Storage Color Code requirement then click here to bring up these selections.

**Vendor Information**

Vendor  
Sigma-Aldrich

Catalog #

**Location & Storage Information**

\*Location  
208:CHEM-BIOCHEM BUILDING

Storage Location  
basement

Sub-Storage Location

Storage Device

Storage Requirements

Storage Requirements	Description
BLUE	Health Hazard - toxic if inhaled, ingested, or absorbed through skin. Store in secure area, segregate solids and liquids.
BROWN	Organic Acids - May harm skin, eyes, mucous membranes. Store away from Red, Yellow, Blue, and White coded chemicals. Segregate solids and liquids.
GRAY	General - Presents no more than moderate hazard in any of the categories above. for General chemical storage.
GREEN	Bases - May harm skin, eyes, mucous membranes. Store away from Red,

26

Click "Cancel" if you want lose your progress or decided not to add a chemical.

**Record Addition Information**

Added By  
abu66535

Name  
Ukena, Adam

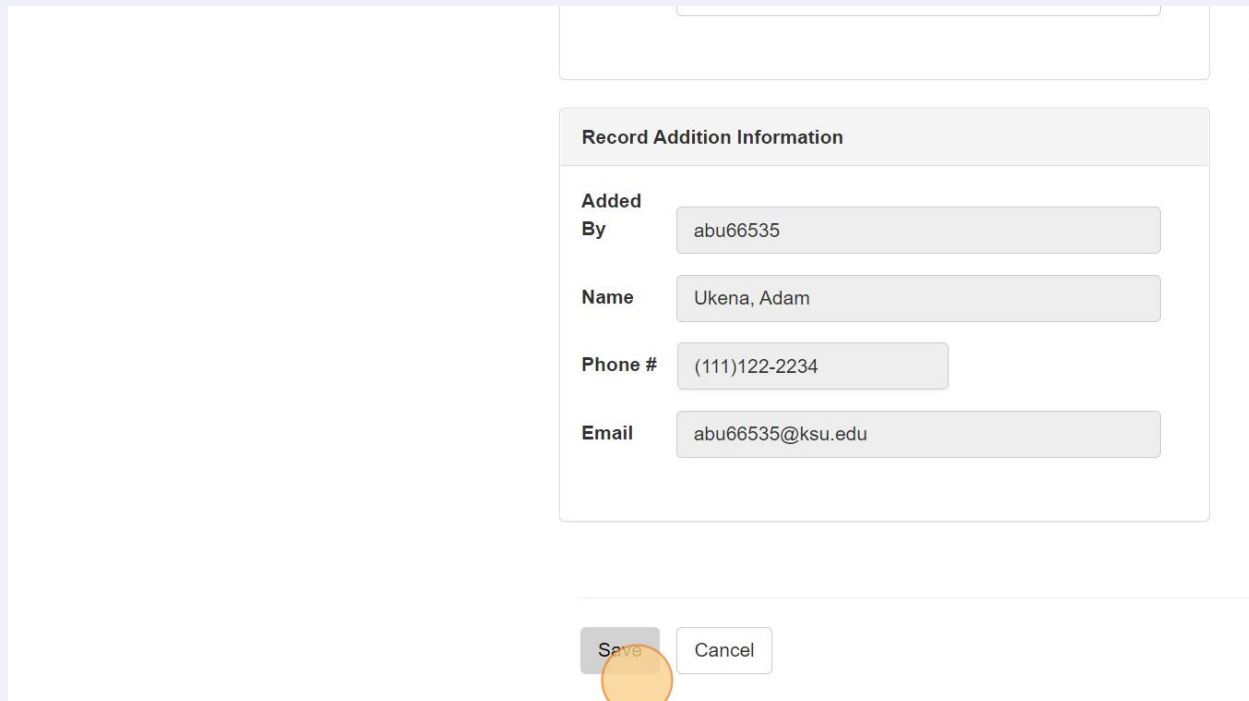
Phone #  
(111)122-2234

Email  
abu66535@ksu.edu

Save Cancel

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Click "Save" to save this chemical to your inventory.



The screenshot shows a web form titled "Record Addition Information". The form contains four input fields: "Added By" with the value "abu66535", "Name" with the value "Ukena, Adam", "Phone #" with the value "(111)122-2234", and "Email" with the value "abu66535@ksu.edu". Below the form are two buttons: "Save" and "Cancel". An orange circle highlights the "Save" button.

Record Addition Information	
Added By	abu66535
Name	Ukena, Adam
Phone #	(111)122-2234
Email	abu66535@ksu.edu

Save Cancel