

eRPortal

Hazardous Materials and Waste Tracking User Training Manual

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1. Introduction to eRPortal

eRPortal's Hazardous Materials and Waste Tracking Module automates the process of managing hazardous materials from cradle to grave. This is a quick and easy way to track chemicals in your laboratory.

Using eRPortal you can easily enter new chemicals into the system, as well as enter additional quantities of existing chemicals. When entering new items, if the chemical is already in the system, most of the chemical information is populated into the fields so that you do not need to manually enter the same chemical information every time an additional quantity is added.

Within eRPortal you can additionally see all chemicals in your laboratory's inventory and sort by various criteria including location, CAS Number, Description and more. You can view chemical information, the Safety Data Sheet (SDS), and a transaction log that records usage for each item in your inventory. The waste request utility allows you to mark and submit hazardous waste for the next hazardous waste pick up.

This manual guides you through the Hazardous Materials and Waste Tracking Module and discusses the most important functions that you will need to establish and maintain your chemical inventory.

2. Getting Started

2.1 System Requirements

To work with eRPortal you will need:

1. Internet explorer 5.5 or higher on Windows, or Fire Fox on a Mac.
2. User ID, new users may request access from labsafety@lakeheadu.ca Indicate which laboratory's inventory you should be attached to.
3. Date format on your computer must be set to dd/mm/yyyy (in control panel go to 'Clock, Language and Region' then select 'Region and Language'.

2.2 Adding the eRPortal Shortcut to your Desktop

1. Open Internet Explorer.

2. Enter the URL <http://erportal.lakeheadu.ca/erportal/eRPortalApp/Login.asp>
3. Log into the system with your Lab ID, User ID and Password.
4. Right click on the login page and select "Create Shortcut". You now have access to the eRPortal Hazardous Materials and Waste Tracking system.

2.2 Logging in for the first time

You will need the following to log in:

Lab ID
User ID
Password

Your Lab ID and User ID are issued by the Health and Safety office. Your password will be left blank. After you log in for the first time, please select "Change Password" from the home screen and change your password to something secure that you will remember.

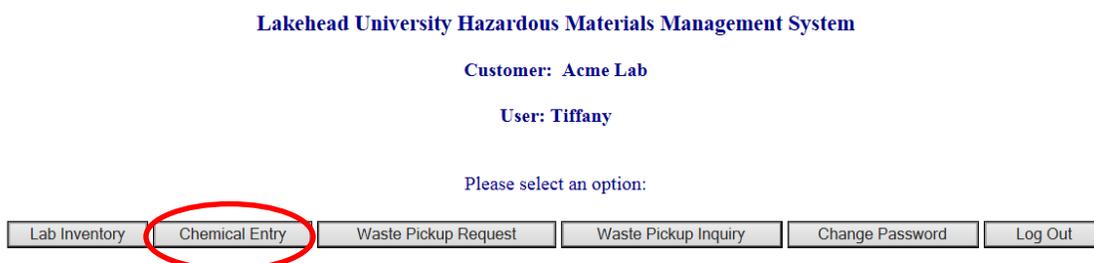
3. Enter a New Chemical Into the System

The Chemical Entry utility allows you to enter chemicals into the system. If you are entering additional quantities of chemicals already in the system, chemical information will populate into the various fields upon CAS# entry, Catalog Number entry, or Description entry. If you are entering a new chemical into the system, information can be entered manually.

Before entering anything, ensure you have an electronic copy of the product's SDS.

3.1 Chemical Entry with a catalogue number

1. From the Home Page, select the Chemical Entry button.



If you have questions or comments about your hazardous materials inventory or this website
Please send an EMail to labsafety@lakeheadu.ca

This application works best using Internet Explorer 6.0 or higher

The Chemical Entry utility opens.

2. Select the “Building” and the “Room” from the drop down menu.
3. Enter the Catalog Number for that particular item. When you exit the field, data should populate, if you do not know the Catalog number go to 3.3.1.

7. The “Date Received” field populates with the present date. The “Faculty Advisor” field populates with the designated faculty advisor or the name of your lab. “Received by” populates with the username you are working under.

8. Enter additional information about the item into the Chemical Entry utility, **if you do not know these details, consult the SDS**. CAS Number, Description, Supplier, # of Containers, Size (weight or volume of product), UM (Unit of Measure), Location 2, PPE required, WHMIS codes and Expiration Date are required fields. If you are entering multiple containers of the same product from the same Manufacturer indicate the number of containers in the “# of containers” field. Selecting a number higher than 1, will produce multiple, individual serial numbers.

Note: if your item is a mixture of different components go to 3.4.1 Multiple CAS.

9. It is recommended also to include: Location 3, Grade, Storage Group, State and any information know about NFPA rating.

10. If the chemical is a Designated substance (lead, mercury, etc.) ensure you click the “Designate Substance” check the box.

11. Once all chemical information has been entered, select the “Add Line” button at the bottom of the Chemical Entry utility.

Chemical Entry

Date Received: 12/12/2016
 Faculty Advisor: ACME LAB - Acme Lab
 Building: CB - Centennial Room: 0016
 Supplier: ACME
 Catalog Number: bp2818 Find Chemical (Auto)
 Description: ethyl alcohol
 # of Containers: 1 Size Each: 1 UM: L
 Expiration Date: 12 dec 2020
 Grade: ACS Storage Group: Flammable State: L - Liquid
 NFPA Health: 2 - Moderate Flammability: 3 - Serious Reactivity: 0 - Minimal
 PPE: Gloves Goggles Lab Coat Respirator Fume Hood
 PPE Instructions:
 WHMIS Codes: B2 - Division 2: Flammable Liquid

Received By: tiffany
 Purchaser:
 Location 2: Location 3:
 CAS Number: 64-17-5 (multi)
 Serial #:
 Designate Substance

Add Line Save Home

The Received chemical appears in the grid at the bottom of the utility. The Chemical Entry utility clears allowing you to receive more chemicals (from the same supplier), if necessary.

Chemical Entry

Date Received: 12/12/2016
 Faculty Advisor: ACME LAB - Acme Lab
 Building: CB - Centennial Room: 0016
 Supplier: ACME
 Catalog Number: Find Chemical (Auto)
 Description:
 # of Containers: Size Each: UM: L
 Expiration Date:
 Grade: Storage Group: State:
 NFPA Health: 0 - Minimal Flammability: 0 - Minimal Reactivity: 0 - Minimal
 PPE: Gloves Goggles Lab Coat Respirator Fume Hood
 PPE Instructions:
 WHMIS Codes:
 Designate Substance

Received By: tiffany
 Purchaser:
 Location 2: Location 3:
 CAS Number: (multi)
 Serial #:
 Designate Substance

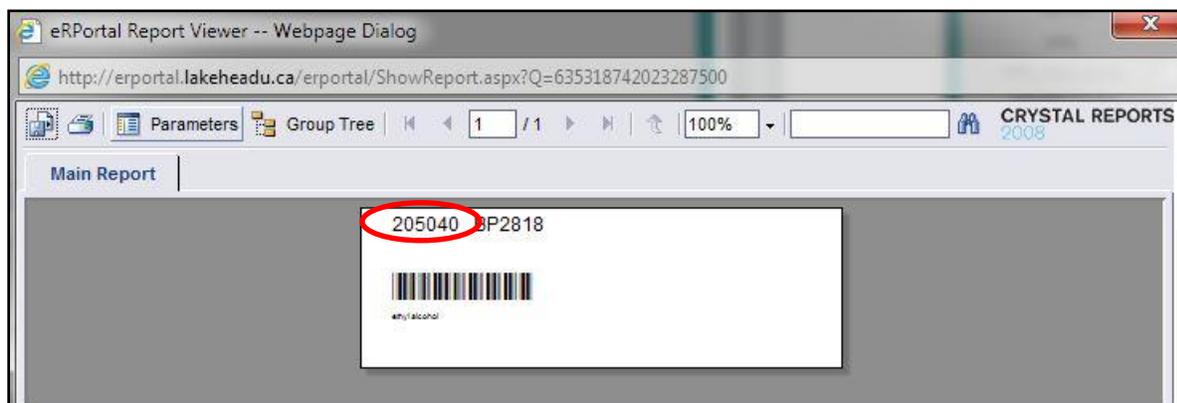
Add Line Save Home

MSDS	CAS	Supplier	Description	Quantity	Size	Location	Location 2	Location 3
Delete	64-17-5	bp2818	ethyl alcohol	1	1	CB-0016		

12. Enter additional chemicals from the same supplier into the system, selecting “Add Line” each time. If you need to remove a line item, select “Delete” to delete it from the list of items to be uploaded to the inventory.

13. Ensure a SDS has loaded or upload an e-copy before saving the entry. For instructions on uploading a SDS, please see Section 3.2.

14. When you are finished select the “Save” to add all line items to your inventory. A label will be generated. You may choose to print the label or write the item’s serial number on the container with a permanent marker.



15. When finished close this window and **select the “Save” button again.**

3.2 Entering Safety Data Sheet (SDS) for Inventory Items

When entering inventory items a Safety Data Sheet must be attached to each entry. You will encounter one of two scenarios;

1. An SDS specific to your Items Catalog Number will already be on file. When you enter a new item in the Chemical Entry utility, under MSDS you will see “MSDS exists, View”. Ensure the SDS is WHMIS 2015 compliant (check section 15), if it is not compliant, or a newer SDS is available from the manufacturer, contact labsafety@lakeheadu.ca.

	MSDS	CAS	ItemNbr	Description	Quantity	Size	Location	Location 2	Location 3
Delete	MSDS Exists, View	7553-56-2	sli1513	iodine	1	4	-		

2. The second scenario you may encounter is a new inventory item without a SDS on file. When you enter a new item in the Chemical Entry utility, under MSDS you will see a “Browse” button.

	MSDS	CAS	ItemNbr	Description	Quantity	Size	Location	Location 2	Location 3
Delete	<input type="button" value="Browse..."/>	64-17-5	BP2818	ethyl alcohol	1	4	-		

Click on the “Browse” button to upload from your computer the product specific SDS for this item. The SDS file must be a **pdf** and **must not contain any spaces in the file name**. Contact labsafety@lakeheadu.ca or 343-8806 if you encounter any problems with the chemical entry utility.

3.3 Chemical Entry without a catalogue number

3.3.1. Search for existing catalogue number

In the Chemical Entry utility, select the “Find Chemical” button at the end of the Catalog Number field. There is likely a Catalog # created in the system for these products (i.e. Using the prefix “SPEC” or “CHEM”).

The screenshot shows the 'Chemical Entry' form. The 'Catalog Number' field is empty, and the 'Find Chemical' button is circled in red. A red arrow points to the button. Other fields include 'Date Received' (12/12/2016), 'Faculty Advisor' (ACMELAB - Acme Lab), 'Building', 'Supplier', 'Room', 'Location 2', 'Location 3', 'Received By' (tiffany), 'Purchaser', 'CAS Number', 'Serial #', 'Description', '# of Containers', 'Size Each', 'UM' (L), 'Expiration Date', 'Grade', 'Storage Group', 'State', 'NFPA' (Health: 0 - Minimal, Flammability: 0 - Minimal, Reactivity: 0 - Minimal), 'PPE' (Gloves, Goggles, Lab Coat, Respirator, Fume Hood, Safety Glasses, Face Shield), 'PPE Instructions', and 'WHMIS Codes'. Buttons at the bottom are 'Add Line', 'Save', and 'Home'.

A dialog box opens.

4. From the dialog box, enter all or part of the “CAS Number”, “Description”, or “Catalog #” of the item you are entering into the system. Depending on the information that is known, select either “Contains”, “Is Exactly”, “Starts With” or “Ends With” from the appropriate dropdown menu. Search strings must be a minimum of 2 characters.

The screenshot shows a 'Webpage Dialog' window with the URL <http://erportal.lakeheadu.ca/erportal/FetchChemCAS.aspx?CasCntrlId=txtCASNbr>. The dialog contains three search criteria: 'CAS Number', 'Description', and 'Catalog #'. Each criterion has a dropdown menu set to 'Contains' and an adjacent text input field. At the bottom are 'Search' and 'Cancel' buttons.

5. When the appropriate information has been entered, select the “Search” button at the bottom of the dialog box. A list of all chemicals in the system that match the criteria entered populated into the dialog box.

6. Select the chemical you want to enter by clicking the “Select” link on the left side of the grid-line of the chemical. The chemical opens in the Chemical Entry utility. The chemical’s Catalog #, CAS Number, Description, and any additional chemical safety information that has been previously entered populates into the Chemical Entry utility.

Note, if there is no Catalog # available in the system you will need to generate a new one. See 3.3.2.

The screenshot shows a web application interface with search filters and a table of chemical entries. The search filters include CAS Number, Description, Catalog #, and On Order. The table has columns for CasNbr, ChemDescr, ItemNbr, and PHS. The first row is circled in red, highlighting the 'Select' link.

	CasNbr	ChemDescr	ItemNbr	PHS
Select	64-17-5	ethyl alcohol, anhydrous	+432526	<input type="checkbox"/>
Select	124832-27-5	Valacyclovir (using an acetaminophen case)	0000000000	<input type="checkbox"/>
Select	102-60-3	N, N, N, N-Tetrakis(2-hydroxy)ethylenediamine, 98%	0000000000	<input type="checkbox"/>
Select	7722-64-7	potassium permanganate	00006	<input type="checkbox"/>
Select	584-08-7	Potassium carbonate, anhydrous	00007	<input type="checkbox"/>
Select	62-53-3	aniline	00008	<input type="checkbox"/>
Select	63451-35-4	hydroxy naphthol blue	0001	<input type="checkbox"/>
Select	3147-14-6	calmagite	0002	<input type="checkbox"/>
Select	10017-37-5	tert-butylamine, hydrochloride salt	00025	<input type="checkbox"/>
Select	100-52-7	benzaldehyde	00026	<input type="checkbox"/>
Select	93-58-3	methyl benzoate	00029	<input type="checkbox"/>
Select	7647-14-5	sodium chloride, crystal	0003	<input type="checkbox"/>
Select	1344-43-0	manganese oxide (II)	00030	<input type="checkbox"/>
Select	13477-34-4	Calcium nitrate tetrahydrate	00031	<input type="checkbox"/>

2. Auto-generate a catalogue number

You will enter all relevant information into the Chemical Entry Utility, leaving the Catalogue Number field blank, but checking the Auto-generate button. As your item will serve as a reference for any others who may enter this item in future, it is essential that the screen is filled out with as much information as possible.

Add item, upload SDS and Save.

3.4 Special Items Entry

3.4.1 Multiple components (multi CAS)

Enter products with multiple hazardous components, by following the steps 1-8 in section 3.1. The select “multi” and enter each CAS Number by using the “multi” button. A new window will open where you can type in each CAS Number separated by a comma, no spaces.

The screenshot shows the 'Chemical Entry' form. The 'CAS Number' field is on the right side, and the '(multi)' button is circled in red. Other fields include Date Received (12/12/2016), Faculty Advisor (ACMELAB - Acme Lab), Building, Room, Location 2, Location 3, Supplier, Catalog Number, Description, # of Containers, Size Each, UM (L), Expiration Date, Grade, Storage Group, State, NFPA (Health 0 - Minimal, Flammability 0 - Minimal, Reactivity 0 - Minimal), PPE (Gloves, Goggles, Lab Coat, Respirator, Fume Hood, Safety Glasses, Face Shield), PPE Instructions, and WHMIS Codes. Buttons for 'Add Line', 'Save', and 'Home' are at the bottom.

The dialog box is titled 'Enter CAS Numbers -- Webpage Dialog'. It contains the text 'Enter multiple CAS Numbers for this item separated by commas.' and the input field contains '67-56-1, 64-19-7'. There are 'OK' and 'Cancel' buttons at the bottom.

3.4.2 Compressed Gas (or other constant stock hazardous materials)

Use this section for compressed gasses or any other inventory that are rented items and the original container is not retained in the lab (but the gas, or item is). As the items are continually renewed, they do not require specific serial numbers. For example, if two cylinders of nitrogen gas are always contained in the lab, then two separate serial numbers must be in your inventory. When the cylinders are used up, but replaced with new cylinders, it is not necessary to mark the originals as disposed and

create two new serial numbers. For generating items of this nature for the first time, follow the steps in 3.1-3.2.

3.4.3 Infectious Materials

The new Canadian Biosafety Standards 2nd edition, require an inventory of all infectious materials and toxins Risk Group 2 or greater stored in the laboratory be maintained and kept up-to-date. This includes all risk group 2 or higher infectious materials stored in or outside the containment facility for a period longer than 30 days. If desired, the system can be used to track inventory of risk group 1 materials but is not required.

To maintain compliance, the Lakehead University Biosafety Committee requires a qualitative inventory be maintained on eRPortal. The software can be easily adapted for this purpose. Outlined below are tips in entering new infectious items to your inventory and recording the disposal method.

Read through the instructions in Sections 4 through 5 for more information on using eRPortal to manage inventory and waste.

3.4.3.1 Entering New Infectious Items into your Inventory

1. Information required to complete the entry includes: Building, Room, Supplier, Catalog Number, CAS Number, Description, Quantity, Size, UM (Unit of Measure), and Grade.

The screenshot shows the 'Chemical Entry' form with the following fields and labels:

- A** Building: CB - Centennial
- B** Room: 0016
- C** Location 2: 80 freezer
- D** Supplier: OTHER
- E** Catalog Number: BIO1111
- F** CAS Number: BIO1111 (multi)
- G** Description: (empty)
- H** # of Containers: (empty)
- I** Size Each: (empty)
- J** UM: L
- K** Grade: RG2
- Date Received: 12/12/2016
- Received By: tiffany
- Faculty Advisor: ACME LAB - Acme Lab
- Purchaser: (empty)
- Location 3: Shelf 2
- Find Chemical: (checkbox) (Auto)
- Serial #: (empty)
- Expiration Date: (empty)
- Designate Substance: (checkbox)
- Storage Group: (empty)
- State: (empty)
- NFPA: Health 3 - Serious, Flammability 0 - Minimal, Reactivity 0 - Minimal, Specific (empty)
- PPE: Gloves, Goggles, Lab Coat, Respirator, Fume Hood, Safety Glasses, Face Shield
- PPE Instructions: Manipulate only in the Biosafety Cabinet
- WHMIS Codes: D3 - Division 3: Biohazardous Infectio (empty)

- A. Building, choose the building from the dropdown menu.
- B. Room, choose the lab number from the dropdown menu.
- C. Location 2 (required) and Location 3 (if desired).
- D. Supplier, indicate the supplier here. Choose “Other” for environmental or clinical samples.
- E. Catalog Number, insert the suppliers catalog number or use the “Find Chemical” button to search for items in the system. If a catalog number is not available, you must use a placeholder.
 - i. Use the “Find Chemical” button to search for a description of your item.
 - ii. Click on the “Select” button if you find a match.
 - iii. If none of the search results match your item, you must generate a new placeholder. Placeholders will consist of the prefix “BIO” followed by 4 digits (e.g. BIO1234) WITH NO SPACES.
 - iv. Use the “Find Chemical” button to search “BIO” under the description field.
 - v. Determine a combination of 4 digits that is not currently in use.
 - vi. Enter the new placeholder as the “Catalog Number”. NO SPACES.
- F. CAS Number, again enter the Catalog Number or Placeholder here. NO SPACES.
- G. Description, enter the name of the material or strain here.
- H. # of Containers, for a qualitative inventory enter a value of 1.
- I. Size Each, for a qualitative inventory enter a value of 1.
- J. UM (Unit of Measure), for a qualitative inventory enter “EA” (each).
- K. Grade, indicate the **Risk Group** here, either RG1, RG2 or RG2+.

It is also recommended, but not required, to include details regarding Storage group, State, PPE (Personal Protective Equipment), PPE Instructions and WHMIS codes for items new to the system.

Chemical Entry

CAS Number not found. New entry will be created

Date Received: 07/04/2014
 Faculty Advisor: ACMELAB - Acme Lab
 Building: CB - Centennial Room: 0010 Location 2: -80 freezer Location 3: Shelf 2
 Supplier: ATCC
 Catalog Number: ATCC15442 (new) Find Chemical (Auto) CAS Number: ATCC15442 (multi)
 Description: Pseudomonas aeruginosa
 Quantity: 1 Size: 1 UM: EA
 Expiration Date:
 Grade: RG2 Storage Group: BIOHAZARD State: L - Liquid
 NFPA: Health 0 - Minimal Flammability 0 - Minimal Reactivity 0 - Minimal Specific:
 PPE: Gloves Goggles Clothing Respirator Fume Hood
 PPE Instructions: All procedures that may produce aerosols, involve high concentrations or large volumes should be conducted in a BSC (biosafety cabinet)
 WHMIS Codes: D3 - Division 3: Biohazardous Infection
 Add Line Save Home

Once complete select the “Add Line” button at the bottom of the screen.

2. The received infectious material appears in the grid at the bottom of the utility.

Add Line Save Home

	MSDS	CAS	ItemNbr	Description	Quantity	Size	Location	Location 2	Location 3
Delete	Browse	ATCC15442	ATCC15442	Pseudomonas aeruginosa	1	1	CB-0010	-80 freezer	Shelf 2

3. New items will require you to attach a SDS (PSDS, Pathogen Safety Data Sheet preferably issued by Public Health Agency of Canada, if available). Select the “Browse” button and upload the PSDS from your computer. See section 3.2 for more details on SDS.

Add Line Save Home

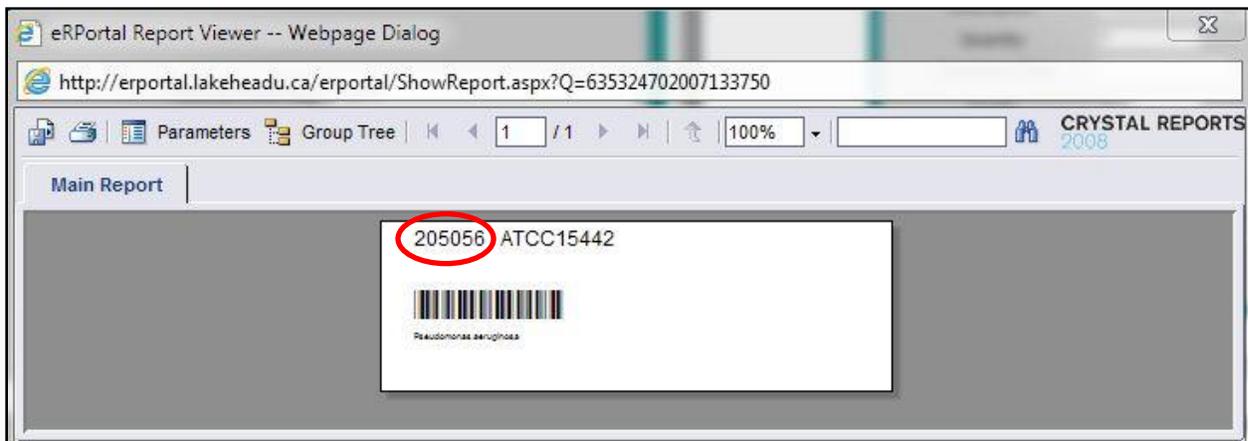
	MSDS	CAS	ItemNbr	Description	Quantity	Size	Location	Location 2	Location 3
Delete	MSDS Exists View	ATCC15442	ATCC15442	Pseudomonas aeruginosa	1	1	CB-0010	-80 Freezer	Shelf 2

4. Items that already exist in the inventory will have a SDS (PSDS) already attached. Under the MSDS field you will see the message “MSDS Exists, View”.

MSDS	CAS	ItemNbr	Description	Quantity	Size	Location	Location 2	Location 3
Delete	ATCC15442	ATCC15442	Pseudomonas aeruginosa	1	1	CB-0010	-80 freezer	Shelf 2

5. Enter additional items from the same supplier into the system, selecting “Add Line” each time. If you need to remove a line item, select “Delete” to delete it from the list of items to be uploaded to the inventory.

6. When you are finished select the “Save” to add all line items to your inventory. A label will be generated. You may choose to print the label or create your own including the items uniquely assigned Serial Number.



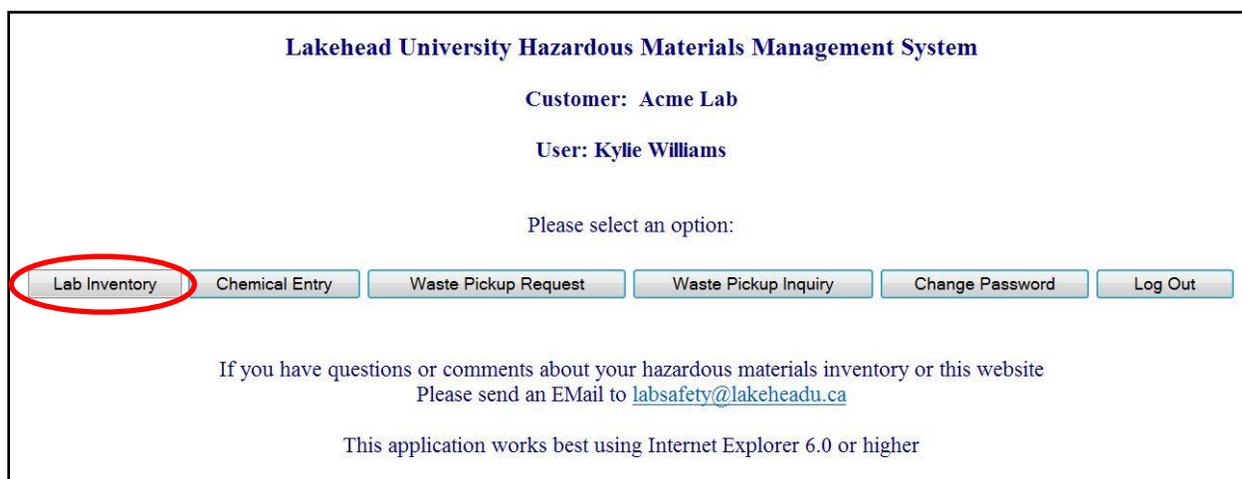
7. When finished close this window and **select the “Save” button again**. From there you may enter a new inventory item (Add Line) or return to the home page (Home).

4. Managing Inventory in Your Lab

The Lab Inventory utility allows you to view a list of all chemical items in your inventory. This list can be sorted and filtered by various criteria. From there, you can view chemical details, transaction logs and SDS for the chemicals. Additionally, using this utility you can edit chemical details and even request a waste pickup for specific items.

4.1 Searching your inventory

1. From the Home Page of eRPortal's Hazardous Materials and Waste Tracking Module, select the "Lab Inventory" button.



The Hazardous Materials Search utility opens, listing the fields by which you can filter a chemical item search.

Hazardous Materials Search

Serial Number	Starts With ▾	<input type="text"/>
Item Number	Starts With ▾	<input type="text"/>
CAS #	Starts With ▾	<input type="text"/>
Description	Contains ▾	<input type="text"/>
Lab	Contains ▾	<input type="text"/>
Issued To	Contains ▾	<input type="text"/>
Building-Room	Contains ▾	<input type="text"/>
Location 2	Contains ▾	<input type="text"/>
Location 3	Contains ▾	<input type="text"/>

2. Enter any filtering criteria into the fields with this utility, based on the chemical or group of chemicals you are searching for. Each field provides a dropdown menu from which you can select “Contains”, Starts With” or “Is Exactly”, depending on the item information that is known. Note, you can search using more than 1 criterion at a time. Search strings must be a minimum of 2 characters.

3. Once all necessary information has been entered, click the “Search” button at the bottom of the Hazardous Materials Search utility. The Hazardous Materials Finder utility opens, listing all chemical items that match the filter criteria that was entered, as shown in the screen shot below.

Hint-If you do not enter search criteria the Hazardous Materials finder will list all chemical items in your inventory.

Hazardous Materials Finder

Sel	Serial #	Item #	CAS #	Description	Cust ID	Supplier	Bldg-Room	Location 2	Qty	Exp Date	Update	MSDS
<input type="checkbox"/>	204791	SLI1513	7553-56-2	iodine	ACMELAB	ACME	CB-0010		1 L		Update	View MSDS
<input type="checkbox"/>	204792	SLI1513	7553-56-2	iodine	ACMELAB	ACME	CB-0010		1 L		Update	View MSDS
<input type="checkbox"/>	204795	BPA962	64-17-5	ethanol	ACMELAB	ACME	CB-0010		4 L		Update	View MSDS
<input type="checkbox"/>	204815	a460	67-63-0	Isopropanol, USP, 10%	ACMELAB	ACME	CB-0010		1 EA		Update	View MSDS
<input type="checkbox"/>	204816	A460	67-63-0	Isopropanol, USP, 10%	ACMELAB	ACME	CB-1011		1 KG		Update	View MSDS
<input type="checkbox"/>	204819	AC5176	7553-56-2	iodine crystals	ACMELAB	ACME	CB-1011		1 EA		Update	View MSDS
<input type="checkbox"/>	204823	BP2818	64-17-5	ethyl alcohol	ACMELAB	ACME	CB-0010		1 L		Update	View MSDS
<input type="checkbox"/>	204825	BP2818	64-17-5	ethyl alcohol	ACMELAB	ACME	CB-0010		1 L		Update	View MSDS
<input type="checkbox"/>	204826	AC5176	7553-56-2	iodine crystals	ACMELAB	ACME	CB-0010		1 L		Update	View MSDS

4. View chemical item information within the grid. Each grid line lists the items Serial #, Item #, CAS #, Description, Customer ID, Supplier, Building-Room, Location, Quantity and Expiration Date.

5. To view more detailed information about an item, including health risks and necessary PPE (Personal Protective Equipment), click the items Serial #.

Hazardous Materials Finder												
Sel	Serial #	Item #	CAS #	Description	Cust ID	Supplier	Bldg-Room	Location 2	Qty	Exp Date	Update	MSDS
<input type="checkbox"/>	204791	SLI1513	7553-56-2	iodine	ACMELAB	ACME	CB-0010		1 L		Update	View MSDS
<input type="checkbox"/>	204792	SLI1513	7553-56-2	iodine	ACMELAB	ACME	CB-0010		1 L		Update	View MSDS
<input type="checkbox"/>	204795	BPA962	64-17-5	ethanol	ACMELAB	ACME	CB-0010		4 L		Update	View MSDS
<input type="checkbox"/>	204815	a460	67-63-0	Isopropanol, USP, 10%	ACMELAB	ACME	CB-0010		1 EA		Update	View MSDS
<input type="checkbox"/>	204816	A460	67-63-0	Isopropanol, USP, 10%	ACMELAB	ACME	CB-1011		1 KG		Update	View MSDS
<input type="checkbox"/>	204819	AC5176	7553-56-2	iodine crystals	ACMELAB	ACME	CB-1011		1 EA		Update	View MSDS
<input type="checkbox"/>	204823	BP2818	64-17-5	ethyl alcohol	ACMELAB	ACME	CB-0010		1 L		Update	View MSDS
<input type="checkbox"/>	204825	BP2818	64-17-5	ethyl alcohol	ACMELAB	ACME	CB-0010		1 L		Update	View MSDS
<input type="checkbox"/>	204826	AC5176	7553-56-2	iodine crystals	ACMELAB	ACME	CB-0010		1 L		Update	View MSDS

The Hazardous Materials Item Detail opens, listing detailed item information and displaying a grid of all the transactions that have occurred for the item. See below.

Hazardous Materials Item Detail - 204791

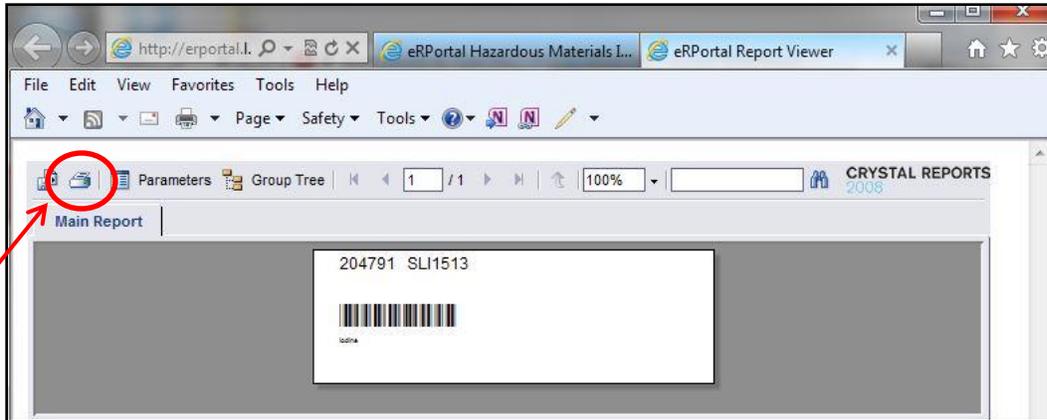
Serial Number	204791
Item Number	SLI1513
CAS Number	7553-56-2
Description	iodine
Issued to Customer	Acme Lab
Issued To	Acmetab
Original Qty	1.00 L
Current Location	CB-0010
Current Qty	1.00 L
MSDS	View MSDS
MSDS Exp. Date	1/1/2015

HazMat	Health: Serious Flammable: Minimal Reactive: Minimal Specific:
PPE	Gloves: YES Clothing: YES Respirator: YES Goggles: YES Fume Hood: No

Serial Number Transactions

Tran Date	UserID	Description
3/28/2014 11:50:39 AM	kylie	Location changed from CB-2022 to CB-0010
3/28/2014 11:50:18 AM	kylie	Location changed from CB-0010 to CB-2022
12/11/2013 10:49:40 AM		Item Issued: New Location is

6. Review the chemical information and transaction history as necessary.
7. To see the chemicals Safety Data Sheet (SDS) click on the "View MSDS" link.
8. Each inventory item will be assigned a unique serial number. If you would like to print a label for the chemical item, select "Print Label" button. The label opens in a new window where it can be printed by selecting the printer icon at the top-left corner of the window. Close the window when complete.



9. Select the “Back” Button the on the Hazardous Materials Item Detail screen to return to the Hazardous Materials Finder utility.

4.2 Updating a Chemical Item’s Information

Instructions in this section will help you:

- Transfer a chemical from one inventory to another
- Update the amount on hand
- Mark when a chemical is consumed

For marking waste to be disposed of, see Section 4.4 and 5.

Use the instructions in this section to transfer

1. From the Hazardous Materials Finder, click the “Update” link at the right-side of the grid-line.

Hazardous Materials Finder												
Sel	Serial #	Item #	CAS #	Description	Cust ID	Supplier	Bldg-Room	Location 2	Qty	Exp Date	Update	MSDS
<input type="checkbox"/>	204791	SLI1513	7553-56-2	iodine	ACMELAB	ACME	CB-0010		1 L		Update	View MSDS
<input type="checkbox"/>	204792	SLI1513	7553-56-2	iodine	ACMELAB	ACME	CB-0010		1 L		Update	View MSDS
<input type="checkbox"/>	204795	BPA962	64-17-5	ethanol	ACMELAB	ACME	CB-0010		4 L		Update	View MSDS
<input type="checkbox"/>	204815	a460	67-63-0	Isopropanol, USP, 10%	ACMELAB	ACME	CB-0010		1 EA		Update	View MSDS
<input type="checkbox"/>	204816	A460	67-63-0	Isopropanol, USP, 10%	ACMELAB	ACME	CB-1011		1 KG		Update	View MSDS
<input type="checkbox"/>	204819	AC5176	7553-56-2	iodine crystals	ACMELAB	ACME	CB-1011		1 EA		Update	View MSDS
<input type="checkbox"/>	204823	BP2818	64-17-5	ethyl alcohol	ACMELAB	ACME	CB-0010		1 L		Update	View MSDS
<input type="checkbox"/>	204825	BP2818	64-17-5	ethyl alcohol	ACMELAB	ACME	CB-0010		1 L		Update	View MSDS
<input type="checkbox"/>	204826	AC5176	7553-56-2	iodine crystals	ACMELAB	ACME	CB-0010		1 L		Update	View MSDS

The Hazardous Materials Item Update utility opens.

Hazardous Materials Item Update

Serial Number:
 Name:
 Current Location:
 Current Location 2:
 Current Location 3:
 Current Quantity:
 Quantity UM:
 Disposed:
 Method of Disposal:
 Container Type:
 Request Waste Pickup:
 Adjustment Comments:
 Lab:

2. Edit information within the Hazardous Materials Item Update utility as necessary.

3. After making any changes to the chemical item information select the "Save" button at the bottom of the screen. The changes are saved and you will receive a message at the top of the screen in red stating

“Serial Number XXXXXX successfully updated”. Select the “Return” button at the bottom of the screen to return to the Hazardous Materials Finder utility.

4.3 Disposing of Inventory Items (When chemical is used up. No waste)

1. Using the Hazardous Materials Finder, click the “Update” link at the right-side of the grid-line for the item. The Hazardous Materials Item Update utility opens.

Hazardous Materials Item Update

Serial Number	204791
Name	iodine
Current Location	CB-0010
Current Location 2	
Current Location 3	
Current Quantity	1
Quantity UM	L
Disposed	<input checked="" type="checkbox"/>
Method of Disposal	Consumed
Container Type	
Request Waste Pickup	<input type="checkbox"/>
Adjustment Comments	
Lab	Acme Lab

2. To dispose of an inventory item, edit information within the Hazardous Materials Item Update utility. First mark the checkbox indicating the item as Disposed. Next select the method of disposal, choosing the most appropriate description.

3. To finish and dispose of this item from your inventory select the “Save” button at the bottom of the utility. The item is removed from your inventory and you are automatically returned to the Hazardous Materials Search utility. A confirmation message in black text will appear at the top of the page stating “Serial Number XXXXXX successfully disposed”.

4.4 How to Mark An Inventory Item as Hazardous Waste – Generating a Waste Pickup Request

Waste pickup companies are contracted when there is sufficient volume of waste to be collected. It is imperative that waste requests are made as soon as possible after waste is generated and especially before lab occupants move on. Some items require special disposal procedures. To dispose of an inventory item that must be submitted to a waste carrier for disposal you must complete a waste request.

1. Using the Hazardous Materials Finder, click the “Update” link at the right-side of the grid-line for the item. The Hazardous Materials Item Update utility opens.
2. To dispose of an inventory item and request a waste pickup first mark the checkbox indicating the item as Disposed. Next select the method of disposal, choosing “Disposed via Haz Waste Contractor”.

Hazardous Materials Item Update

Serial Number	204792
Name	iodine
Current Location	CB-0010
Current Location 2	
Current Location 3	
Current Quantity	1
Quantity UM	L
Disposed	<input checked="" type="checkbox"/>
Method of Disposal	Disposed via Haz Waste Contractor
Container Type	Plastic
Request Waste Pickup	<input checked="" type="checkbox"/>
Adjustment Comments	
Lab	Acme Lab

3. Indicate the container type (glass, plastic, etc.).
4. Mark the checkbox for “Request Waste Pickup”. There is a space for additional comments if necessary.

- To finish and dispose of this item from your inventory select the “Save” button at the bottom of the utility. The item is removed from your inventory and a waste request has been generated. You will be automatically returned to the Hazardous Materials Search utility. A confirmation message in black text will appear at the top of the page stating “Serial Number XXXXXX successfully disposed. Waste pickup request XXXXXX created”.
- Deface the clean and decontaminated bottle and dispose of in the trash.

4.5 Viewing a Chemical’s Safety Data Sheet (SDS)

- From the Hazardous Materials Finder, click on the “View MSDS” link at the far right-side of the grid-line of the item. A SDS for the product will open in a new window.

Hazardous Materials Finder												
Sel	Serial #	Item #	CAS #	Description	Cust ID	Supplier	Bldg-Room	Location 2	Qty	Exp Date	Update	MSDS
<input type="checkbox"/>	204791	SLI1513	7553-56-2	iodine	ACMELAB	ACME	CB-0010		1 L		Update	View MSDS
<input type="checkbox"/>	204792	SLI1513	7553-56-2	iodine	ACMELAB	ACME	CB-0010		1 L		Update	View MSDS
<input type="checkbox"/>	204795	BPA962	64-17-5	ethanol	ACMELAB	ACME	CB-0010		4 L		Update	View MSDS
<input type="checkbox"/>	204815	a460	67-63-0	Isopropanol, USP, 10%	ACMELAB	ACME	CB-0010		1 EA		Update	View MSDS
<input type="checkbox"/>	204816	A460	67-63-0	Isopropanol, USP, 10%	ACMELAB	ACME	CB-1011		1 KG		Update	View MSDS
<input type="checkbox"/>	204819	AC5176	7553-56-2	iodine crystals	ACMELAB	ACME	CB-1011		1 EA		Update	View MSDS
<input type="checkbox"/>	204823	BP2818	64-17-5	ethyl alcohol	ACMELAB	ACME	CB-0010		1 L		Update	View MSDS
<input type="checkbox"/>	204825	BP2818	64-17-5	ethyl alcohol	ACMELAB	ACME	CB-0010		1 L		Update	View MSDS
<input type="checkbox"/>	204826	AC5176	7553-56-2	iodine crystals	ACMELAB	ACME	CB-0010		1 L		Update	View MSDS

New Search Back Dispose Home

4.6 Additional Buttons within the Hazardous Materials Finder Utility

The buttons at the bottom of the Hazardous Materials Finder provide additional functions, as discussed below:

Hazardous Materials Finder												
Sel	Serial #	Item #	CAS #	Description	Cust ID	Supplier	Bldg-Room	Location 2	Qty	Exp Date	Update	MSDS
<input type="checkbox"/>	204791	SLI1513	7553-56-2	iodine	ACMELAB	ACME	CB-0010		1 L		Update	View MSDS
<input type="checkbox"/>	204792	SLI1513	7553-56-2	iodine	ACMELAB	ACME	CB-0010		1 L		Update	View MSDS
<input type="checkbox"/>	204795	BPA962	64-17-5	ethanol	ACMELAB	ACME	CB-0010		4 L		Update	View MSDS
<input type="checkbox"/>	204815	a460	67-63-0	Isopropanol, USP, 10%	ACMELAB	ACME	CB-0010		1 EA		Update	View MSDS
<input type="checkbox"/>	204816	A460	67-63-0	Isopropanol, USP, 10%	ACMELAB	ACME	CB-1011		1 KG		Update	View MSDS
<input type="checkbox"/>	204819	AC5176	7553-56-2	iodine crystals	ACMELAB	ACME	CB-1011		1 EA		Update	View MSDS
<input type="checkbox"/>	204823	BP2818	64-17-5	ethyl alcohol	ACMELAB	ACME	CB-0010		1 L		Update	View MSDS
<input type="checkbox"/>	204825	BP2818	64-17-5	ethyl alcohol	ACMELAB	ACME	CB-0010		1 L		Update	View MSDS
<input type="checkbox"/>	204826	AC5176	7553-56-2	iodine crystals	ACMELAB	ACME	CB-0010		1 L		Update	View MSDS

- The “New Search” button returns you the initial Hazardous Materials Search utility from where you can start a new chemical search.
- The “Back” button returns you to the last page you viewed.
- The “Dispose” button allows you to mark the selected item(s) as disposed. Before clicking this button, select the items you want disposed by clicking the check-box(es) at the left-side of the grid. After clicking this button, you are brought back to the Hazardous Materials Search utility. A confirmation message appears at the top of the screen stating that the selected Serial Numbers have been marked as disposed.
- The “Home” button returns you to the home page of the Hazardous Materials and Waste Tracking system.

5. Managing Waste in Your Lab

5.1 Waste Pickup Request Utility

Use of this utility allows the University to track how much waste is on-site and schedule waste pickup contractors when it is appropriate. The waste pickup request utility allows you to enter a waste pickup request at a designated location for a list of waste items. Do NOT use this utility for sharps waste.

1. From the Home page, select the “Waste Pickup Request” button

Lakehead University Hazardous Materials Management System

Customer: Acme Lab

User: Kylie Williams

Please select an option:

If you have questions or comments about your hazardous materials inventory or this website
Please send an EMail to labsafety@lakeheadu.ca

This application works best using Internet Explorer 6.0 or higher

The “Hazardous Waste Pickup Request” screen opens. The user’s name who is logged into the system populates into the “Entered By” field. This information will appear in the header in the final waste request.

Hazardous Waste Pickup Request

Entered By **Kylie Williams**

Current Loc. Building

Current Loc. Room

Room Code

Department

Phone #

Comments

2. Enter the “Current Loc. Building” and “Current Loc. Room” where the chemical waste is currently being stored.
3. The “Room code” field and “Department” will automatically populate.
4. Enter a contact “Phone #”.
5. Enter any additional “Comments” you would like to appear on the waste pickup request.
6. Select the “Next” button. The “Waste Pickup Request” screen opens.

Waste Pickup Request

Waste Type

Waste Description

State

Supplier

Containers to Pickup

Container Type

Container Size

Waste Qty

Notes

Line	Percent	CAS #	Description	
1				<input type="button" value="Find Chem."/>
2				<input type="button" value="Find Chem."/>
3				<input type="button" value="Find Chem."/>
4				<input type="button" value="Find Chem."/>
5				<input type="button" value="Find Chem."/>

7. Select the "Waste Type" from the dropdown menu.
8. Enter a "Waste Description" for the item (eg. Acetic Acid Waste, 5% NaOH, COD Waste, etc.)
9. Enter the "State" of the waste- either Liquid or Solid
10. Select the "Supplier" of the waste items from the dropdown menu.
11. Enter the number of "Containers to Pickup".
12. Enter the "Container Type" (e.g. Plastic, glass, etc.).
13. Enter the "Container Size" by first entering a value, then select the unit of measure using the dropdown menu.

14. Enter the “Waste Quantity” by first entering a value, then select the unit of measure using the dropdown menu. For instance, if you indicated that there will be 3 containers of waste, each with 1 Litre, in total the waste quantity is 3 litres.

NOTE- When grouping multiple waste items their chemical composition must be identical; otherwise separate entries are required.

15. Enter any additional information about the waste item(s) in the “Notes” section.

Use the bottom-portion of the screen to describe the chemical composition of the waste product. This may be a pure chemical or a mixed waste product.

Line	Percent	CAS #	Description
1			Find Chem.
2			Find Chem.
3			Find Chem.
4			Find Chem.
5			Find Chem.

16. Beside Line 1 in the “Percent” column indicate the percentage of a particular chemical in your waste product.

17. Enter the “CAS#” and “Description” or use the “Find Chem” button to search for a chemical by “CAS#” or “Description”. Select either “Starts With”, “Contains” or “Is Exactly” from the dropdown menus, depending on the information that is known.

Chemical Search

CAS # Starts With

Description Contains

Starts With

CAS Number	Description	
64-19-7	glacial acetic acid	<input type="button" value="Select"/>

18. Click on the “Submit” button. All items that match the information that was entered open in the screen.

19. Choose the item you want to add to the waste pickup by clicking the “Select” button at the end of the grid-line for the appropriate item. If none of the options are appropriate, click the “Cancel” button and enter manually.

The item selected open in the “Waste Pickup Request” screen, as shown in the screen shot on the next page.

Line	Percent	CAS #	Description	
1	50	64-19-7	glacial acetic acid	Find Chem.
2				Find Chem.
3				Find Chem.
4				Find Chem.
5				Find Chem.

20. If your waste product is a pure chemical proceed by selecting the “Next” button at the bottom of the “Waste Pickup Request” screen.

If your waste item is a mixed product proceed to Line 2. In the “Percent” column indicate the percentage of the second chemical in your waste product, as described above. This table can accommodate up to 5 different chemical components.

If your waste product is composed of more than 5 different chemicals, the remainder should be added to the “Notes” sections.

21. When you have finished adding items, select the “Next” button at the bottom of the “Waste Pickup Request” screen.

Line	Percent	CAS #	Description	
1	50	64-19-7	glacial acetic acid	Find Chem.
2	50		Water	Find Chem.
3				Find Chem.
4				Find Chem.
5				Find Chem.

The “Waste Pickup Summary” screen opens.

Waste Pickup Summary

Waste Pickup Number New Request
Entered By kylie
Date Entered 4/7/2014
Department 100
Supervisor
Phone 343-8806
Location CB0010
Status Entry In Progress
Comments
Note: You will be contacted once a waste pickup has been scheduled.

Line	Waste Type	Qty	UOM	Description
2	Waste Acid	1		L6M Acetic Acid

22. To add any additional items to the request, select the “Add Line” button to do so.
23. If you must make any changes to the initial header information that was entered, select the “Edit Header” button.
24. If, for whatever reason, the request is no longer necessary, select the “Delete Request” button to delete it.
25. When all necessary information and items have been added, select the “Place Request” button to finish the waste request.

A message will appear stating the waste pickup request has been placed, providing the waste pickup request number, as shown below.



26. Write the Waste Pickup Request # on the waste container.

27. Select "OK". The "Waste Pickup Inquiry" utility opens, displaying the waste pickup request that was just placed. From this screen you can create a "New Request", return to the "Home" page, "Print Request", or "Log Out" using the appropriate buttons.



See the next section of this manual for detailed information on the "Waste Pickup Inquiry" utility.

5.2 Waste Pickup Inquiry Utility

The “Waste Pickup Inquiry” utility allows you to view all Waste Pickup Requests that have been placed and/or received in a list, and additionally, allows you to view further details for each request. You can sort the list using various criteria that you can easily find the specific requests you are looking for.

To use the Waste Pickup Inquiry Utility:

1. From the Home Page, select the “Waste Request Inquiry” button.

Lakehead University Hazardous Materials Management System

Customer: Acme Lab

User: Kylie Williams

Please select an option:

If you have questions or comments about your hazardous materials inventory or this website
Please send an EMail to labsafety@lakeheadu.ca

This application works best using Internet Explorer 6.0 or higher

The “Waste Pickup Finder” opens, listing all Waste Pickup Requests in the system.

Waste Pickup Finder
For more details, click on the Pickup Request number

Placed Requests
 Released Requests
 All Requests

Department Contains

Pickup Request Number Starts With

PRN	Request Date	Placed By	Lines	Department	Pickup Location	Status
122083-1	4/2/2014	Kylie Williams	4	100	CB0010	Placed
122082-1	4/2/2014	Kylie Williams	2	100	CB0010	Placed
122059-1	2/5/2014	Doug Ansuini	1		BB1046	Placed
122057-1	2/5/2014	Doug Ansuini	1		CB0017	Placed
122055-1	2/5/2014	Kylie Williams	1		CB0010	Placed
122053-1	1/31/2014	Doug Ansuini	1		BB1046	Placed
122050-1	1/29/2014	Kylie Williams	1		CB0010	Placed
122007-1	12/16/2013	Kylie Williams	1		CB1011	Placed
121979-1	12/11/2013	Kylie Williams	1		CB0011	Placed
121956-1	10/30/2013	Kylie Williams	1		BB1006	Placed

2. If you want to sort the list of Waste Pickup Requests to find a specific request, use the filter at the top of the list.

Waste Pickup Finder
For more details, click on the Pickup Request number

Placed Requests
 Released Requests
 All Requests

Department Contains

Pickup Request Number Starts With

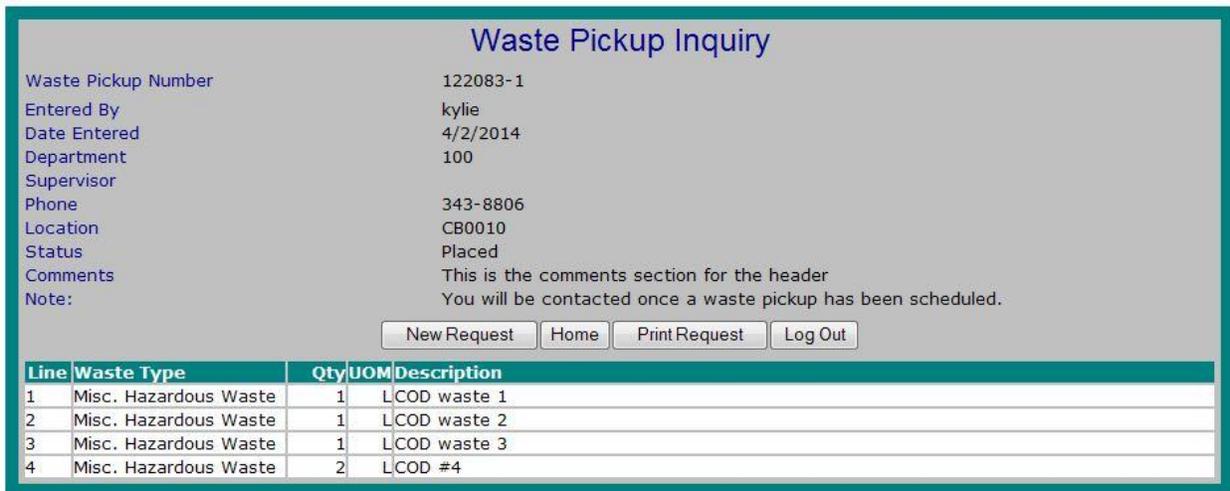
3. Enter all or part of the “Department” code or “Pickup Request Number” of the request you are looking for in the designated fields within the filter. Select either “Contains”, “Starts With”, or “Is Exactly” from the dropdown menu, depending on the information known.
4. Depending on the type of request you are looking for, select either “Placed Requests”, “Released Requests”, or “All Requests” using the radio buttons at the top of the filter.
5. When you have entered all the necessary information, select the “Search” button at the bottom of the filter. The requests in the grid refresh to display only those requests that match the entered criteria.



6. View information about the requests in the grid as necessary. Each grid-line displays the request’s “Request Date”, “Placed By”, the number of items in the request or “Lines”, “Department”, “Pickup Location”, and “Status”.

7. To view further details for a specific request, click on the “PRN” (pickup request number) link on the left-side of the grid line.

The details of the request open in the “Waste Pickup Inquiry” utility, as discussed on below.

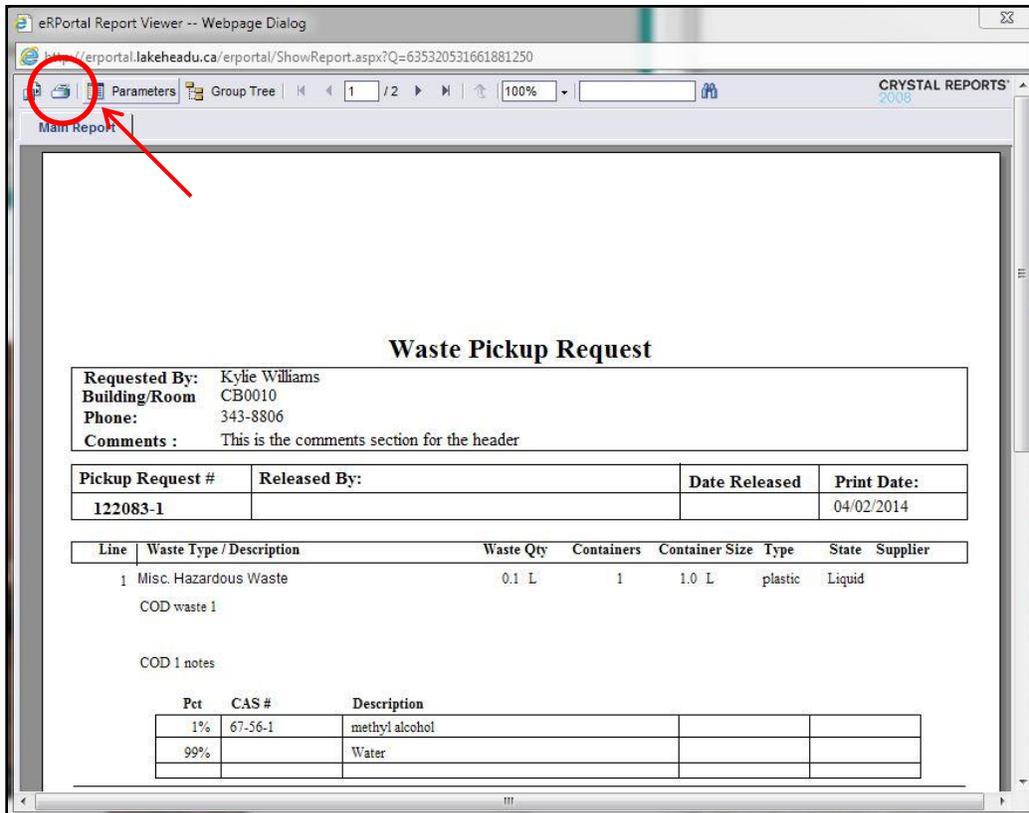


8. View information within the Waste Pickup Inquiry as necessary. The top portion lists detailed information about the request; the bottom portion displays all the waste items present on the request.

9. If necessary, use the buttons on the Waste Pickup Inquiry utility to complete additional tasks.

a. Select the “New Request” button if you want to create a new Waste Pickup Request directly from this screen. Refer to the instructions on the Waste Pickup Request utility in section 5.1.

- b. Select the “Print Request” button to print the selected Waste Pickup Request. The Waste Pickup Request opens in an eRPortal Report Window. Select the “printer icon” from the top-left corner of the window to print the request.
- c. Select the “Home” button to the home page.
- d. Select the “Log Out” button to log out of the system.



7. Troubleshooting

Ensure you are using Internet explorer as the web browser

Issues viewing the content on the crystal report window in Internet explorer 11

Go to “tools”, “compatibility view” and select “add webpage”.

My chemical supplier isn't listed.

Email labsafety@lakeheadu.ca the name of the supplier and they will be added to the drop down list.

For Questions or for assistance contact
labsafety@lakeheadu.ca or 343-8806