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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

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 main menu. The top navigation bar includes Home, Dashboard, License, Inventory (selected), Procure, Compliance, Training, and Inspections. Below this is a secondary bar with Waste, Employees, Medical, Fire, Rapid Response, Equipment, Locations, and Other. The main content area is divided into two columns: 'RAM Inventory' and 'Chemical Inventory'. The 'Chemical Inventory' column contains a list of options, with 'Quick Chemical Entry' circled in orange.

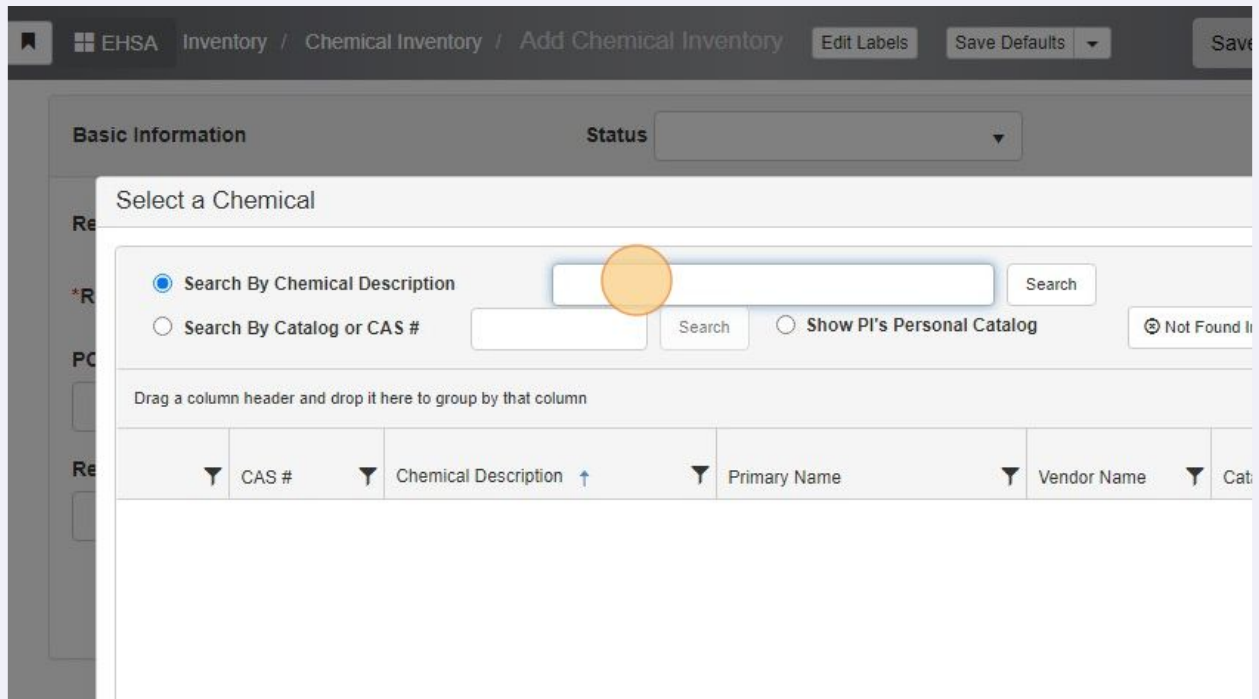
6

Click "Add"

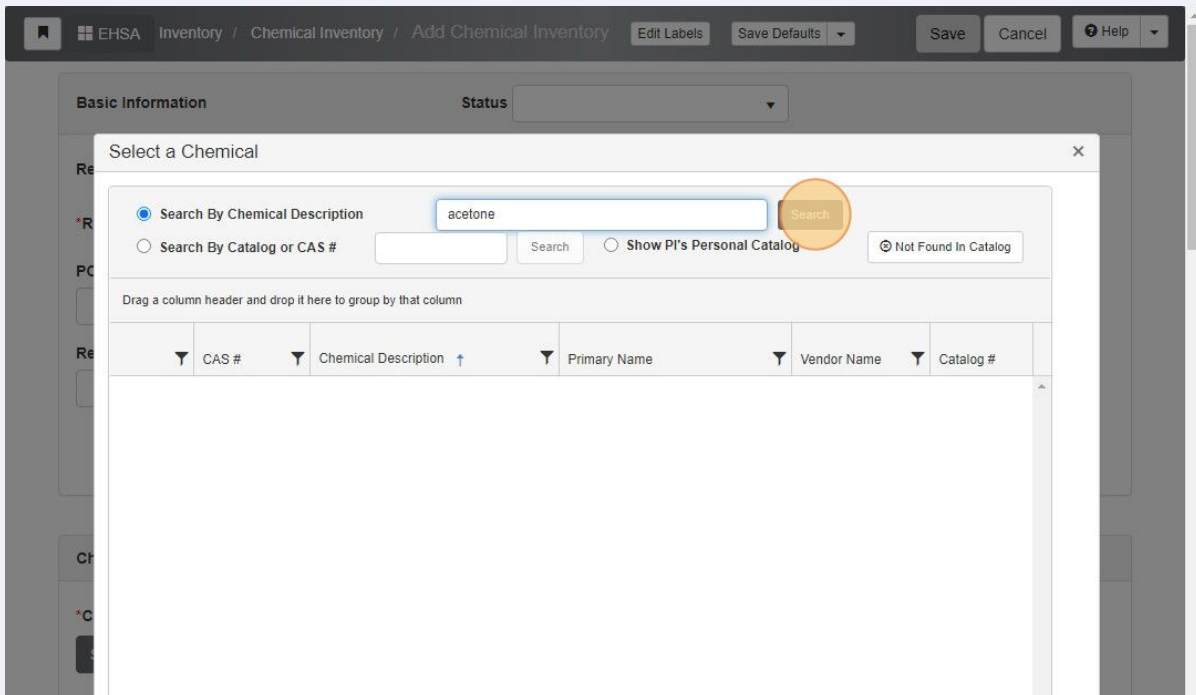
The screenshot shows the 'Inventory / Chemical Inventory' page. The top navigation bar includes 'Edit Labels'. Below it is a toolbar with buttons for '+ Add' (circled in orange), Edit, Remove, Remove Filters, and More. There are also dropdowns for 'Inventory' (set to 'Current Inventory') and 'PI' (set to 'Aakeroy, Christer'). A search bar is present with a 'PubChem' button. Below the search bar is a checkbox for 'View All Shared Inventory'. A message says 'Drag a column header and drop it here to group by that column'. A table is displayed with columns: 'Inventory #', 'Status', 'PI', and 'Chemical Description'. The first row of data shows an inventory number of 30232258, PI 'Aakeroy, Christer', and a 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

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

Primary Name X Chemical Description X

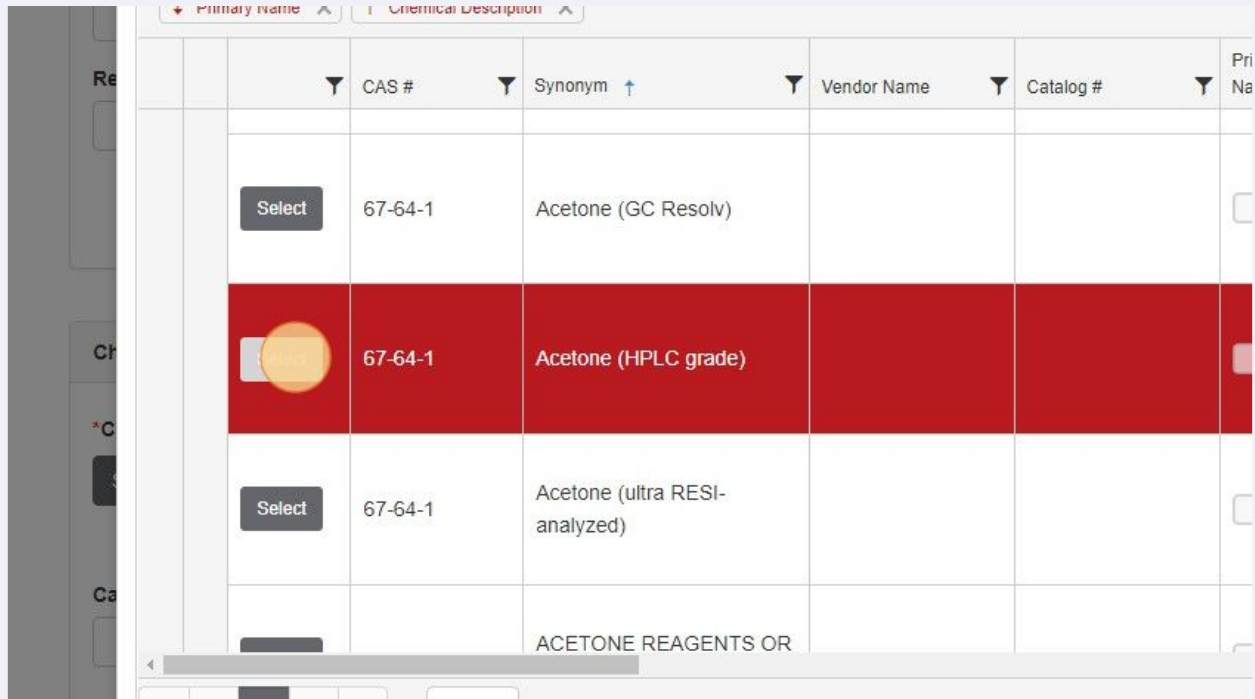
	CAS #	Synonym ↑	Vendor Name	Catalog #	Primary Name
Primary Name: NO					
Chemical Description: 1,3-acetonedicarboxylic acid					
Select	542-05-2	1,3-acetonedicarboxylic acid			<input type="checkbox"/>
Select	542-05-2	3-Oxoglutaric acid			<input type="checkbox"/>

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
Select	67-64-1	Acetone (GC Resolv)			<input type="checkbox"/>
Select	67-64-1	Acetone (HPLC grade)			<input type="checkbox"/>
Select	67-64-1	Acetone (ultra RESI-analyzed)			<input type="checkbox"/>
		ACETONE REAGENTS OR			<input type="checkbox"/>

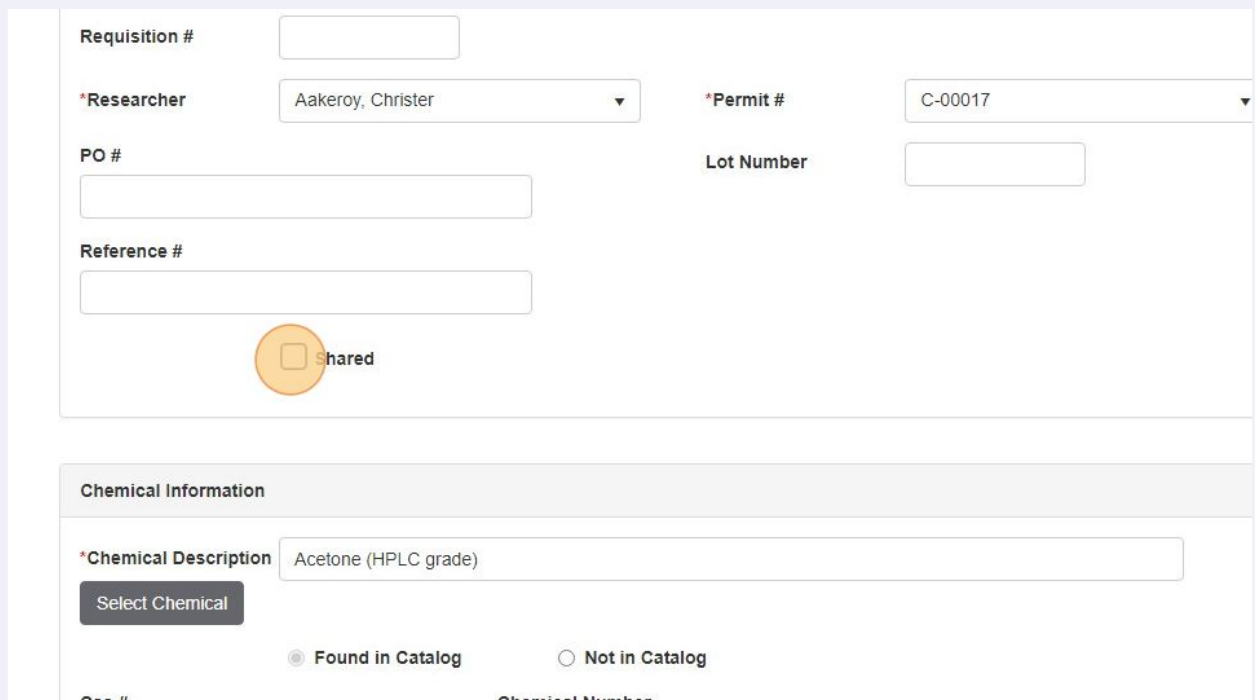
1 500 items per page 1 - 35 of 35 items

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

Chemical Information


*Chemical Description

Select Chemical

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


16


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	Location & Storage Information
Vendor <input type="text" value="Type or Select..."/>	*Location <input type="text"/>
Catalog # <input type="text"/>	Storage Location <input type="text"/>
	Sub-Storage Location <input type="text"/>
	Storage Device <input type="text"/>
	Storage Requirements <input type="text"/>

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

GAL

Vendor Information	Location & Storage Information
Vendor <input type="text" value="sigm"/> <input type="text" value="Sigma-Aldrich"/> Sigma-Aldrich Sigma-Aldrich	*Location <input type="text"/>
	Storage Location <input type="text"/>
	Sub-Storage Location <input type="text"/>
	Storage Device <input type="text"/>
	Storage Requirements <input type="text"/>

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

Catalog #

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.

The screenshot shows a form titled "Location & Storage Information". It contains several dropdown menus: "*Location" (set to "208:CHEM-BIOCHEM BUILDING"), "Storage Location" (highlighted with an orange circle), "Sub-Storage Location", "Storage Device", and "Storage Requirements".

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

The screenshot shows the same form as in step 21, but with the "Storage Location" dropdown menu open. The menu lists "basement" as an option, which is highlighted with an orange circle. Other options are partially visible. The form also shows "ndor" (Sigma-Aldrich) and "atalog #" fields.

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

24

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

***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

25

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

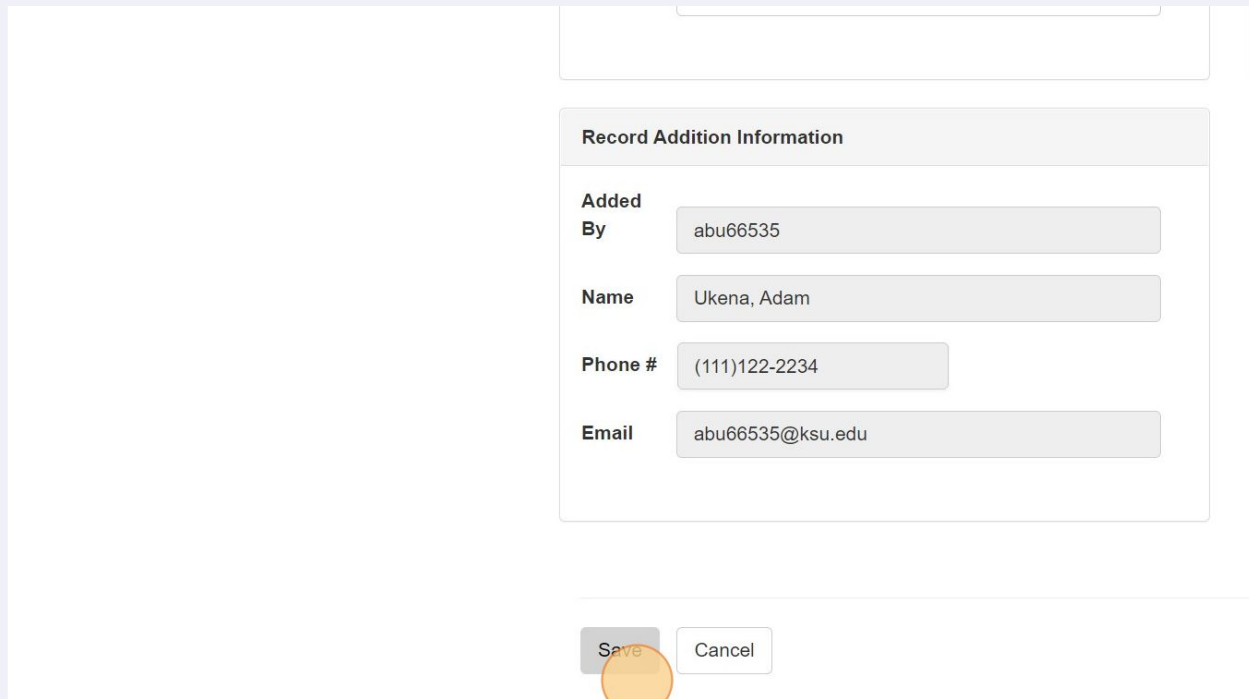
Phone #: (111)122-2234

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 titled "Record Addition Information". The form 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