

# EHSA Quick Chemical Entry

1

Navigate to <https://www.k-state.edu/safety/> or go directly to your EHS Assistant dashboard at <https://ehsa.prod.aws.ksu.edu/ehsa/>

2

Click the "EHS Assistant" button.

Services include environmental compliance, occupational and research safety, radiation safety, hazardous materials management and response, and fire safety.

Please support Environmental Health and Safety by donating

### Current Career Opportunities

[Safety & Health Officer](#)

[Environmental Compliance Specialist](#)

### New

[Advisory for COVID-19 N95 Voluntary Use \(Appendix D\)](#)

[2020 EHS Annual Report\(.pdf\)](#)

**The Hazardous Waste Awareness courses are now on Vivid online register here:**

[Initial Hazardous Waste Awareness training](#) is required for anyone that handles or generates a hazardous waste.

[Hazardous Waste Awareness Refresher training](#) is for those that have taken the Hazardous Waste Awareness instructor-led course in the past or the Online Initial Hazardous Waste Awareness course within the last year. The refresher



Support EHS



Emergency



K-State Alerts



EHS Assistant

### Training

Jun 28

**Fire Extinguisher Training**

1:00 pm – 2:00 pm, Physical  
Facilities Storage

Jul 7

**Asbestos Awareness for KSU  
Building Occupants**

11:00 am – 12:00 pm

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Click "Login: Environmental Health and Safety Assistant." You will sign in with your KSU eID and password.

**Biohazardous/Medical Waste Management and Sharps Procedures**

**Chemical Management**

- Chemical Hygiene Plan(pdf)
- EHS Assistant**
- Laboratory Refrigerators and Freezers

**Fume Hood and Laboratory Ventilation**

**Hazard Communication Program**

**Lab Safety Manual**

**Lab Signs**

**Medical Waste**

**Precautions for Bloodborne Pathogens**

**Environmental Health**

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### KSU Environmental Health & Safety Assistant (EHS Assistant)

This program is an online tool to assist KSU personnel in managing their hazardous chemical and materials. All laboratories must maintain an up to date chemical inventory within this system.

**The following applications are available:**

- Request pickups for radioactive waste
- Enter, view, and update your hazardous materials inventory (chemicals, isotopes, or SA toxic)

Please read the [EHS Assistant Instructions \(PDF\)](#) prior to using the program.

[How to use EHS Assistant \(Video\)](#)

Login: [Environmental Health and Safety Assistant](#)

4

Depending on your access levels your dashboard will look different.

5

Click "Quick Chemical Entry" This is where you can add, remove, or just view your current inventory.

The screenshot shows the EHS A dashboard with the 'Inventory' menu selected. The 'Chemical Inventory' sub-menu is open, and 'Quick Chemical Entry' is highlighted with an orange circle. Other options in the 'Chemical Inventory' menu include Chemical Requisitions, Chemical Inventory Verification, Chemical Catalog, Chemical Catalog SDS Search, Import Inventory By PI, Import Requisitions / Receipts By PI, Removal of Chemical from PI's Inventory, Manage Chemical Stockroom, Chemical Stockroom Orders, Chemical Inventory Review Statement, Chemical Inventory Transfer Approval, Storage Location, Storage Devices, and Removal Reason.

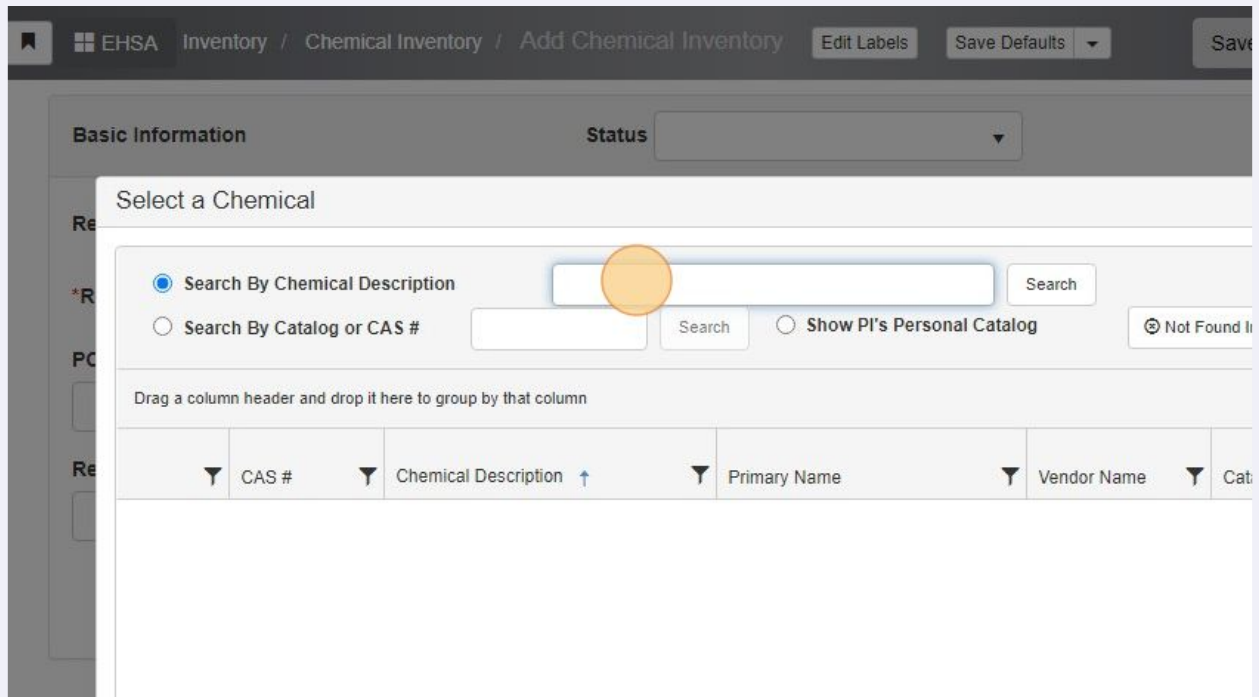
6

Click "Add"

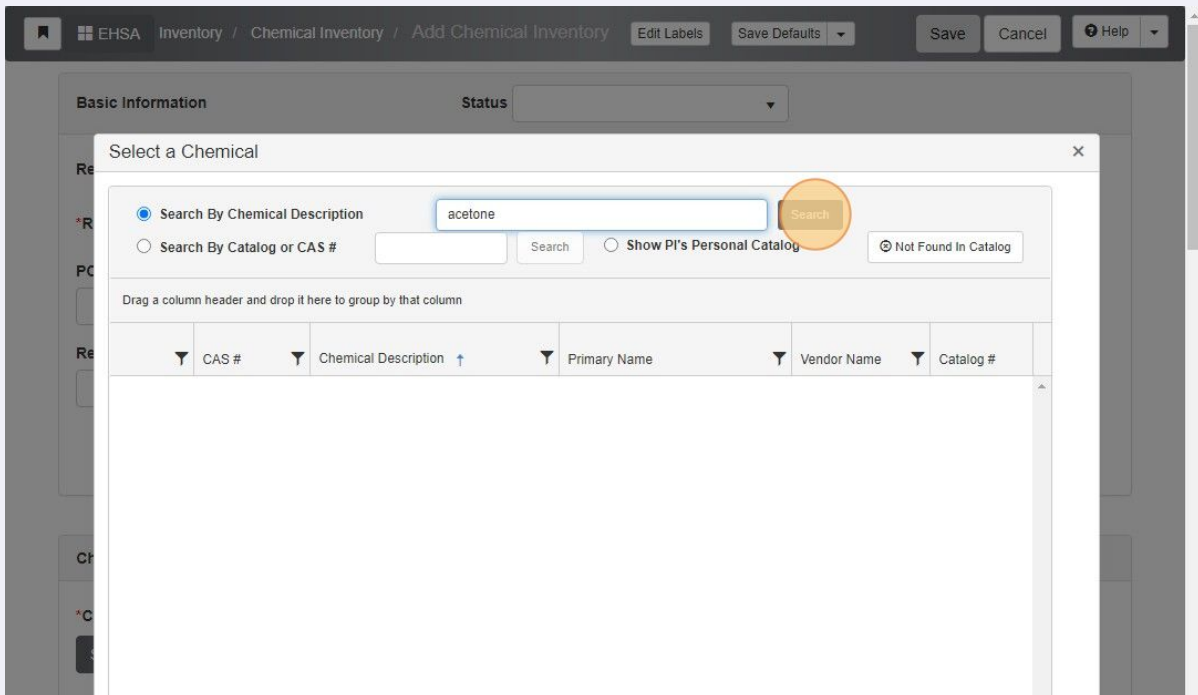
The screenshot shows the 'Add' page in the EHS A system. The 'Add' button is highlighted with an orange circle. The page includes a search bar, filters, and a table of inventory items. The table has columns for 'Inventory #', 'Status', 'PI', and 'Chemical Description'. A single item is listed with the PI 'Aakeroy, Christer' and the chemical description '(+)-Quinolin-4-yl(5-vinylquinuclidin-2-yl)methanol'.

Inventory #	Status	PI	Chemical Description
30232258		Aakeroy, Christer	(+)-Quinolin-4-yl(5-vinylquinuclidin-2-yl)methanol

7 Click this text field.



8 Type your chemical name and then click "Search"



9 Scroll down until you find the chemical you are looking to add.

Select a Chemical

Search By Chemical Description

Search By Catalog or CAS #    Show PI's Personal Catalog

Primary Name  Chemical Description

	CAS #	Synonym ↑	Vendor Name	Catalog #	Primary Name
Primary Name: NO					
Chemical Description: 1,3-acetonedicarboxylic acid					
<input type="button" value="Select"/>	542-05-2	1,3-acetonedicarboxylic acid			<input type="checkbox"/>
<input type="button" value="Select"/>	542-05-2	3-Oxoglutaric acid			<input type="checkbox"/>

10 You can also click any of the rows to highlight that chemical to scroll over and see the rest of the columns if needed.

	CAS #	Synonym ↑	Vendor Name	Catalog #	Primary Name
<input type="button" value="Select"/>	67-64-1	Acetone (GC Resolv)			<input type="checkbox"/>
<input type="button" value="Select"/>	67-64-1	Acetone (HPLC grade)			<input type="checkbox"/>
<input type="button" value="Select"/>	67-64-1	Acetone (ultra RESI-analyzed)			<input type="checkbox"/>
<input type="button" value="Select"/>		ACETONE REAGENTS OR			<input type="checkbox"/>

1 500 items per page 1 - 35 of 35 items

11 Click "Select" to the left of the chemical you are looking to add.

	CAS #	Synonym	Vendor Name	Catalog #	Pri Na
Select	67-64-1	Acetone (GC Resolv)			
<input checked="" type="radio"/>	67-64-1	Acetone (HPLC grade)			
Select	67-64-1	Acetone (ultra RESI-analyzed)			
		ACETONE REAGENTS OR			

12 Click the "Shared" field if this chemical will be shared with others in your department. Otherwise leave it unchecked.

Requisition #

\*Researcher  \*Permit #

PO #  Lot Number

Reference #

Shared

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**Chemical Information**

\*Chemical Description

Found in Catalog  Not in Catalog

Cas #  Chemical Number

- 13 Click this text field. Type the number of units you have for this chemical.

Additional CAS Numbers

**\*# of Units**  **\*Qty per Unit**  **\*Volume / Size**

**Physical State**  **Report Denominator**  **Concen**

- 14 Click this text field. Type the number of quantity per units you have for this chemical. You also have the option to use the up or down arrows on the screen.

Additional CAS Numbers

**\*# of Units**  **\*Qty per Unit**  **\*Volume / Size**

**Physical State**  **Report Denominator**  **Concentration**  %

for Information | Location & Storage Information

15

Click the dropdown to bring up the Volume/Size this will show the unit, description, physical state selection options.

4-1 8491

Additional CAS Numbers

**\*# of Units** 1 **\*Qty per Unit** 1 **\*Volume / Size**

**Physical State** **Report Denominator** **Concentration** %

Information Location & Storage Information

\*Location

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Click the Volume/Size that matches your chemical.

CAS Numbers

**\*# of Units** 1 **\*Qty per Unit** 1.000000 **\*Volume / Size**

**Physical State** **Report Denominator**

Chemical Unit	Description	Physical State
G	Grams	Solid
KG	kilo grams	Solid
L	Liters	Liquid
MG	milli grams	Solid
ML	milli liters	Liquid

Location & Storage Information

\*Location



17 Click here to select the Vendor for your new chemical.

Liquid   %  
GAL

**Vendor Information**

**Vendor**

**Catalog #**

**Location & Storage Information**

**\*Location**

**Storage Location**

**Sub-Storage Location**

**Storage Device**

**Storage Requirements**

18 You can start typing the vendor name or scroll through the list. Click your vendor.

GAL

**Vendor Information**

**Vendor**  
  
Sigma-Aldrich  
Sigma-Aldrich

**Location & Storage Information**

**\*Location**

**Storage Location**

**Sub-Storage Location**

**Storage Device**

**Storage Requirements**

19 Click here to bring up your options for rooms where your chemical is located.

Liquid   %  
GAL

**Location & Storage Information**

\*Location

Storage Location

Sub-Storage Location

Storage Device

Storage Requirements

20 Click the location that matches where your chemical is stored.

**Vendor Information**

Vendor

**Location & Storage Information**

\*Location

Location	Location Name	Permit Types
00165:208	CHEM-BIOCHEM BUILDING:208	CHEM
00165:233	CHEM-BIOCHEM BUILDING:233	CHEM
00165:234	CHEM-BIOCHEM BUILDING:234	CHEM

Storage Device

Storage Requirements

21 Click the storage location dropdown to bring up your options.

**Location & Storage Information**

\*Location  
208:CHEM-BIOCHEM BUILDING

Storage Location

Sub-Storage Location

Storage Device

Storage Requirements

22 Click one of your saved storage locations for that lab if needed.

ndor  
Sigma-Aldrich

atalog #

\*Location  
208:CHEM-BIOCHEM BUILDING

Storage Location

Storage Location

Storage R

basement

Storage Requirements

Restricted

23

You may have sub-storage locations, if so click here to bring up your options for this if needed.

**Location & Storage Information**

**\*Location**  
208:CHEM-BIOCHEM BUILDING

**Storage Location**  
basement

**Sub-Storage Location**  
NO DATA FOUND.

**Storage Device**

**Storage Requirements**

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You may have storage devices, if so click here to bring up your options for this if needed.

**Location & Storage Information**

**\*Location**  
208:CHEM-BIOCHEM BUILDING

**Storage Location**  
basement

**Sub-Storage Location**

**Storage Device**  
Aerosal Can  
Ampule  
Bulked Item  
Fiber Box  
Gas Cylinder  
Glass Bottle  
Metal Can

**Storage Requirements**

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If the chemical you are adding has a Chemical Storage Color Code requirement then click here to bring up these selections.

**Vendor Information**

Vendor: Sigma-Aldrich

Catalog #:

**Location & Storage Information**

\*Location: 208:CHEM-BIOCHEM BUILDING

Storage Location: basement

Sub-Storage Location:

Storage Device:

Storage Requirements:

Storage Requirements	Description
BLUE	Health Hazard - toxic if inhaled, ingested, or absorbed through skin. Store in secure area, segregate solids and liquids.
BROWN	Organic Acids - May harm skin, eyes, mucous membranes. Store away from Red, Yellow, Blue, and White coded chemicals. Segregate solids and liquids.
GRAY	General - Presents no more than moderate hazard in any of the categories above. for General chemical storage.
GREEN	Bases - May harm skin, eyes, mucous membranes. Store away from Red,

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Click "Cancel" if you want lose your progress or decided not to add a chemical.

**Record Addition Information**

Added By: abu66535

Name: Ukena, Adam

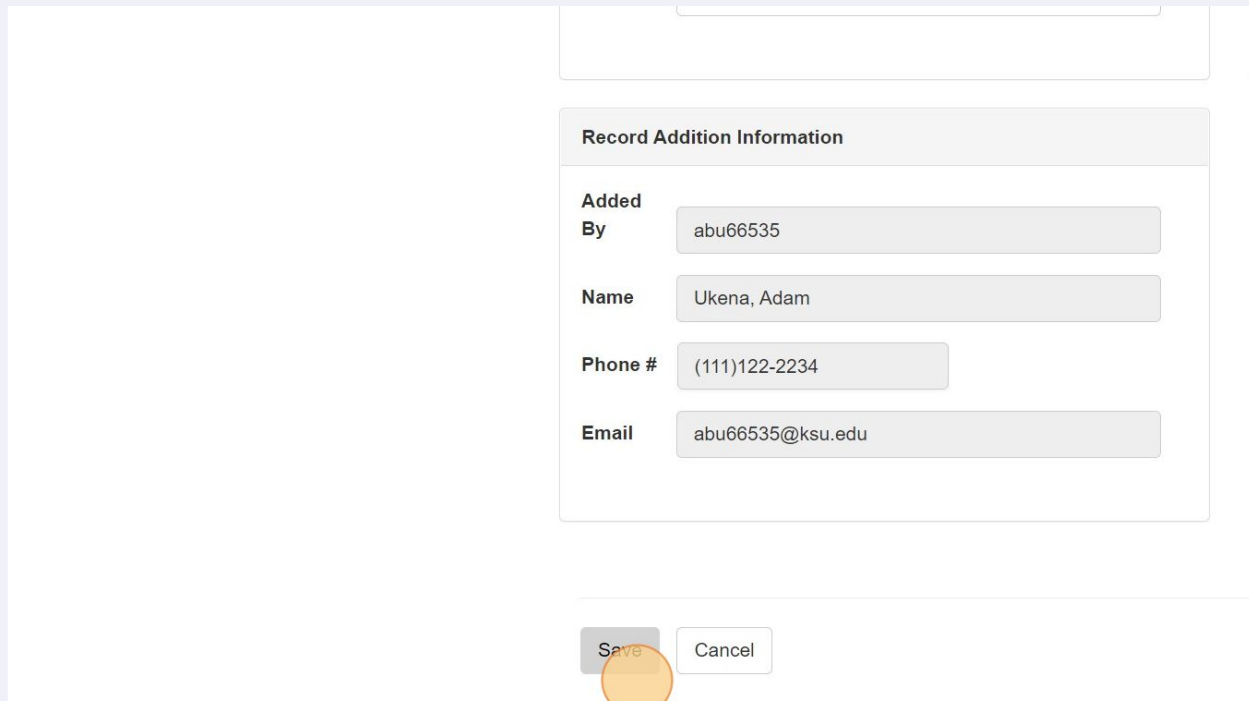
Phone #: (111)122-2234

Email: abu66535@ksu.edu

Save Cancel

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Click "Save" to save this chemical to your inventory.



The screenshot shows a web form with a section titled "Record Addition Information". This section contains four input fields: "Added By" with the value "abu66535", "Name" with the value "Ukena, Adam", "Phone #" with the value "(111)122-2234", and "Email" with the value "abu66535@ksu.edu". Below the form are two buttons: "Save" and "Cancel". An orange circle highlights the "Save" button.

Record Addition Information	
Added By	abu66535
Name	Ukena, Adam
Phone #	(111)122-2234
Email	abu66535@ksu.edu

Save Cancel