

October 4, 2024

1. i. Adding building information will display its location on a campus map and
- b. Under "All Spaces" assigned will see the laboratories (or rooms within laboratories)
 - i. For more information, click on the location and you may see the "Create a new sign" or "Sign Request" form currently in use. Please continue

_____ form on the EHS website.

- a. Click "Chemical" on the left-hand side menu. To edit details information, click the "Actions" dropdown.
- c. Under "Types", you will see ALL chemical types at the university listed. To search for a particular chemical, type the name or CAS number into the search bar.
 - i. Clicking on a link from a type will display the information and safety data,

- ii. If the chemical type is not listed, please send an email to ehsdept@odu.edu with the following information: Chemical Name, CAS Number, chemical phase (Liquid/Solid), manufacturer.

d.

- i. Click “Chemical” on the left-hand side menu, then click “Containers” to view your assigned inventory.
- ii. Click on the container (or select multiple containers) that you would like to verify.
- iii. Click the “Actions” drop down menu and select “Verify Container(s)”.
- iv. Type in your name as the “Contact”.
- v. Click “Update Container(s)”

e.

- i. Click “Chemical” on the left-hand side menu, then click “Containers” to view your assigned inventory.
- ii. On the top right-hand corner, click “New Container”.
- iii.

- f. Click “Search Containers”
 - g. If item is found, it will display a Contact. Select the Contact of your choice.
 - h. Click “Finalize Request” to send the transfer request.
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