Instructions for CEMS Inventory Template

**Before You Begin:** Please do not alter the text on Line 1 of the spreadsheet – the column headings are very important for a successful upload. You may adjust the column width to the right or the left if you need to.

All information for a particular container must be entered on the same line in the spreadsheet. For example, if you start at Line 2 and enter a container of Alcohol, all information for that container must be contained in Line 2.

If you have multiple containers of the same chemical, they must be listed on separate lines on the spreadsheet. For example: if you have three 1 gal containers of Alcohol, the information should be copied on three separate lines. The upload program will automatically add three containers to your inventory.

Except where noted below, do not leave any cells blank. The worksheet must be completely filled out in order for the upload to work. All incomplete worksheets will be returned.

**What needs to be in CEMS:** All hazardous chemicals need to be listed in your CEMS inventory. To determine if a chemical is hazardous look at the Safety Data Sheet that came with the product. If you don’t have the SDS you will need to obtain a copy from the manufacturer/supplier. If the SDS says that the product contains no hazardous properties then that item doesn’t have to be in CEMS. If any hazardous properties are listed then you must list it in your inventory. Even if the product is not hazardous you must keep a copy of the SDS as proof in the event of an emergency or EHRS inspection.

**Drugs/Controlled Substances:** Controlled substances should not be listed in CEMS. Controlled substances must be registered with EHRS but do not list them in your CEMS inventory. If you store drugs in the same state that are given to a patient/subject (pill, injectable, etc.), then you don’t have to list them in CEMS. If you break down a drug into individual components or have components that, when combined, become a drug, then the components must be listed in CEMS.

**Column Headers and Explanations:**
- **barcode** – This information will be provided by EHRS. Please leave this column blank.
- **chemname** – The name of the chemical/product only. Please spell out the complete name (you don’t have list individual components but, please, no abbreviations or chemical formulas).
- **cas_list** – The CAS numbers that can be found on the SSDS (or, in some cases, on the bottle or container). EHRS only needs the number, NOT the individual chemical names. If you have anything that has multiple CAS numbers, separate them with this character: | (it shares a key with \, right above the enter key). Please leave out any dashes when entering CAS numbers (i.e. 50000 instead of 50-00-0).
- **manufact** – The name of the manufacturer.
- **prodo** – The product or item number assigned by the manufacturer or supplier.
- **qty** – The weight/volume/mass of a container (e.g. 1, 500, 1.5, etc.). Please enter the full container size, even if your current container isn’t full. For example, if you have a ½ full 500 ml container of something, enter 500 in this column.
- **qty_unt** – The unit of measurement (e.g. ml, l, lb, g, etc.)
- **containertype** – The type of container the chemical is in (cylinder, plastic bottle, glass bottle, etc.)
owner_last_name – The last name of the chemical owner (usually the Principal Investigator or department head).
owner_first_name – The first name of the chemical owner.
building_name – Abbreviations are okay (i.e. MRB for Medical Research Building). If TUH, please enter the building you are in (Parkinson, Outpatient, etc.).
room_name – Whatever the room number(s) is/are
innerloc – If you have a specific location inside of a room you would like to list, enter it in this field. For example, if you have some chemicals that are store in a freezer or on a specific shelf, you can enter that here. This is not a required field, so if you choose to you can leave it blank.
date_acquired – The date that the container entered the lab/storage area.

**Once Worksheet Is Complete:** Upon completion, please e-mail worksheet to cems@temple.edu. EHRS staff will go over the completed worksheet and finalize it for upload. Once the upload is complete you will be notified via e-mail.

At least one representative from each lab or chemical area must have training on the CEMS system. If training has not already been given it must be scheduled before access to the system is allowed.