


## Chemical Inventory

- 1.) Go to "ehs.berkeley.edu"
- 2.) Click on the "eservices" link on the left hand side



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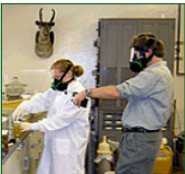
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Quick Navigation  
[Bldg/Dept Safety](#)  
[Campus Committees](#)  
[eServices](#)  
[Forms](#)  
[Inspections](#)  
[Permits](#)  
[Programs List](#)  
[Publications](#)  
[Resources on Campus](#)  
[Recharge Services](#)  
[Training](#)

Services  
[Emergency Response](#)  
[Environmental Protection](#)  
[Fire Prevention](#)  
[Hazardous Materials](#)  
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"We provide guidance and services to the campus community that promote health, safety, and environmental stewardship."




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**New**

**Hazardous Waste Program**


News from EH&S!

New Hazardous Waste Program has been launched. Click on the blue button above for more information.

"We're Listening!"  
EH&S has noted client concerns expressed about its fully automated phone system and has now included an immediate assistance option at its main number: 642-3073

[News Archive](#)

- 3.) Click on "Chemical Inventory" (note that eMPLs is right underneath this, which will be explained later)



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[Forms](#)  
[Inspections](#)  
[Permits](#)  
[Programs List](#)  
[Publications](#)  
[Resources on Campus](#)  
[Recharge Services](#)  
[Training](#)

Services  
[Emergency Response](#)  
[Environmental Protection](#)  
[Fire Prevention](#)  
[Hazardous Materials](#)  
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**eServices**

The Office of Environment, Health & Safety offers the following electronic online services to the campus.

- [Building and Department Online Information](#)
- [Chemical Exchange Service \(CHEX\)](#)
- [Chemical Inventory](#)
- eMPL (Electronic Materials Packing List) - Now the **New Hazardous Waste Program**
- [Radioactive Materials Purchase Request](#)
- [Recharge & Billing System \(EH&S\)](#)

4.) Click on “chemical inventory database” partway down. Database instructions are listed right underneath

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[Bldg/Dept Safety](#)  
[Campus Committees](#)  
[eServices](#)  
[Forms](#)  
[Inspections](#)  
[Permits](#)  
[Programs List](#)  
[Publications](#)  
[Resources on Campus](#)  
[Recharge Services](#)  
[Training](#)

Services  
[Emergency Response](#)  
[Environmental Protection](#)  
[Fire Prevention](#)  
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Program: Chemical Inventory

Lead: Russ Blackmar  
Members: Steve Maranzana

Contact: Russ Blackmar  
Phone: (510) 643-8187  
E-mail: [blackmar@berkeley.edu](mailto:blackmar@berkeley.edu)

Team: TERA  
Assistant Manager: Steve Maranzana  
Associate Director: Brandon DeFrancisci

Description

This EH&S program maintains an inventory of hazardous materials for the entire UC Berkeley campus and its field stations. Chemical inventories are required by environmental, occupational, and Fire Code regulations. Chemical inventory information is kept in a secure central database prepared and maintained by EH&S. EH&S reports chemical hazard information to emergency responders in the form of the campus Hazardous Materials Management Plan. Other EH&S programs use this database information to support their work.

Responsibility to report hazardous materials lies with Principal Investigators and managers (i.e. of shops, studios, custodial areas, teaching labs, etc.) who store and use the materials, and with the departments within which they operate.

Resources

[Chemical Inventory Fact Sheet \(HTML\)](#) gives a summary of requirements so departments can determine whether they need to complete a chemical inventory. (You can also download it as a [\(PDF file - 171K\)](#)

[General Information about Preparing the 2011 Chemical Inventory](#) tells you when inventories are due, who to contact with questions, and how inventory data may be submitted. It also outlines what kinds of materials are to be included in your chemical inventory.

The [Chemical Inventory database](#) is an online database program. It can be used on both Macintosh and Windows operating systems.

Database Instructions

[Chemical Inventory Database Instructions](#) provides complete instructions on how to view and update your chemical inventory through the online database. For your own copy, you can download a printable [\(PDF file - 552K\)](#) or for higher resolution graphics, you can also download it as a [\(Microsoft Word document - 280K\)](#)

[Chemical Inventory Paper Instructions](#) provides blank forms, instructions, and explanations of reportable fields for reporting your chemical inventory on paper. This is suitable for inventories with fewer than 25 changes at any one time.

[Blank Data Entry](#) form [\(PDF-12K\)](#) or [\(Word-140K\)](#)

[Blank Data Entry Mixtures](#) form [\(PDF-28K\)](#) or [\(Word-88K\)](#)

[The Laboratory and Shop Move Manual](#) (Revised 2005) The manual contains information and checklists that will help in successfully organizing and completing a laboratory relocation. **Please remember to update chemical inventories following a move.**

6.) Before you continue, you are going to need to synchronize your CalNet ID with your CalNet AD. Do this by going to <http://net-auth.berkeley.edu/cgi-bin/krbsync>. Once there, simply enter in your ID and password when prompted.



## Synchronize CalNet Passphrase

Currently, CalNet stores passphrases in two independent systems and attempts to keep them synchronized whenever there is a passphrase change. If, for any reason, the passphrases become different, this application can be used to attempt re-synchronization.

Just click on the 'Synchronize Passphrase' button below and then authenticate with your current CalNet ID and passphrase. Should synchronization fail, you'll receive a message telling you how to proceed.

Synchronize Passphrase

5.) Install the plug-in if you have not already done so, and sign in using your CalNet ID and password.

## Download plug-in

### Welcome

Welcome to the EH&S Chemical Inventory database site.

If you have not already done so, you will need to download and install the plug-in that will let you access your inventory from your web browser (you may need administrator privileges in order to perform this installation). Download the appropriate plug-in:

Citrix Client for Windows:  
<http://chem.ehs.berkeley.edu/Chem/CitrixOnlinePluginWeb.exe>



Citrix Client for Mac:  
[http://chem.ehs.berkeley.edu/Chem/Citrix\\_online\\_plug\\_in\\_web.dmg](http://chem.ehs.berkeley.edu/Chem/Citrix_online_plug_in_web.dmg)

Or use the direct Citrix download link here. Use the "Online Plugin" for your platform. <http://citrix.com/site/SS/downloads/index.asp>

Once you have installed the plug-in, simply log in by typing your CalNet ID and passphrase into the window on the left. The domain should be pre-filled: "campus.berkeley.edu". After successful authentication, you will see the light blue "Chemical Inventory" button – click this button and you will then see your Chemical Inventory room list. Return to this web address in the future: <https://chem.ehs.berkeley.edu/ci>

Please note that since we are now using a more secure CalNet authentication, everyone who accesses Chemical Inventory must have their own user account. Please contact Russ Blackmar at 3-8187 or [blackmar@berkeley.edu](mailto:blackmar@berkeley.edu) to establish a user account if you don't already have one.

The database itself will work as it always has, however if you need instructions please refer to them here:  
<http://ehs.berkeley.edu/cheminv.html>

 User name:   
Password:   
Domain:  


7.) Click on the "chemical inventory" application


Applications Messages

Logged on as: izumi Log Off


Applications

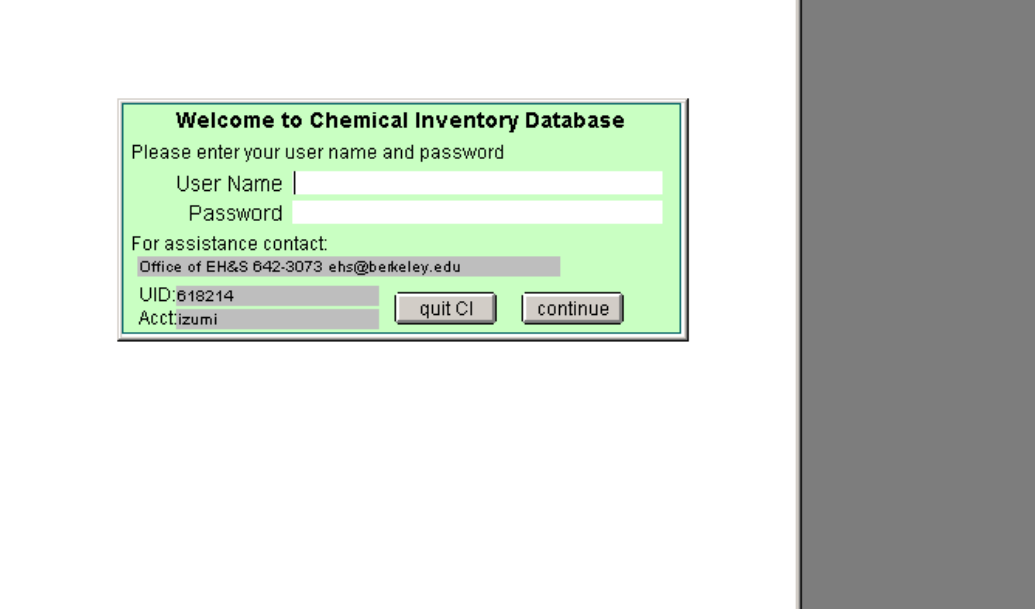
Main Select view: Icons

  
Chemical Inventory

Hint: You can view your resources in several different ways. Use the Select view control to change the way that your resources are displayed. 

Problem Connecting?

  
TROUBLESHOOTING  
-YOU DO NOT HAVE THE CITRIX PRESENTATION SERVER CLIENT INSTALLED ON YOUR SYSTEM-  
Some browsers do not recognize the presence of the Citrix client (Chrome, Safari)  
If you have installed the Citrix client, go ahead and log in, and open the downloaded "launch.ica" file.



The screenshot shows a window titled "4th Dimension®" with a standard Mac OS X title bar. In the center, a green dialog box titled "Welcome to Chemical Inventory Database" is displayed. The dialog box contains the following text and controls:

- Welcome to Chemical Inventory Database**
- Please enter your user name and password
- User Name
- Password
- For assistance contact:  
Office of EH&S 642-3073 ehs@berkeley.edu
- UID: 618214
- Acctizumi
- quit CI
- continue

The dialog box has a thin blue border. The background of the main window is white, and the bottom right corner features a small gray square icon with diagonal lines.

[illegible]

9.) Once you're in, click on "ADD item" and input the necessary information to add chemicals to the inventory

UC Berkeley Chemical Inventory

Room **170** Bldg **Hearst Mining** Flr **01** Items by Room

Organization: **Matl Sci & Engin** Room Use: **Lab-Research** Master Rm: ☒ BUA: ☐ WAA: ☐ Biohazard Level: **0** RWAA: ☐

Room Description: **Research lab** Last Submit Date: **07/20/2011** history

PI/Resp. Manager: **Minor** Last Name: **Andrew** First Name: **Andrew** Phone: **495-2749** E-mail: **aminor@bl.gov** Comments:

Inventory Contact: **Emergency Contact** Lab/Shop Safety Contact: **Sankaran** Rohini E-mail: **rohini.sankaran@gmail.com**

**ADD item** clear all marks mark all DELETE marked items transfer marked items go to item detail

YELLOW FIELDS ARE REQUIRED.

<-ASCENDING--Sort Order--DESCENDING-->

Mark	Prefix	ItemName enter name or CAS#	State	Type	Cat	On Hand	Est Max	Yr Use	Unit	%	Cont. Type	Loc	User Code
<input type="checkbox"/>	1-	1-Methyl-2-pyrrolidinone	liquid	pure	lc	1	1	0	l	100	gl	fc	
<input type="checkbox"/>	1-	1-Methyl-2-pyrrolidinone	liquid	pure	lc	1	1	0	l	100	gl	b	
<input type="checkbox"/>		Acetone	liquid	pure	lc	500	500	1	ml	100	pl	th	
<input type="checkbox"/>		Acetone	liquid	pure	lc	4	4	1	l	100	gl	fc	
<input type="checkbox"/>		Acetone	liquid	pure	lc	4	4	1	l	100	gl	fc	
<input type="checkbox"/>		Acetone	liquid	pure	lc	4	4	1	l	100	gl	fc	
<input type="checkbox"/>		Alumina (alpha) 0.3micron (Beu	solid	pure	lc	0.5	1	10	lb	100	pl	s	
<input type="checkbox"/>		Alumina (alpha) 1micron (Beuhl	solid	pure	lc	0.5	1	10	lb	100	pl	s	
<input type="checkbox"/>		Alumina (gamma) 0.05 (Beuhler	solid	pure	lc	0.5	1	10	lb	100	pl	s	
<input type="checkbox"/>		Alumina suspension 0.3micron (l	liquid	mixture	lc	5	6	2	ozl	100	pl	s	

# items: **38** Submit Inventory go to clean up view

Rohini Sankaran 07/20/11 Help <-previous next-> print cancel CLOSE

## II.) eMPLs

If you click on the eMPLs link from before, you will be taken to the below page. Simply click on the Hazardous Waste Program to continue to the HWP



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Quick Navigation

[Bldg/Dept Safety](#)  
[Campus Committees](#)  
[eServices](#)  
[Forms](#)  
[Inspections](#)  
[Permits](#)  
[Programs List](#)  
[Publications](#)  
[Resources on Campus](#)  
[Recharge Services](#)  
[Training](#)

Services

[Emergency Response](#)  
[Environmental Protection](#)  
[Fire Prevention](#)  
[Hazardous Materials](#)  
[Health & Safety](#)  
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### *New Hazardous Waste Program (HWP)*

Regulations are requiring changes to how hazardous waste at UC Berkeley is **labeled, stored, treated, and disposed.**

**The most impactful change is the labeling requirement.** Waste containers now need to be accurately labeled with the words "hazardous waste", chemical constituent name(s), accumulation start date, physical state, hazard properties, and generator facility name and address. Waste also needs to be picked up within 6 months of the first accumulation date.

To help meet these regulations, EH&S developed a new online Hazardous Waste Program (HWP) to create labels and manage your waste containers. **You will need a valid CalNet ID to access the HWP.** Help on obtaining the CalNet ID can be found at the following link: [CalNet ID Help](#)

The first time you access the HWP, you will be directed to a **one time required 15-minute online training on hazardous waste.** Once you have completed the training you can begin creating hazardous waste labels. The system is designed to be intuitive, but short tutorial videos can be accessed once you are in the system. Click on the button to the left to access the HWP or see the resources below for complete details.

If the HWP is down, you still must label hazardous waste when the first amount is generated. In this instance, use this [blank hazardous waste label](#) being sure to fill in all information. When the HWP is back up, use it to create the label.

#### **Resources**

- New Hazardous Waste Program Flyer ([PDF](#))
- New Hazardous Waste Program Fact Sheet ([PDF](#))
- New Treatment of Laboratory Waste (Bench Top) Fact Sheet ([PDF](#))

Contact EH&S ([hwp@berkeley.edu](mailto:hwp@berkeley.edu); 642-3073) if you have questions or need assistance with the new HWP.

Access the new HWP at the following link:

**Hazardous Waste Program**

Please turn off the pop-up blocker feature on your internet browser before accessing the HWP.