1. Select ‘Login’ from the OPUS home screen.

2. Log in using UARK ID and password.

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’.

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.
5. In order to add online chemical inventory, select the ‘Chem Inventory’ tab.

![Chem Inventory Tab]

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’.

![Add Item to Inventory]

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 Chemical Catalog]

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.)
***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
479-575-5336

Lew Meyers, Webmaster
Imeyers@uark.edu
479-575-3537