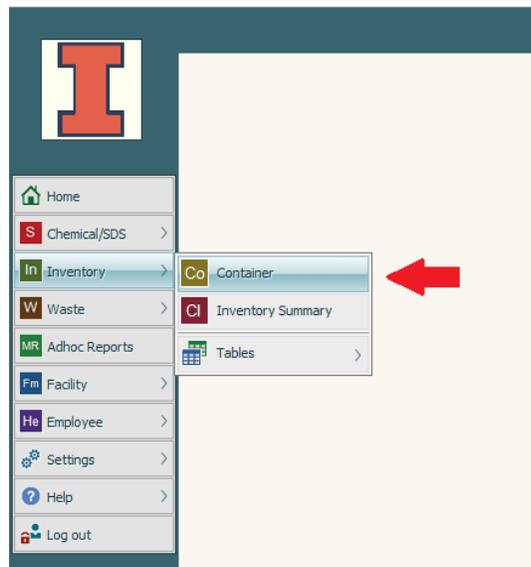# Adding Containers to EMS Chemical Inventory

Each container in the inventory system will be linked to a SDS record. The SDS record will contain information about the chemical such as hazard data, chemical reference data, and a link/image to the SDS document. Each SDS record will be tied to a specific chemical and manufacturer so there will likely be more than one SDS record available for each chemical if the chemical is produced by multiple companies. Each unique SDS record will contain the SDS document from that specific manufacturer. It is important to make sure the SDS record selected for each container matches both the chemical and manufacturer so that the proper SDS can be linked. There are four scenarios that will occur when trying to add a container to the inventory:

1. SDS record exists in the "Site SDS" for the chemical being added

This will be the most likely case, especially for those chemicals that are commonly used or purchased from major chemical suppliers such as Sigma-Aldrich or Fisher. The following are the steps needed to properly input your container into the inventory:

- Click on "Inventory" found on the left side of the page followed by "Container"

- Click on "Add" found at the top of the page

On the next screen, you will see the form to fill out with all of the necessary container information. The fields highlighted in pink are required to be filled out to save the container. The three main areas are contained within the blue boxes and the following instructions will help quickly and properly fill out the form

- In the "Location" box, the only field that needs to be filled out is "Location". Once a location is selected, the rest of the fields will automatically populate. If you aren't sure of the exact location name you are adding the container to, you can begin typing the location path and the relevant options will be narrowed down for you. In the example below, the user is wanting to add a chemical to RAL 250 so the path "0116-250" was entered in and the results for all locations in that room were shown. The user then chose "BenchB".

- The easiest way to populate the "Product" box is to use the CAS number for the chemical being added. This will allow you to get a comprehensive list of all SDS records that match with the CAS to avoid issues with material synonyms and multiple variations of manufacturer names. From the list generated, select the entry that matches both the chemical name and manufacturer for your particular container. Do NOT select any entries that have the "Generic" manufacturer. These entries do not have SDS documents attached to them so you will end up with an incomplete record. In the example below, the user is adding acetone from Sigma-Aldrich.

| CAS	Name	Manufacturer	SDS #
67-64-1	Acetone	SIGMA ALDRICH	811460
67-64-1	ACETONE	Generic	815739
67-64-1	acetone (glass distilled)	Electron Microsco	816754
67-64-1	ACETONE	Fisher Scientific	816968
67-64-1	ACETONE OPTIMA	Fisher Scientific	816991
67-64-1	ACETONE AR ACS (POLY) 4L	Mallinckrodt Bake	817474
67-64-1	ACETONE	Macron	819970
67-64-1	ACETONE	SAJ	825333
67-64-1	Acetone	VWR	837287

- In the unbordered data area beneath the product box, the only field that needs to be filled out is "No. of Containers". This field will always default to '1' so if you are needing to add multiple of the same container, make sure to update this field to the proper quantity.

- In the last remaining box near the bottom of the page, the only two fields that need to be completed are "Container Quantity" and "Measurement In". The "Container Quantity" field should not be confused with the "No. of Containers" field. The "Container Quantity" field is asking for amount of chemical that is in the container. For the "Measurement In" field, you will use the dropdown box to select the unit of measure used to quantify how much chemical is in the container (gram, liter, pound, etc.)

Once all of the necessary data has been entered, you can save the container by either clicking the "Save" icon at the top of the page or selecting "Save" from the "Records" menu also at the top of the page
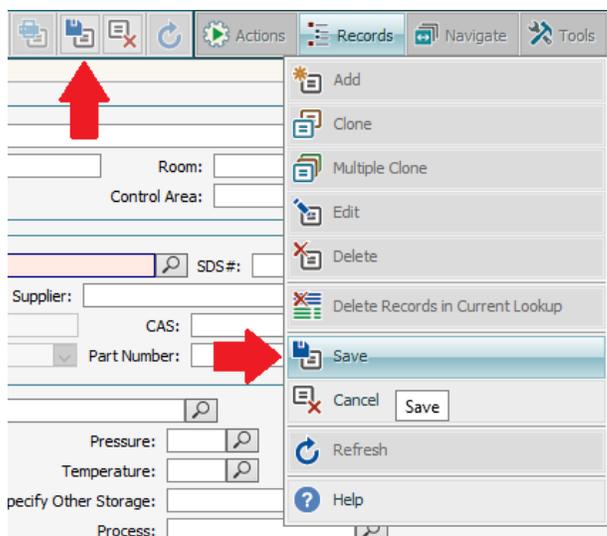
2. SDS record does not exist in "Site SDS" library but is available in "Global SDS" library

In the event you try to add a chemical container to the inventory but don't find the correct SDS record match for your chemical/manufacturer combination (or the only record(s) available have "Generic" as the manufacturer), you will need to try to download the appropriate SDS record from the "Global SDS" library. In the example below, the user is trying to add potassium fluoride from Combi-Blocks but wasn't able to find the appropriate SDS record

CAS	Name	Manufacturer	SDS #
7789-23-3	POTASSIUM FLUORIDE	Acros Organics	807044
7789-23-3	POTASSIUM FLUORIDE	SIGMA ALDRICH	810494
7789-23-3	POTASSIUM FLUORIDE	Generic	812726
7789-23-3	POTASSIUM FLUORIDE	Alfa Aesar	815107
7789-23-3	POTASSIUM FLUORIDE	FLUKA	817984
7789-23-3	potassium fluoride, 40 wt% on alumina	Generic	818412

In order to search the "Global SDS" library and download the appropriate document, you'll need to do the following:

- Click on "Chemical/SDS" found on the left side of the page followed by "Global SDS"
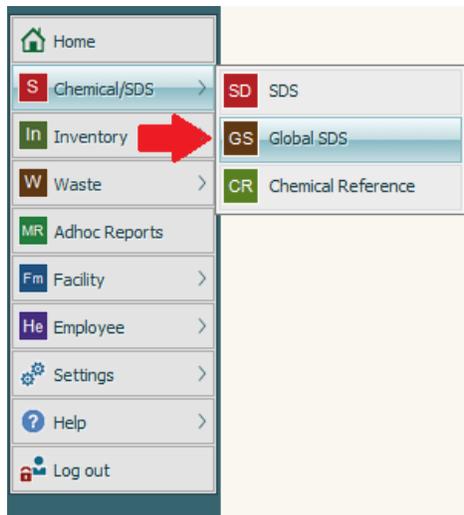
- Enter any relevant search criteria into the corresponding fields and click "Search". You will likely yield the best results by first searching by just the CAS number and then add any additional criteria such as manufacturer to further narrow the results if needed. The search will cut off after the first 30 entries so if you don't see your record in the first search, try narrowing the scope of the search.

- From the list of search results, click on the '>' button on the right side of the entry corresponding to the SDS record you need to download

Product Name	Manufacturer	SDS#	Revision Date	Entry Date	Inventory	SDS	
Potassium fluoride	Acros Organics	30013922	6/9/2015		☐	SDS	>
Potassium fluoride	Aldrich	30067552	9/14/2017		☐	SDS	>
Potassium fluoride	Alfa Aesar	30284745	12/22/2017		☐	SDS	>
Potassium fluoride	COMBI-BLOCKS	30388596			☐	SDS	>
Potassium fluoride	Aldrich	30421341	9/14/2017		☐	SDS	>
Potassium Fluoride	American Elements	30255263	3/23/2018		☐	SDS	>
Potassium Fluoride	Flinn Scientific	30260985	3/21/2014		☐	SDS	>

- To download the SDS record, click "Actions" at the top of the page followed by "Add to Site SDS". If you click "Add to My SDS Binder", the SDS record will only be visible to you and not the rest of the users. "Add to Site SDS" makes this record usable by anyone.
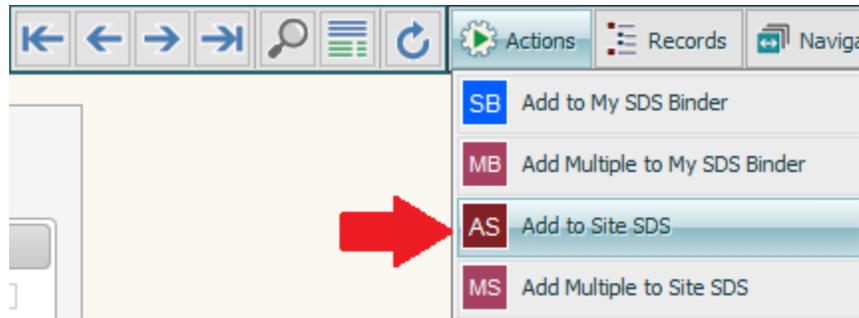
Once the new SDS record has been downloaded, it will be available for use when adding new containers


3. SDS record does not exist in the "Site SDS" or "Global SDS" libraries

The "Global SDS" library contains records from the 30 largest chemical manufacturers in the country. There may be occasions though where a chemical is purchased from a smaller manufacturer that doesn't have a SDS record within the "Global SDS" library. In this event, a SDS record will need to be manually created. Prior to creating the SDS record, you will need to make sure to download a copy of the SDS for your chemical from the manufacturer's website. Once you have obtained a copy of the SDS, do the following to create the SDS record:

- Click on "Chemical/SDS" on the left side of the page followed by "SDS
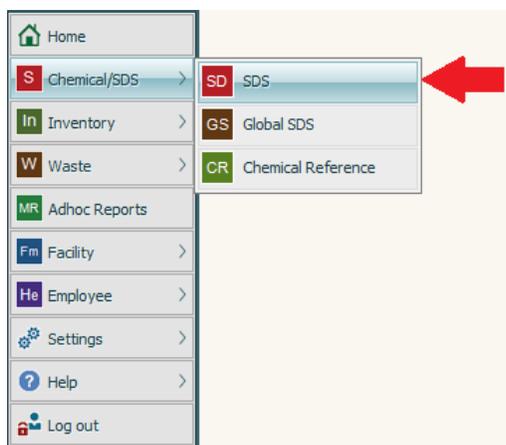
- Click on "Add" at the top of the page
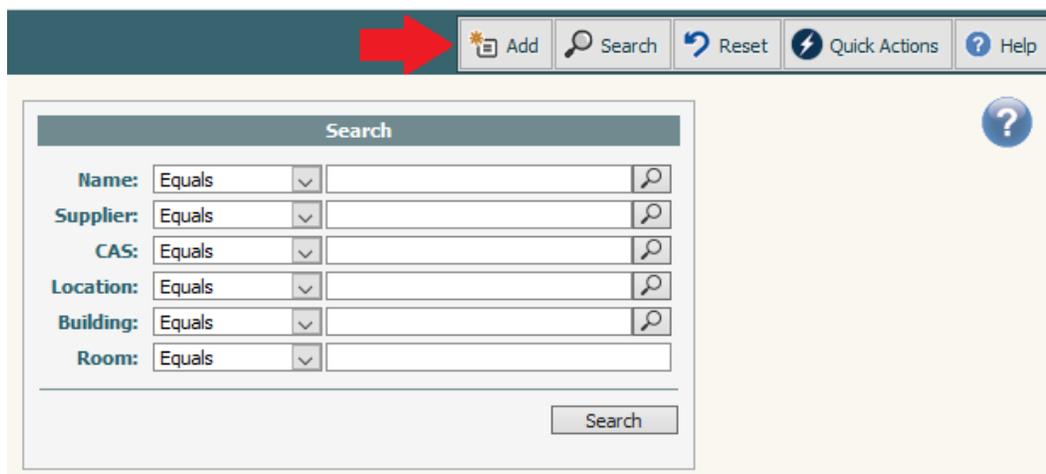
- To populate all available chemical safety data, enter the CAS number in the corresponding field to see if a chemical reference record is available. If one does pop up, click it and all data from that record will be populated into the SDS record. The only fields that will need to be filled in manually are the "Manufacturer" and "Supplier" fields.
    - NOTE: If there is no chemical reference record that pops up when the CAS is entered, proceed with the remaining steps to add the SDS record but forward the chemical name, CAS, and SDS document to SCS Safety so a chemical reference record can be created.

- Once all of the necessary data has been entered, click on the "SDS Image" tab to proceed to uploading the SDS document. Once this tab is opened, click on "Select File" to choose the file to upload.

- Once the popup box appears, click "Select File" to bring up your file explorer. Once you have selected the file, click "Upload"

Select file

Language: English

Filename: Potassium fluoride Oakwood.pdf   Select file

Valid files:
Text documents (*.txt, *.rtf)
Microsoft Office files (*.doc, *.docx, *.docm, *.xls, *.xlsx, *.xlsm, *.xlsb, *.ppt, *.pptx, *.pps, *.ppsx)
Open Documents (*.ods, *.odt, *.odp)
PDF files (*.pdf)
Image files (*.bmp, *.gif, *.jpg, *.jpeg, *.jpe, *.png, *.tga, *.tif, *.tiff)

Maximum file size: 4 MB.

Upload   Cancel
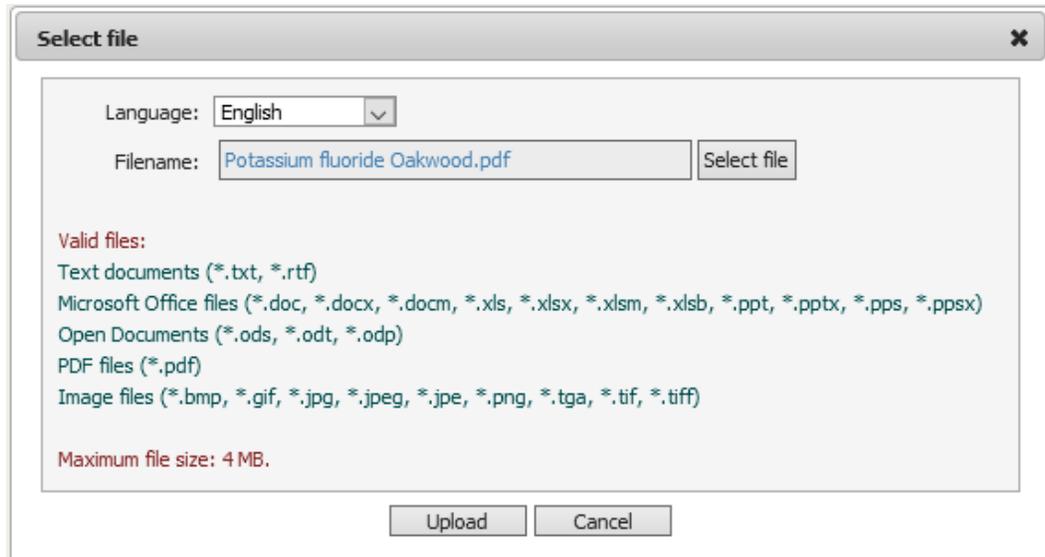
- Once the SDS document has been uploaded, you will need to save the record by either clicking the "Save" button at the top of the page or clicking "Records" followed by "Save".
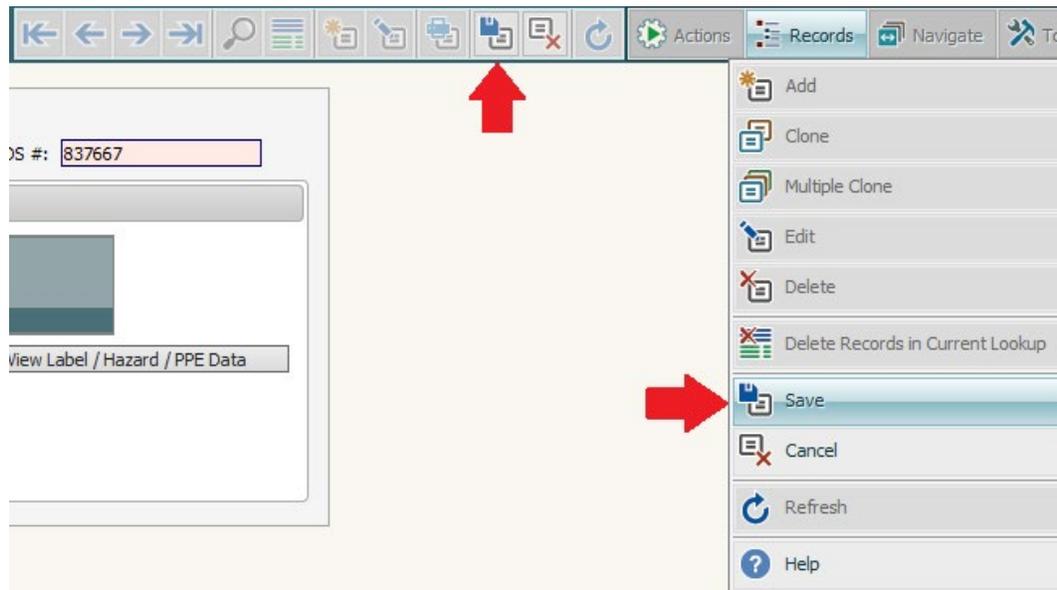
Once the SDS record has been saved, it will be available for use when adding new containers

| CAS: | 7789-23-3 | | Product Type: | | |

CAS	Name	Manufacturer	SDS #
7789-23-3	POTASSIUM FLUORIDE	Acros Organics	807044
7789-23-3	POTASSIUM FLUORIDE	SIGMA ALDRICH	810494
7789-23-3	POTASSIUM FLUORIDE	Generic	812726
7789-23-3	POTASSIUM FLUORIDE	Alfa Aesar	815107
7789-23-3	POTASSIUM FLUORIDE	FLUKA	817984
7789-23-3	potassium fluoride, 40 wt% on alumina	Generic	818412
7789-23-3	Potassium fluoride	COMBI-BLOCKS	837666
7789-23-3	POTASSIUM FLUORIDE	Oakwood	837668