



# UNIVERSITY OF ARKANSAS

## Environmental Health and Safety

### OPUS ONLINE CHEMICAL INVENTORY GUIDE



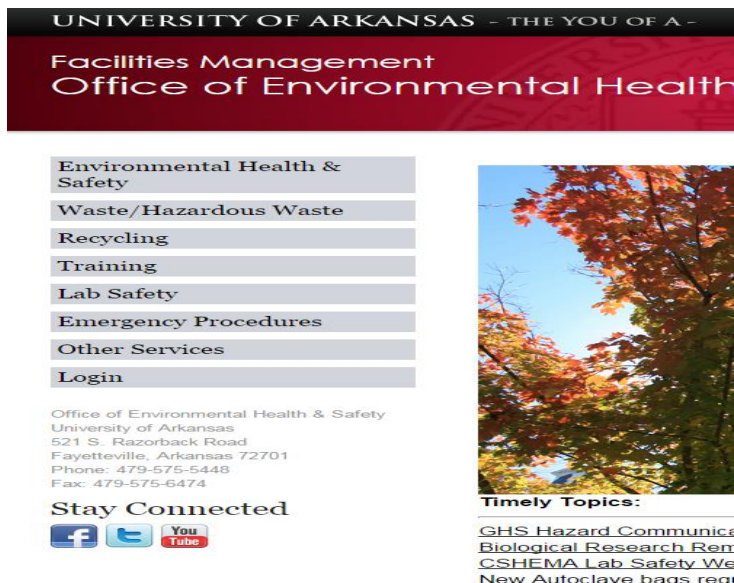
**AUGUST 14, 2015**

**EH&S**

**479-575-5448**

# UARK ENVIRONMENTAL HEALTH AND SAFETY OPUS ONLINE CHEMICAL INVENTORY

## 1. Select 'Login' from the OPUS home screen



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Office of Environmental Health & Safety

Environmental Health & Safety  
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Recycling  
Training  
Lab Safety  
Emergency Procedures  
Other Services  
Login

Office of Environmental Health & Safety  
University of Arkansas  
521 S. Razorback Road  
Fayetteville, Arkansas 72701  
Phone: 479-575-5448  
Fax: 479-575-6474

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## 2. Log in using UARK ID and password.

User ID:

Password:

Login

## 3. This screen allows individuals to access training materials provided by EH&S, access records related to the laboratory, track training history, request pick-ups for hazardous waste.

**In order to add/edit online chemical inventory, select 'Access Laboratory Records'.**

Welcome

### LOGGED IN USER MENU:

#### ***EH&S***

[Safety Training](#)

[Edit User Profile \(logged in user\)](#)

[Training History \(logged in user\)](#)

#### ***Lab Record Maintenance:***

[Access Laboratory Records](#)

#### ***Hazardous Waste:***

[Request Hazardous Waste Pickup](#)

## 4. Upon selecting 'Access Laboratory Records', a list of labs that you are associated with will consume the page. Select the appropriate lab that you would like to access.

Once you have selected the appropriate laboratory, tabs will appear across the bottom of the screen which provides the user to add/edit/review online chemical inventory, add/delete staff personnel whom are associated with the lab, access required training specified for the lab. This screen also allows users to add and keep track of collaboration and maintenance of lab equipment, review compliance audits that have been conducted and ensure lab training course are up to date.

## UARK ENVIRONMENTAL HEALTH AND SAFETY OPUS ONLINE CHEMICAL INVENTORY

### 5. In order to add online chemical inventory, select the *'Chem Inventory'* tab.

Laboratory (View)

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Laboratory: FAMA : A112  
Department: Environmental Health & Safety  
Lab Type: Research Laboratory  
Lab Name: Nicole's lab  
Type(s) of Work Performed:  Chemical  Biological  LiquidSrc  SealedSrc  XRay  
NFPA Codes: 2 Health  
2 Flammability  
2 Reactivity  
NFPA Special Hazards:  
Laboratory Hazards:

---

Access Related Records:

6. The below screen allows users to view the list of chemicals that they have in inventory online, add a chemical to inventory, list inventory by storage location that has been specified by the user upon adding chemicals into the inventory. This screen also permits users to search through the OPUS system catalog.

### 7. In order to add a chemical to the online chemical inventory, select *'Add an Item to Inventory'*.

**INVENTORY:**

List Inventory:

Add an Item to Inventory:

List Inventory by Storage Location:

Inventory Ownership:

**CATALOG:**

Search Catalog by: Partial Chemical Name

List Catalog ordered by: Chemical Name

8. The below screen allows users to search the chemical catalog by partial chemical name, CAS number or catalog ID. A search for partial chemical name will prompt multiple chemicals with an identical partial name, however, by using the appropriate CAS number, the correct chemical will appear for selection. Select the chemical search type and input the chemical in which you are searching for into the blank field after. (Hydrochloric Acid is used for example.) **Select 'Go'** and select the correct chemical from the list of chemicals that will be populated on the screen.

Search Catalog for item to add using: Partial Chemical Name

9. Once you have chosen the applicable chemical to add to inventory, click the *'Select'* button next to the chemical.

10. Below is a screenshot of the page that needs to be completed for each chemical in inventory. (Hydrochloric Acid is used for example.)

UARK ENVIRONMENTAL HEALTH AND SAFETY  
OPUS ONLINE CHEMICAL INVENTORY



Lab FAMA:A112 Chemical Inventory (Add)  
HYDROCHLORIC ACID

Diamond Explained

Catalog#:	1808	CAS#:	7647-01-0
Chemical Name:	HYDROCHLORIC ACID		
Inventory#:	1	Owner:	Unassigned
Lot#:	1	Lot Date:	8/14/2015
Formula:	HCl-(H2O)		
Vendor:			
Storage Location:		+	-
NFPA Codes:	Health:3	Flam:0	React:2 SpHaz:
Container Type:		Chem State:	
Container Units:		Expiration Date:	
Container Volume:		Exposed To Air:	
Container Count:		Tested Effective:	
Lot Quantity on Hand:			
Used:	<input type="checkbox"/>	Disposed:	<input type="checkbox"/>
Comment:			

Add Exit

\*\*\*All fields need to be completed. Please be sure not to skip the following fields:

Storage location, Container type, container units, container volume, container count and chemical state\*\*\*

11. Once all fields have been completed to the best of the user's knowledge, select 'Add'. To ensure that your chemical has been added, select 'List Inventory' and search for the chemical(s) that have been previously added to your chemical inventory.

**NOTE: If the chemical you are trying to add to inventory does not populate from the list of chemicals drawn from the chemical catalog, please contact EH&S and we will work to add that chemical to the catalog.**

For more information on online chemical inventory, contact the following EH&S personnel:

Jacquelyn "Nicole" Edwards, Assistant to the Webmaster

[jne002@uark.edu](mailto:jne002@uark.edu)

479-575-5336

Lew Meyers, Webmaster

[lmeyers@uark.edu](mailto:lmeyers@uark.edu)

479-575-3537