

# EHSA Initial Instructions Chemical Inventory

**EHS** University at Buffalo University Facilities Environment, Health & Safety

Home Jackson, Daniel

### Welcome to Your EHS Assistant Home Page

At a Glance View of Your Permit, Lab Workers, Training and more.

**PI Overview**  
Daniel Jackson

**Quick Links**

- Register for EHS Training
- Web Based Training Courses
- EH&S Web Site

**Waste Pickup Request**  
Request a Chemical or Radioactive Waste Pickup

**Training Records**  
Completed and Future EHS Training. Add Your Own Lab-Specific Training Records

**Inventory**  
Maintain Your Chemical Inventory

**Worker Registration**  
See/Add/Edit All Workers Authorized for Your Lab

Alerts Help

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### Chemical Inventory

- Quick Chemical Entry** Manually enter your chemicals
- Chemical Inventory Verification
- Import Inventory By PI** Upload your current chemical inventory
- Import Requisitions / Receipts By PI
- Removal of Chemical from PI's Inventory
- Chemical Inventory Review Statement
- Chemical Inventory Transfer Approval
- Storage Location

# EHSA Initial Instructions Chemical Inventory

To Import your current chemical inventory:

The screenshot shows the 'Import Chemical Inventory' page. At the top, there is a navigation bar with 'EHSA Inventory / Import Chemical Inventory' and an 'Edit Labels' button. A 'Help' button is highlighted in a red box in the top right corner. Below the navigation bar, there are dropdown menus for 'PI' (set to 'Jackson, Daniel') and 'Permit' (set to 'C-00001'). A green 'Load Spreadsheet' button and a grey 'Add Row' button are visible. A red arrow points to the 'Load Spreadsheet' button with the instruction: '2) Upload the completed template'. To the right, a 'Download Template' button is highlighted with a red arrow and the instruction: '1) Download this template and complete the columns that are in red; other columns are optional.' Below these buttons, there is a checkbox for 'Auto-Generate Inventory # / Barcode #' which is checked, with a red arrow pointing to it and the instruction: 'Leave this box checked'. The main area is a large table with columns: 'Excel Row #', 'PI Code', 'Last Name', 'First Name', 'Bldg Code', 'Lab', 'Storage Location', 'Storage Device', 'Chemical Name', 'Physical State', '# of Containers', and 'Amount per Container'. Red arrows point to the 'Bldg Code' and 'Lab' columns with the instruction: 'Refer to the Building Codes below' and 'Your Lab's Room Number'. At the bottom right, a 'Submit' button is highlighted with a red arrow and the instruction: '3) Click the Submit button to upload inventory data to EHS'. Below the 'Submit' button, there is a checkbox for 'Replace PI's Existing Inventory' which is unchecked, and a red arrow points to it with the instruction: '4) If the data doesn't look right, correct the data in the template and check this box and re-upload to overwrite existing data'. A 'Cancel' button is also visible. On the right side of the page, there is a red box containing the text: 'Questions? Check out the online Help' with an arrow pointing to the 'Help' button in the top right corner.

Building Name	Building Code
220 Winspear	220 WIN
Abbot Hall	ABBOT
Allen Hall	ALLEN
Alumni Arena	ALUMNI
Baldy Hall	BALDY
Beane Center	BEANE
Biomedical Education Building	BEB
Bell Hall	BELL
Bissell Hall	BISSELL
Buffalo Materials Research Center	BMRC
Bonner Hall	BONNER
Biomedical Research Building	BRB
Capen Hall	CAPEN
Cary Hall	CARY
COE in Bioinformatics & Life Sciences	CBLS
Center for the Arts	CFA
Computing Center	CIT
Clemens Hall	CLEMENS
Cooke Hall	COOKE
Crofts Hall	CROFTS
Clinical and Translational Research Center	CTRC
Baker Chilled Water Plant	CWP
Davis Hall	DAV
Dental Clinic Trailer	DCT
Dorsheimer Greenhouse	DG
Farber Annex	FANNEX
Farber Hall	FARBER
Fargo Quadrangle	FARGO
Foster Hall	FOSTER
Fronczak Hall	FRONCZAK
Furnas Hall	FURNAS
Harriman Hall	HARRIMAN
Hayes Hall	HAYES
Hayes Annex B	HAYES B

Building Name	Building Code
Helm Building	HELM
Hochstetter Hall	HOCH
Howe Research Building	HOWE
Jarvis Hall	JARVIS
JSMBS Building	JSMBS
Ketter Hall	KETTER
Kimball Tower	KIMBALL
Lockwood Library	LOCKWOOD
Millard Fillmore Academic Center	MFAC
Michael Hall	MICHAEL
Buffalo General Hospital Multi-Lab	ML
Natural Science Complex	NSC
Park Hall	PARK
Parker Hall	PARKER
Pharmacy Building	PHARM
Porter Quadrangle	PORTER
Red Jacket Quadrangle	REDJACKET
Research Insitute on Addictions	RIA
Service Building	SERVICE
Sherman Annex	SHERANNEX
Sherman Hall	SHERMAN
Spaulding Quadrangle	SPAUD
Squire Hall	SQUIRE
Student Union	STUDUNION
Talbert Hall	TALBERT
465 Washington Street	WASH
Wilkeson Quadrangle	WILKESON