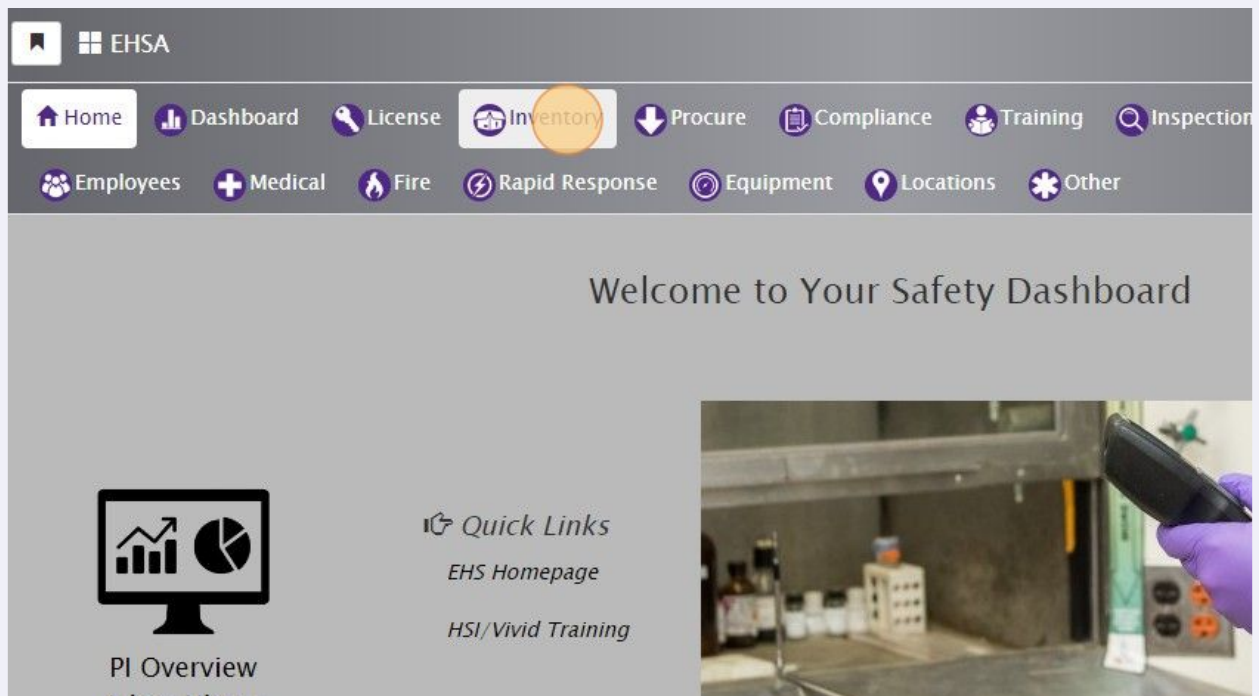


EHSA Chemical Removal

1 Navigate to <https://ehsa.prod.aws.ksu.edu/ehsa/>

2 Click "Inventory"



3 Click "Quick Chemical Entry"

The screenshot shows the EHS A dashboard with a navigation bar containing 'Home', 'Dashboard', 'License', 'Inventory', 'Procure', 'Compliance', 'Training', and 'Inspections'. Below the navigation bar are icons for 'Employees', 'Medical', 'Fire', 'Rapid Response', 'Equipment', 'Locations', and 'Other'. The main content area is divided into two panels: 'RAM Inventory' and 'Chemical Inventory'. The 'Chemical Inventory' panel contains a list of options, with 'Quick Chemical Entry' highlighted by a yellow circle.

4 Select your PI if you are attached to multiple.

The screenshot shows the 'Chemical Inventory' application interface. At the top, there is a header with 'Chemical Inventory' and an 'Edit Labels' button. Below the header, there are several buttons: 'Remove', 'More', 'Chemical Inventory Reports', and a search bar with 'PubChem'. A dropdown menu is open, showing a list of PI names: 'Aakeroy, Christer', 'Adams, Alison', 'Adee, Eric', 'Aguilera, Christina', 'Ahlers, Adam', and 'AIKEN, ROBERT'. The 'Aguilera, Christina' option is highlighted with a yellow circle. To the right of the dropdown, there is an 'Inventory:' section with 'Transfer' and 'S' buttons. Below the dropdown, there is a table with columns: 'Status', 'PI', 'Chemical Description', 'Multiple Ingredients?', and 'PHS'. The table has a header row and a data row with dropdown arrows in the 'Status', 'PI', and 'PHS' columns.

5 Click anywhere in the row of the chemical that you wish to remove.

Drag a column header and drop it here to group by that column

Share All Unshare All Shared	Inventory #	Status	PI	Chemical Description ↑
<input checked="" type="checkbox"/>	30212592		Aguilera, Christina	2-HYDROXYPROPYL-BETA-CYCLODEXTRIN
<input type="checkbox"/>	30212809		Aguilera, Christina	2-HYDROXYPROPYL-BETA-CYCLODEXTRIN
<input type="checkbox"/>	30212683		Aguilera, Christina	alpha-Conotoxin AulB
<input type="checkbox"/>	30212395		Aguilera, Christina	COCAINE CHLORIDE

6 Once the chemical is highlighted in Red. You can now click "Remove"

EHSA Inventory / Chemical Inventory Edit Labels

+ Add Edit Remove More Chemical Inventory Reports PI: Aguilera, Christina Invent

Current Inventory

Search Synonym, CAS or Inventory PubChem

View All Shared Inventory

Drag a column header and drop it here to group by that column

Share All Unshare All Shared	Inventory #	Status	PI	Chemical Description ↑
<input checked="" type="checkbox"/>	30212592		Aguilera, Christina	2-HYDROXYPROPYL-BETA-CYCLODEXTRIN

7

Click the dropdown arrow to select a reason for removal.

View All Shared Inventory

Drag a column header and drop it here to group by that column

Inventory	Inventory	Inventory	Inventory	Chemical Description
<input checked="" type="checkbox"/>	30212592			2-HYDROXYPROPYL-BETA-CYCLODEXTRIN
<input type="checkbox"/>	30212809			2-HYDROXYPROPYL-BETA-CYCLODEXTRIN
<input type="checkbox"/>	30212683			alpha-Conotoxin AulB
<input type="checkbox"/>	30212395	Aguilera, Christina		COCAINE CHLORIDE

Confirm Removal

Items selected for removal: 1

Reason For Removal

Are you sure you want to mark the selected inventory items as Removed?

Remove Cancel Select All

8

There are 4 available reasons for removal. Click the reason that relates to your chemical.

Unshare All Shared

Inventory

Drag a column header and drop it here to group by that column

Inventory	Inventory	Inventory	Inventory	Chemical Description
<input checked="" type="checkbox"/>	30212592			2-HYDROXYPROPYL-BETA-CYCLODEXTRIN
<input type="checkbox"/>	30212809			2-HYDROXYPROPYL-BETA-CYCLODEXTRIN
<input type="checkbox"/>	30212683			alpha-Conotoxin AulB
<input type="checkbox"/>	30212395	Aguilera, Christina		COCAINE CHLORIDE
<input type="checkbox"/>	30212810	Aguilera, Christina		FORMALIN (10% FORMALDEHYDE)
<input type="checkbox"/>	30241528	Aguilera, Christina		Methyl jasmonate

Confirm Removal

Items selected for removal: 1

Reason For Removal

- Transferred
- Data Entry Error
- Transferred
- Used
- Waste

9 Click "Remove"

Unshare All Shared	Inventory	Confirm Removal		Chemical Description ↑
<input checked="" type="checkbox"/>	30212592	Items selected for removal: 1 Reason For Removal Used		2-HYDROXYPROPYL-BETA-CYCLODEXTRIN
<input type="checkbox"/>	30212809	Are you sure you want to mark the selected inventory items as Removed? <input type="button" value="Remove"/> <input type="button" value="Cancel"/> <input type="button" value="Select All"/>		2-HYDROXYPROPYL-BETA-CYCLODEXTRIN
<input type="checkbox"/>	30212683			alpha-Conotoxin AulB
<input type="checkbox"/>	30212395		Aguilera, Christina	COCAINE CHLORIDE
<input type="checkbox"/>	30212810		Aguilera, Christina	FORMALIN (10% FORMALDEHYDE)
<input type="checkbox"/>	30241528		Aguilera, Christina	Methyl jasmonate

10 You should now be back on your current inventory page. If you click here you can change what inventory you are looking at.

EHSA Inventory / Chemical Inventory Edit Labels

+ Add
Edit
Remove
Remove Filters
More
Chemical Inventory Reports
PI: Aguilera, Christina

Current Inventory

View All Shared Inventory

Drag a column header and drop it here to group by that column

Share All Unshare All Shared	Inventory #	Status	PI	Chemical Description ↑
<input type="checkbox"/>	30212809		Aguilera, Christina	2-HYDROXYPROPYL-BETA-CYCLODEXTRIN

11

Click "Disposed Inventory" to see the one you just removed.

EHSA Inventory / Chemical Inventory [Edit Labels](#)

[+ Add](#) [Edit](#) [Remove](#) [Remove Filters](#) [More](#) [Chemical Inventory Reports](#) **PI:** Aguilera, Christina

Current Inventory

- Current Inventory
- Disposed Inventory
- Expiring Inventory
- Expired Inventory
- Appendix A Inventory
- Current Inventory Not in Catalog

PubChem

up by that column

			PI	Chemical Description ↑
<input type="checkbox"/>	30212809		Aguilera, Christina	2-HYDROXYPROPYL-BETA-CYCLODEXTRIN