

## Adding Chemicals to CIS Inventory

Keep your lab's inventory up-to-date by adding new chemicals as they enter.

1. Log in to the Chemical Inventory System (CIS), [ehs.ucop.edu/cis](https://ehs.ucop.edu/cis)
2. Select the building/room number where the item will be stored. If the location page is not visible click on the **Locations** tab in the top navigation bar.

### Locations

Below is a list of your existing locations (with the number of chemicals in parenthesis).

Select a location to update (or verify) the chemicals assigned to it.

To delete a location, you must be the PI assigned to the account and you must remove all the chemicals in that location.

<a href="#">Jack Baskin Engineering Building 0189 (1)</a>	Can not remove	<a href="#">Print Placard</a>
<a href="#">Shop Stores &amp; EH&amp;S 0001 (9)</a>	Can not remove	<a href="#">Print Placard</a>
<a href="#">Shop Stores &amp; EH&amp;S 0003 (11)</a>	Can not remove	<a href="#">Print Placard</a>
<a href="#">Sinsheimer Laboratories 0034 (0)</a>	<a href="#">Delete</a>	<a href="#">Print Placard</a>
<a href="#">Thimann Laboratories 0144A (0)</a>	<a href="#">Delete</a>	<a href="#">Print Placard</a>

3. Select the **Add Inventory Item** link at the top of the page; the link is located at the top of the page, above the current inventory table.

You have selected 0279 (4)   [Click here for data to paste into excel spreadsheet](#)   [Add Inventory Item](#)

  Contains ▾   Search

4. Enter information into all required fields (chemical name, CAS #, physical state, and storage information) indicated with a red \*, as well as the **Barcode** field.

Concentration (Percent) -   
Leave blank if 100%

**Barcode**

Catalog Number

Date Added  

Date Modified  

5. Click the **Save Changes** button.
6. Click the **Back to Chemical List** button.

## Inventory Information Page screenshot

**I. Chemical Information** Complete this form and click on the Save Changes Button.

1. Click on Lookup to search for and select a chemical to auto-fill some of the required fields below
2. Complete the other required fields
3. Click Save Changes

**For a new unclassified chemical/mixture, enter the chemical name and other required fields directly and click on Save Changes**

Chemical Name*	<input type="text"/>	<input type="button" value="Lookup"/>	
Common Name	<input type="text"/>		
CAS*	<input type="text"/>		
Physical State*	-- none selected --		
Optional Solid Properties	<input type="radio"/> Crystal <input type="radio"/> Powder <input type="radio"/> Granular		
Hazardous Material Type	-- none selected --		
% Weight	Chemical Name	CAS	
1	<input type="text"/>	<input type="text"/>	<input type="button" value="Lookup"/>
2	<input type="text"/>	<input type="text"/>	<input type="button" value="Lookup"/>
3	<input type="text"/>	<input type="text"/>	<input type="button" value="Lookup"/>
4	<input type="text"/>	<input type="text"/>	<input type="button" value="Lookup"/>
5	<input type="text"/>	<input type="text"/>	<input type="button" value="Lookup"/>
Concentration (Percent) - Leave blank if 100%	<input type="text"/>		
<input type="text" value="Barcode"/>	<input type="text"/>		
Catalog Number	<input type="text"/>		
Date Added	<input type="text"/>	<input type="button" value="Calendar"/>	
Date Modified	<input type="text"/>	<input type="button" value="Calendar"/>	
Custom 5	<input type="text"/>		
Manufacturer	<input type="text"/>		
Expires	<input type="text"/>		
	<input type="checkbox"/> Surplus		

[Display/Hide Chemical details](#)

## II. Storage Information

Number of Containers*	<input type="text"/>
Container Size*	<input type="text"/>
Container Unit*	-- none selected --
Container Type*	-- none selected --
Storage Pressure*	Ambient
Storage Temperature*	Ambient
	<input type="checkbox"/> Approved Flammable Cabinet
Location Inside Room	<input type="text"/>
Maximum number of containers on hand at anytime	<input type="text"/>
Average Remaining Amount inside Containers (Estimate)	<input type="text"/>

## Deleting Chemicals from CIS Inventory

Always delete chemicals that have been disposed of or consumed.

1. Select the building/room number where the item is stored.

### Locations

Below is a list of your existing locations (with the number of chemicals in parenthesis).

Select a location to update (or verify) the chemicals assigned to it.

To delete a location, you must be the PI assigned to the account and you must remove all the chemicals in that location.

<a href="#">Jack Baskin Engineering Building 0189 (1)</a>	Can not remove	<a href="#">Print Placard</a>
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<a href="#">Sinsheimer Laboratories 0034 (0)</a>	<a href="#">Delete</a>	<a href="#">Print Placard</a>
<a href="#">Thimann Laboratories 0144A (0)</a>	<a href="#">Delete</a>	<a href="#">Print Placard</a>

2. The current inventory will be displayed; click the box to the left of the chemical name you wish to delete. Depending on the number of items in your inventory there may be multiple pages. (Cautionary note, you can select multiple items for deletion. Ensure that only items intended for deletion are selected.)

<input checked="" type="checkbox"/>	2-MERCAPTOETHANOL	60-24-2	100.0	mL	1	Liquid	HOOD 1-77345	<input type="checkbox"/>
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3. After selecting the chemical(s) click the **Delete** button at the top of the table. (**Caution: There is no confirmation prompt; once pressed, the chemical will be deleted.**)

**Delete**  **Save Changes** **Cancel Changes** **Print** **Export** **Upload** **Change Room**

If you are unable to log in to CIS please contact EH&S ([ehs@ucsc.edu](mailto:ehs@ucsc.edu)); provide your first and last name as well as your UCSC email address (@ucsc.edu). Please inform EHS when a lab member leaves the group. Please feel free to contact EH&S for any other CIS questions.