



## STANDARD OPERATING PROCEDURE

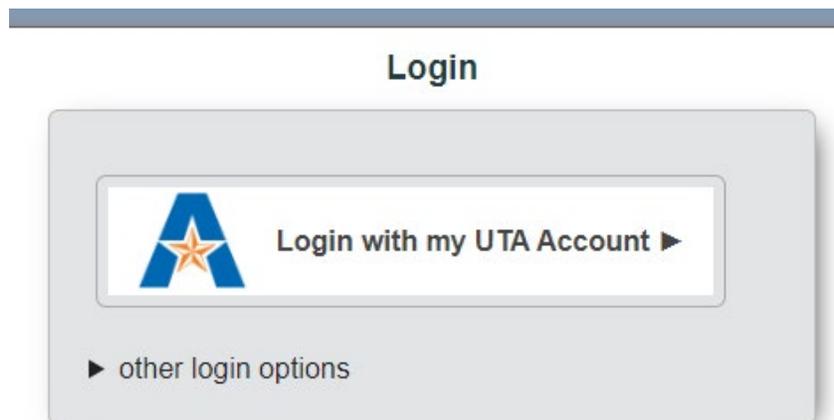
### Add or Change “Sub-Location” of barcoded container on CEMS

**Step 1:** Go to Chemical Environmental Management System (CEMS) <http://cems.uta.edu>.

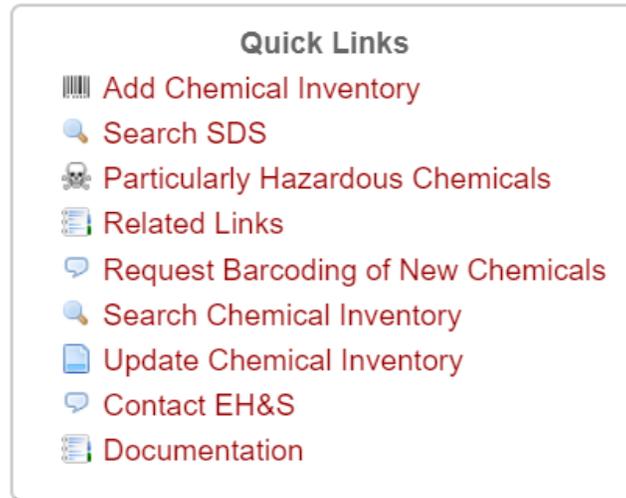
**Step 2:** Click on “login” in “My Profile” window:



**Step 3:** Login with your UTA credentials:



**Step 4:** On your CEMS Dashboard go to “Quick Links” window and click on “Search Chemical Inventory” link:



**Step 5:** Enter the barcode of the container you need to update and click on “search”:

The image shows a form titled "Search Inventory" with the following fields and options:

- Barcode:** A text input field containing "131854". To the right is a link "search multiple barcodes".
- Chemical Name:** A text input field with a checkbox labeled "exact match".
- Product Number:** A text input field.
- Owner:** A text input field containing "first last" and a dropdown arrow.
- Location:** A text input field containing "building room number" and a dropdown arrow.
- Molecular Formula:** A text input field.
- CAS:** A text input field.
- Manufacturer:** A text input field with a dropdown arrow.
- At the bottom left is a checkbox labeled "only search surplus".
- At the bottom right is a button labeled "search".

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**Step 6:** In “Container Information” field (blue field) verify the **Location**. Then type-in (or choose from the drop-down list of the “optional sub-location” window) the **Sub-Location** (examples: shelf #1; shelf #2; refrigerator; freezer; cabinet for flammables; cabinet for corrosives), then click on “save”.

back View Chemical Inventory

### Chemical Information

**Chemical Name**  
Oxygen 25% in Nitrogen, compressed

**Manufacturer**  
Techstar

**ProdNo**  
UN3156 105ES-161-25

If the assigned chemical/product is wrong for this record, [reassign the chemical record.](#)

**Safety Data Sheet**  auto download

2018-06-20

### Container Information

**Barcode**  
131854

**Owner**  
Elisabeth Rowlett open

**Location**  
Science Hall 301  
shelf #1

**Container Quantity**  
105

**Step 7:** If adding or changing the Sub-Location of **multiple containers**, click on “Update Chemical Inventory” link:

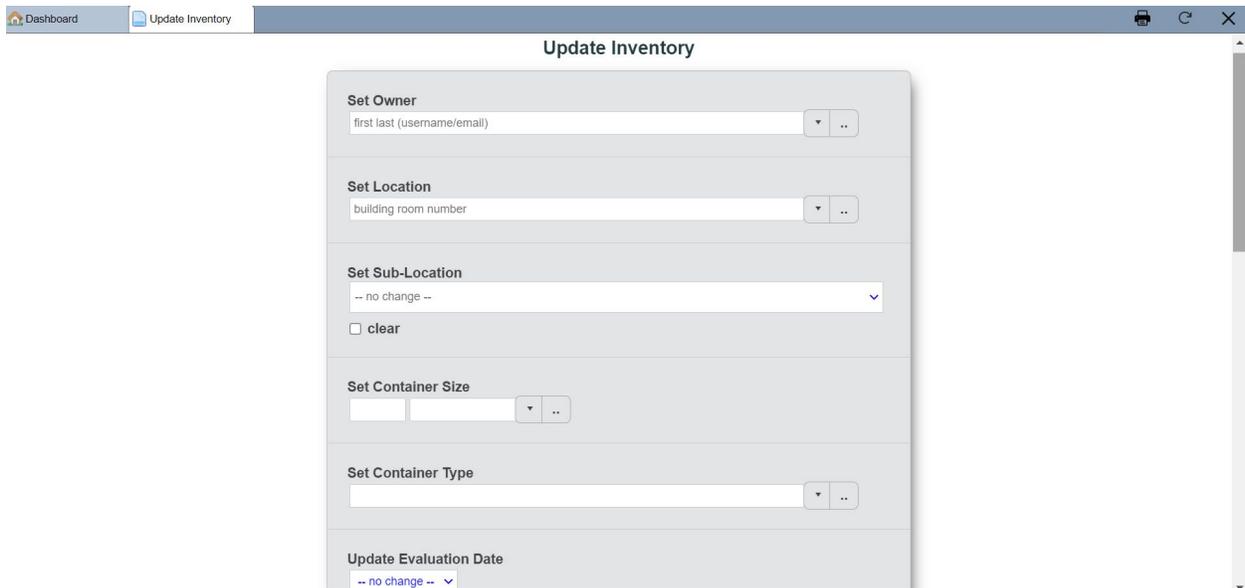
### Quick Links

- [Add Chemical Inventory](#)
- [Search SDS](#)
- [Particularly Hazardous Chemicals](#)
- [Related Links](#)
- [Request Barcoding of New Chemicals](#)
- [Search Chemical Inventory](#)
- [Update Chemical Inventory](#)
- [Contact EH&S](#)
- [Documentation](#)

**Step 8:** Enter the UTA barcodes of the containers you'd like to update separating them by coma, space, or newline (OR use a barcode scanner):



**Step 9:** Click on "next". The screen below will appear.



Update Refill Date  
-- no change -- ▾

Set Surplus  
-- no change -- ▾

Set Hidden  
-- no change -- ▾

Mark Empty  
-- no change -- ▾

Mark Transferred Offsite  
-- no change -- ▾

Mark In-transition  
-- no change -- ▾

Container Note  
-- no change -- ▾

## Review Inventory

(3) barcodes found

Barcode	Chemical Name	Owner	Location	
131854	Oxygen 25% in Nitrogen, compressed	Elisabeth Rowlett	Science Hall 301 cabinet 1	✕
142377	Methane 2.5% VOL (50% LEL) in Air (20.9% Oxygen in Nitrogen), compressed	Elisabeth Rowlett	Science Hall 301 cabinet 1	✕
142378	Propane 0.3% VOL (14.28% LEL) in Air (20.9% Oxygen in Nitrogen), compressed	Elisabeth Rowlett	Science Hall 301 cabinet 1	✕

cancel

confirm

**Step 10:**

- **Set Location**-window if needed: start typing the number of the Room and choose from the given list of Locations. You can also choose from the drop-down list (see drop-down arrow) or search in the Database (see the box with two dots next to drop-down arrow).
- **Set Sub-Location**-window: type in the name of Sub-Location. Examples: shelf #1; shelf #2; refrigerator; freezer; cabinet for flammables; cabinet for corrosives.
- **Update Evaluation Date**-window: choose “yes” from the drop-down list.

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Dashboard Update Inventory

### Update Inventory

**Set Owner**

**Set Location**

**Set Sub-Location**  
  
 clear

**Set Container Size**

**Set Container Type**

**Update Evaluation Date**

**Step 11:** Scroll to the bottom of your screen and click on “confirm”. Then choose “OK”:

cems.uta.edu says

Are you sure you want to update the chemical inventory listed above?

OK

Cancel

The screen below will appear:

Dashboard Chemical Inventory

Chemical inventory updated successfully. Updated records shown in report below.

Continue with:

- [New Chemical Inventory Search](#)
- [New Multiple Barcode Search](#)

**Chemical Inventory** (1 - 3) of 3 results

Filter: My Selected Barcodes

Barcode	Chemical Name	Building	Room	Sub-Location	Last Evaluation Date
131854	Oxygen 25% in Nitrogen, compressed	Science Hall	301	cabinet for flammables	2022-02-04
142377	Methane 2.5% VOL (50% LEL) in Air (20.9% Oxygen in Nitrogen), compressed	Science Hall	301	cabinet for flammables	2022-02-04
142378	Propane 0.3% VOL (14.28% LEL) in Air (20.9% Oxygen in Nitrogen), compressed	Science Hall	301	cabinet for flammables	2022-02-04

view All results per page

[update records](#)

The Sub-Location has been updated.

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