

# Virginia Tech Environmental Health & Safety Safety Management System User's Guide

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**VT EHS welcomes any suggestions that will improve this system for our clients. Please provide feedback to [safety@vt.edu](mailto:safety@vt.edu) and it will be relayed to the development team. If you have an immediate concern, please call 1-3600.**



## Using the EHS Safety Management System

The EHS Safety Management System (SMS) can be used to manage a number of tasks associated with a campus space or group of people that work together. The Safety Management System allows users to manage:

- Emergency contacts and critical information
- People
- Required training
- Chemical registration
- Waste pickup and more!

To access the SMS, use the links on the EHS website, <https://ehs.vt.edu>



Services



Programs



Training



Forms and Documents



Safety Management System



Hazardous Waste and Removal

On the next screen, click on 'Access the Safety Management System'

## Safety Management System

### Safety Management System Overview

Environmental Health & Safety's **Safety Management System** (SMS) is client-centric web-based system that facilitates safety compliance for principal investigators, lab managers, and supervisors.

Access the Safety Management  
System

### Logging into the SMS

The Safety Management System uses Virginia Tech's LDAP system to authorize access. Users must have a Virginia Tech PID or Guest ID in order to access EHS systems and training. If you are temporarily associated with Virginia Tech, please obtain a sponsored PID (<http://www.ims.vt.edu/forms/sponsored-pid.pdf>).

If you have problems logging in from this screen, please contact 4HELP at <http://4help.vt.edu> or by calling 540-231-4357.



## Login to [www.ehss.vt.edu](http://www.ehss.vt.edu)

Username

adamsz

Password

.....



Login



## The Welcome Screen

Once you are successfully logged in, the labs or spaces your PID is associated with will be displayed. The headings only display if you have labs falling within the respective criteria.

- Labs or workspaces where you are the Principle Investigator or Responsible Person;
- Labs or workspaces that you created;
- Labs or workspaces that you are associated with; and
- Labs or workspaces you have responsibility for within your Department (i.e., you are assigned the coordinator role by your Department)



The screenshot shows the 'Welcome to the Safety Management System' page. At the top is a red header with the Virginia Tech logo and 'Environmental Health and Safety Protect the Future'. Below the header is a banner image of a welder. The main content area has a light beige background. It starts with the title 'Welcome to the Safety Management System' and the subtitle 'Formerly Laboratory Management System/Chemical Inventory'. There is a '[ Logout ]' link. A paragraph explains that each room used for chemicals should be entered as a separate Lab/Workspace, with a link to 'Add A New Lab/Workspace'. Below this is a section 'All Labs/Workspaces:' with a table listing '1004 Old Mill Rd/Drakes Butler Building, 1004 Old Mill Rd Blacksburg. (sdd)' and a 'Manage Lab/Workspace' button. This is followed by 'Labs/Workspaces you've created:' with a table listing 'Moss Arts Center. Audio (rkainer)' and a 'Manage Lab/Workspace' button. Finally, it shows 'Labs/Workspaces you are associated with:' with a table listing 'Health & Safety Bldg. 104 (adamsz)' and a 'Manage Lab/Workspace' button.

**VirginiaTech**  
Invent the Future

**Environmental Health and Safety**  
Protect the Future

### Welcome to the Safety Management System

Formerly Laboratory Management System/Chemical Inventory

[ [Logout](#) ]

Each room you use, where you store or use chemicals, should be entered as a separate Lab/Workspaces. To do this, click on 'Add A New Lab/Workspace' link below. Once you have entered the data for that room, you will be returned to this page where you can add additional rooms as needed.

[Add A New Lab/Workspace](#)

All Labs/Workspaces:

<a href="#">1004 Old Mill Rd/Drakes Butler Building, 1004 Old Mill Rd Blacksburg. (sdd)</a>	<a href="#">Manage Lab/Workspace</a>
---	--------------------------------------

Labs/Workspaces you've created:

<a href="#">Moss Arts Center. Audio (rkainer)</a>	<a href="#">Manage Lab/Workspace</a>
---	--------------------------------------

Labs/Workspaces you are associated with:

<a href="#">Health &amp; Safety Bldg. 104 (adamsz)</a>	<a href="#">Manage Lab/Workspace</a>
--	--------------------------------------

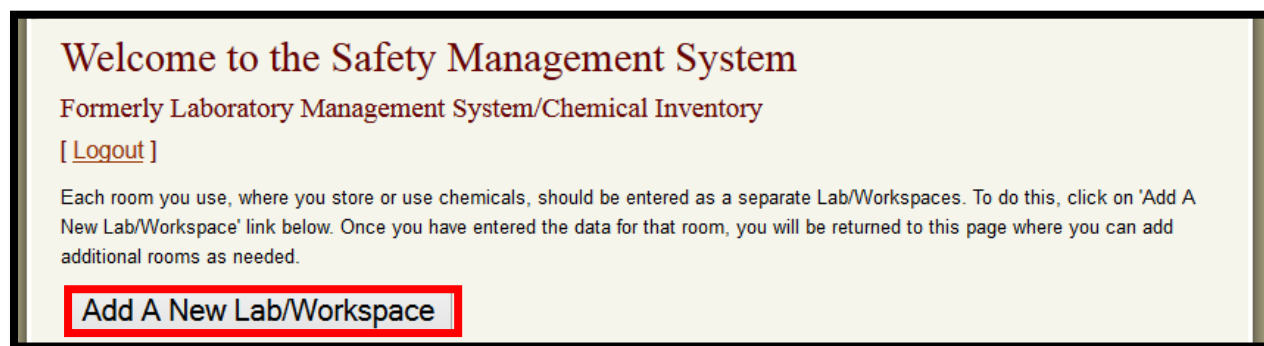
## Creating a New Lab or Workspace

Any Virginia Tech Faculty or Staff member with a valid PID can create a lab or space.

When creating a lab or space, it's important that you have the following information available:

- Principle Investigator or Responsible Party name and PID
- Lab Department, Building, and Room or Group name
- Location of the CHP / HazCom plan, and last date updated
- Location of the spill kit, if one is in the space
- Name and phone numbers (work, home, & cell) for two emergency contacts

To begin creating a new lab or space, simply click the **Add A New Lab/Workspace** button from the Welcome Screen.



The following screen will appear. Complete the form fields, then hit **Save**.



## Register Your Lab or Workspace

[\[ Return to List \]](#)

[\[ X delete this lab/workspace \]](#)

A unique Name will be assigned to this lab/workspace based on location for each room for which you are entering information.

### Registration Tabs

If you work with chemicals in your lab or workspace, please indicate below.

Chemical/Waste: ☐

PI/Responsible Person Name:

PI/Responsible Person PID:

ADDRESS)

Department:

Building:

Room# or Group Name:

Floor:

CHP/HazCom location:

Last CHP/HazCom update:

Spill kit location:

If you aren't the PI/Responsible Person, be sure you use the appropriate PID, not the whole e-mail address.

A room number is preferred. A group name may be included as well to clarify if one room has multiple roles.

Most places on campus fall under either CHP or HazCom requirements. If you have questions, contact EHS at 1-3600 or safety@vt.edu.

Please provide the names and phone numbers for both a primary and secondary emergency contact for this lab/workspace. This information is vital to assuring the university and first responders can reach a person who understands the research being performed and hazards that may be present in this area should an emergency occur. You must provide at least the work and home phone number for each contact. If that person has a cell phone, that number must be provided as well. Cell phone numbers will be maintained confidential.

### Emergency Contact, Primary

Name:

Home Phone #:

Work Phone #:

Cell Phone #:

### Emergency Contact, Secondary

Name:

Home Phone #:

Work Phone #:

Cell Phone #:



## Your Lab / Workspace Summary Page

When you click on the [Manage Lab/Workspace] button, or the lab/workspace name from the Welcome Page, you are taken to the Summary Page. The Summary Page is your starting point for most activity in the system.

### Health & Safety Bldg, 104

[\[ Return to List \]](#)
[\[ X delete this lab/workspace \]](#)

Chemical Registration

Waste Pickup

**Summary**

Users

Required Training

Documents

Individual tabs direct you to specific tasks. More tabs may be added as the system is improved.

#### Summary

Edit PI, location and Emergency Contact Info.

Edit Summary/Tabs

**PI/Responsible Person:** Zack Adams

**Department:** Environmental Health and Safety

**Building:** Health & Safety Bldg

**Room# or Group Name:** 104    **Floor:** Ground

**Location of CHP/HazCom:** unknown

**Date of last update to CHP/HazCom:** unknown

**Location of Spill kit:** unknown

Emergency Contact, Primary

**Name:** Rob Lowe

**Home Phone #:** (540) 231-0000

**Work Phone #:** (540) 231-0000

**Cell Phone #:**

Emergency Contact, Secondary

**Name:** Christian Sides

**Home Phone #:** (540) 231-0000

**Work Phone #:** (540) 231-0000

**Cell Phone #:**

The Edit Summary/Tab button allows you to edit the information on this page.

## Managing Lab / Workspace Users

Begin by navigating to the **[Users]** tab.



**Health & Safety Bldg, Training Inc**

[\[ Return to List \]](#) [\[ ✕ delete this lab/workspace \]](#)

Chemical Registration Waste Pickup  
 Summary **Users** Required Training Documents

**Users** [\[ Add user PIDs \]](#)

To add or remove required training for **all** persons associated with this lab/workspace, use the 'Required Training' section below. If an *individual* has unique training requirements, click on the 'add' or 'manage' link for that person in **this** section.

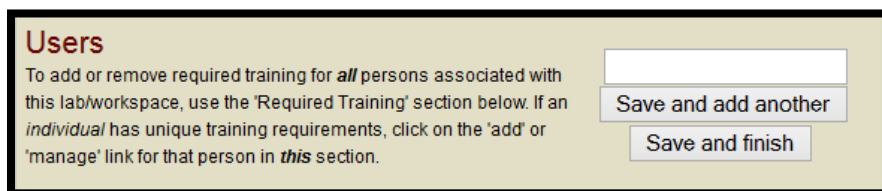
[Purge PIDs](#)

PIDs	Actions	Manager	RT Exempt	Individual Training
<a href="#">Porterfield, Curt (cuporter)</a>	<a href="#">[ delete ]</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">[ manage ]</a>
<a href="#">Watson, Lee (kernlw1)</a>	<a href="#">[ delete ]</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">[ manage ]</a>

**Note:** Only PIs or Managers can update the Inventory information, add or delete users, or assign training. To give a user rights to act as a 'Manager', click the box next to his or her PID.

### To ADD users to a Lab / Workspace:

1. Click on the link **[Add user PIDs]**.
2. This opens an input box. Enter only valid PIDs into the box.



**Users**

To add or remove required training for **all** persons associated with this lab/workspace, use the 'Required Training' section below. If an *individual* has unique training requirements, click on the 'add' or 'manage' link for that person in **this** section.

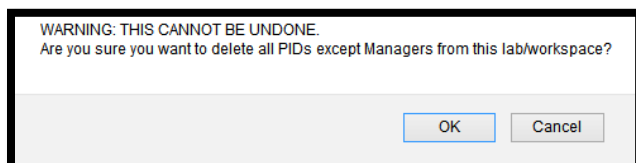
[Save and add another](#)

[Save and finish](#)

3. After entering the PIDs, click the button to save and add another, or save and finish. You will receive an error message if the PID cannot be validated.

### To remove ALL users from a Lab / Workspace:

1. Click on the **[Purge PIDs]** button.
2. You will receive a warning alert:



WARNING: THIS CANNOT BE UNDONE.  
 Are you sure you want to delete all PIDs except Managers from this lab/workspace?

[OK](#) [Cancel](#)

3. Click **[OK]** to remove all users EXCEPT Managers, **[Cancel]** to cancel and return to the screen.



### To remove a single User from a Lab / Workspace:

1. If necessary, scroll down to the User you wish to delete.
2. Click the [\[delete\]](#) text link directly beside the User's name.

<a href="#">Watson, Lee (kernlw1)</a>	<a href="#">[ delete ]</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">[ manage ]</a>
---------------------------------------	----------------------------	-------------------------------------	--------------------------	----------------------------

3. The user is deleted from the Lab/Workspace. Note that this does not DELETE the user from the EHS system, or affect any of the individual's training records. Deleting a person from a lab simply removes the affiliation with the space.

### To assign/unassign an individual as a Manager for the Lab / Workspace:

Managers can perform all tasks associated with the Lab / Workspace.

1. If necessary, scroll down to the User you wish to assign as a Manager.
2. To assign a User as a Manager, check the box in the "Manager" column. To unassign, uncheck the box. Changes are effective immediately.

PIDs	Actions	Manager	RT Exempt	Individual Training
<a href="#">Porterfield, Curt (cuporter)</a>	<a href="#">[ delete ]</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">[ manage ]</a>

## What Training is Required for my Users?

Most training requirements are driven by specific tasks, equipment or hazards. For specific guidance: [http://www.ehss.vt.edu/training/what\\_training.php](http://www.ehss.vt.edu/training/what_training.php). Inspection or audit reports may contain recommendations on training. ***This is not an all-inclusive list; EHS provides over 90 training classes on a wide range of topics. Individual managers or coordinators are still responsible for lab-specific or machine-specific training.***

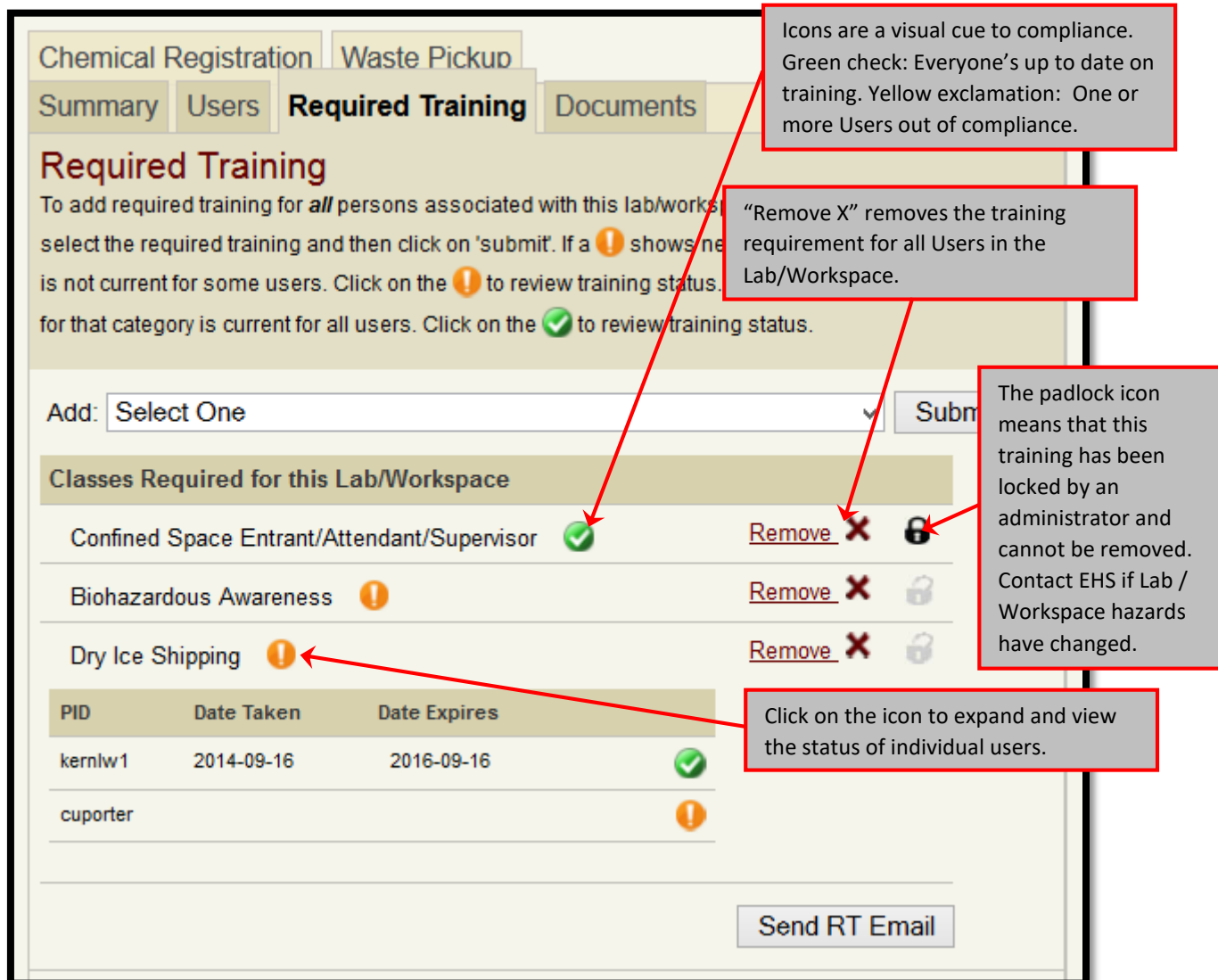
- Adult First Aid / CPR training is required for machine shop coordinators, persons who work in remote locations (i.e. farms, field work such as forest surveys), on energized electrical systems, in confined spaces, etc.
- Users involved in biological research typically have very specific requirements for training. For details, see <http://www.ibc.researchcompliance.vt.edu/training>.
- Bloodborne pathogens training is mandatory for persons potentially exposed to human blood, tissues or body fluids in the course of work activities.
- Compressed Gas Cylinder Safety is recommended for anyone working in a Lab / Workspace that uses any type of compressed gas.
- Individuals who use aerial lifts (boom trucks, articulating lifts, scissor lifts, or telescoping lifts) or powered industrial trucks (forklifts, low-lift/high-lift walkies, order pickers) must complete both an online class and a skills observation. Generally, not everyone in a Lab/Workspace needs these certifications – only those individuals that will be actually using the lift.
- Electrical Qualified Person training is required for any persons exposed to energized electrical systems operating at 50 volts or more to ground. This includes exposures that occur as part of research.
- Persons with an occupational exposure to X-rays must complete appropriate training in X-ray safety.
- Persons working with radioisotopes must complete appropriate training in radioactive materials safety.

## Managing Training for Lab / Workspace Users

Training requirements for Users falls into two basic categories:




- Training that is assigned to ALL persons associated with the Lab / Workspace
- Training requirements that are unique to an individual, based on a specific hazard, piece of machinery/equipment, or task

### The Required Training Tab Explained












**Chemical Registration** **Waste Pickup**  
**Summary** **Users** **Required Training** **Documents**



### Required Training

To add required training for **all** persons associated with this lab/workspace, select the required training and then click on 'submit'. If a  shows, it is not current for some users. Click on the  to review training status. If the training for that category is current for all users. Click on the  to review training status.

Add:

#### Classes Required for this Lab/Workspace

Confined Space Entrant/Attendant/Supervisor		<a href="#">Remove</a> 	
Biohazardous Awareness		<a href="#">Remove</a> 	
Dry Ice Shipping		<a href="#">Remove</a> 	

PID	Date Taken	Date Expires	
kernlw1	2014-09-16	2016-09-16	
cuporter			

**Callout Boxes:**

- Icons are a visual cue to compliance. Green check: Everyone's up to date on training. Yellow exclamation: One or more Users out of compliance.
- "Remove X" removes the training requirement for all Users in the Lab/Workspace.
- The padlock icon means that this training has been locked by an administrator and cannot be removed. Contact EHS if Lab / Workspace hazards have changed.
- Click on the icon to expand and view the status of individual users.

**To assign training as REQUIRED for all Users of a Lab / Workspace:**

1. Click on the [Required Training] tab.
2. Select the class from the drop-down list and click [Submit].

**To remove training as REQUIRED for all Users of a Lab / Workspace:**

1. Select the “Remove” link or click the [X] beside the class name.
2. You will receive a confirmation box

Are you sure you want to remove this class as required training?

3. Click [OK] or [Cancel].

**Note:** If the padlock symbol appears to the right of a required training, it is locked by an administrator. Please contact EHS at 1-3600 or [safety@vt.edu](mailto:safety@vt.edu) to discuss.

**To notify Users that you have changed or updated training requirements for the lab:**

1. Make any changes needed to the required training.
2. Click the [Send RT Email] button.
3. All Users associated with the Lab / Workspace receive an email similar to the following, specifying the Lab / Workspace and building.

This message is to inform you, that the required training for the lab/workspace located in Training Inc Health & Safety Bldg, with which you are associated, has been updated.

Please log in to your training profile page using the link below, to ensure that your training is up to date.

[https://secure.hosting.vt.edu/www.ehss.vt.edu/training/training\\_report.php](https://secure.hosting.vt.edu/www.ehss.vt.edu/training/training_report.php)

Thank you.  
-EHS Team

**To EXEMPT a Manager from a Lab / Workspace’s Required Training.**

1. Make any changes needed to the required training.
2. Return to the [Users] tab.
3. If necessary, scroll down to the Manager you wish to exempt.
4. To exempt a Manager, check the box in the “RT Exempt” column. To enforce training requirements, un-check the box. Changes are effective immediately.

PIDs	Actions	Manager	RT Exempt	Individual Training
<a href="#">Porterfield, Curt (cuporter)</a>	<a href="#">[ delete ]</a>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">[ manage ]</a>

Occasionally, Managers may need to set additional specific training requirements for an individual User. For example, one User may be required to use an Aerial Lift or Forklift. The Manager probably does not want to assign that training to the entire Lab / Workspace staff.

#### To ASSIGN training to a specific Lab / Workspace User:

1. Navigate to the **[Users]** tab.
2. If necessary, scroll down to the User you want to assign training to.
3. Click the link in the Individual Training column.

If an individual already has individual training requirements, the link will say **[ manage ]**.

PIDs	Actions	Manager	RT Exempt	Individual Training
<a href="#">Porterfield, Curt (cuporter)</a>	<a href="#">[ delete ]</a>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">[ manage ]</a>

If an individual has no individual training requirements, the link will say **[ add ]**.

<a href="#">Layman, Rachel (ralayman)</a>	<a href="#">[ delete ]</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">[ add ]</a>
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4. A window opens with a complete list of EHS training programs (over 90+ possible trainings). Check the boxes for the individual requirements you wish to assign. Some boxes may already be checked, if the individual already has additional required training. You do NOT need to duplicate training that is already established on the **[Required Training]** tab.

***This does not preclude or replace any lab-specific or machine-specific training to work in your lab or workspace.***

Training Requirement for Porterfield, Curt

Classes:

☐ 0) Accident Investigation
☐ 1) Advanced Coding Themes
☐ 2) Aerial Lift Observation-Articulating

☐ 3) Aerial Lift Observation-Boom Truck
☐ 4) Aerial Lift Observation-Scissor
☐ 5) Aerial Lift Observation-Telescoping

☐ 6) Analytical X-ray Equipment
☐ 7) Asbestos Awareness
☐ 8) Asbestos Supervisor

☐ 9) Biohazardous Awareness
☐ 10) Bloodborne Pathogens
☐ 11) BLS Healthcare Professional CPR/AED

☐ 12) Buss Fuse/Fuke Meter Safety
☐ 13) Cabinet X-ray Equipment
☐ 14) Chain Saw Safety

☐ 15) Chair Use for Health & Productivity
☐ 16) Compressed Gas Cylinder Safety
☐ 17) Confined Space Awareness

☐ 87) Sealed Sources Radiation Safety Training
☐ 88) Silica Awareness
☐ 89) UST Operator Training - Class C

☐ 90) VDOT Flagger Certification
☐ 91) VDOT Work Zone Safety (Basic)
☐ 92) VDOT Work Zone Safety (Intermediate)

☐ 93) Vehicle Safety
☐ 94) Welding and Cutting Safety

Submit

[\[x\] close window](#)

5. Click **[ Submit ]**



## Helping Users View / Register for Training

Setting requirements in the SMS affects each User's personal profile in the EHS system. Each User has a Training Profile that shows personal training requirements and supports registration/completion of EHS classes. A User can access their profile from the EHS Home Page. Go to the "Training" link.



From there, select the "View Training Profile" link.



If the User is not logged in through CAS, the CAS dialog will appear. See Page 2 for any issues logging in through CAS.

Search within EHSS

Enter your search here

A to Z EHSS Index

- ▶ Virginia Tech Home
- ▶ VT VPAS Home
- ▶ VT EHS Home

- ▶ About EHS
- ▶ Services
- ▶ Training
- ▶ Online Forms
- ▶ Emergencies
- ▶ Documents
- ▶ Individuals
- ▶ Accident Data
- ▶ Blog

- ▶ Frequently Asked Questions
- ▶ Contact Information
- ▶ Customer Service
- ▶ Anonymous Complaints

- ▶ Chemical/Biological/

- ▶ Facility/Workplace Safety
- ▶ Farm Safety
- ▶ Construction Safety

- ▶ Specialty Labs
- ▶ Environmental Issues

## Training Profile

Welcome Watson, Lee (Administrator)

[ [Logout](#) ]

### Required classes that need to be taken or updated

Class Name

Hazard Communication Coordinator

Personal Protective Equipment (PPE) Coordinator

Welding and Cutting Safety

(registered to take this class Online)

Safety

Respiratory Protection (expired: 2014-02-19)

Department Wide Requirements Personal Requirements Lab Specific Requirements

### Classes currently registered for

Class Name	Class Date	Actions
Aerial Lift Observation-Articulating	Online Class	<input type="button" value="X"/>
Lockout-Tagout Awareness	Online Class	<input type="button" value="X"/> <input type="button" value="Launch"/>

### Classes taken

Class Name	Date taken (YYYY-MM-DD)	Expires (YYYY-MM-DD)
Powered Industrial Truck Training	2013-01-08	2019-01-08
Respiratory Protection <input type="button" value="More [+]"/>	2013-02-19	2014-02-19

Department Wide Requirements Personal Requirements Lab Specific Requirements

denotes expired/expiring certification for required class.

Small icons beside the Class name let Users know where the requirement originated. If the requirement is for a Lab/Space, the space name appears when the mouse hovers over the link.

This class is a requirement for the lab located at 104 Health & Safety Bldg.

Users can click [Register] to find and enroll in upcoming classes.

Reference for the icons used to identify required training classes.

Users can cancel a registration by simply clicking the red "X".

Some EHS classes can be started simply by clicking a [Launch] button.

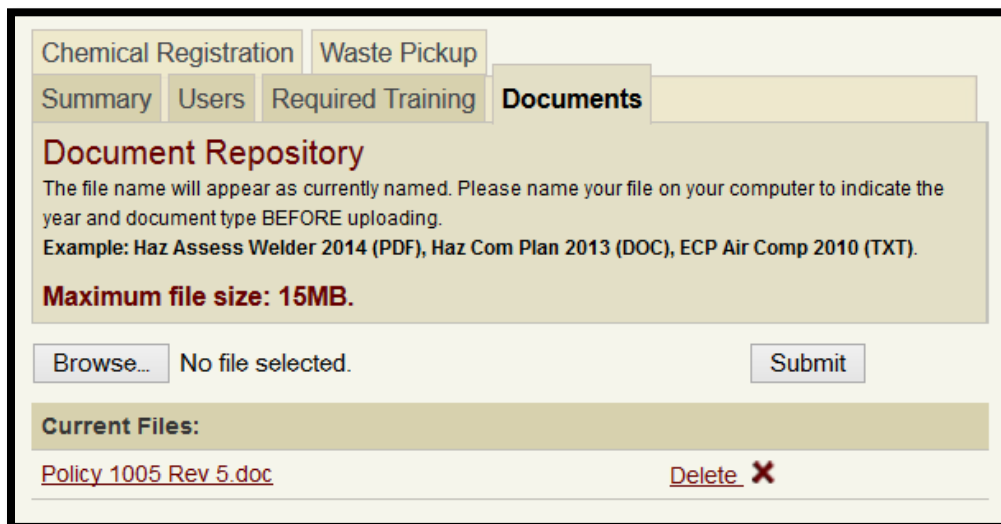
Clicking the "+" expands the history for that class, showing all past class completions.

Training expiring soon or expired is noted by a special icon.



## Using the Document Repository

Each Lab / Workspace has an associated document repository. This can be used to share documents between Managers and EHS. The maximum file size is 15 MB, and once a document is uploaded it cannot be edited, renamed etc.



Chemical Registration Waste Pickup

Summary Users Required Training **Documents**

### Document Repository

The file name will appear as currently named. Please name your file on your computer to indicate the year and document type BEFORE uploading.  
**Example: Haz Assess Welder 2014 (PDF), Haz Com Plan 2013 (DOC), ECP Air Comp 2010 (TXT).**

**Maximum file size: 15MB.**

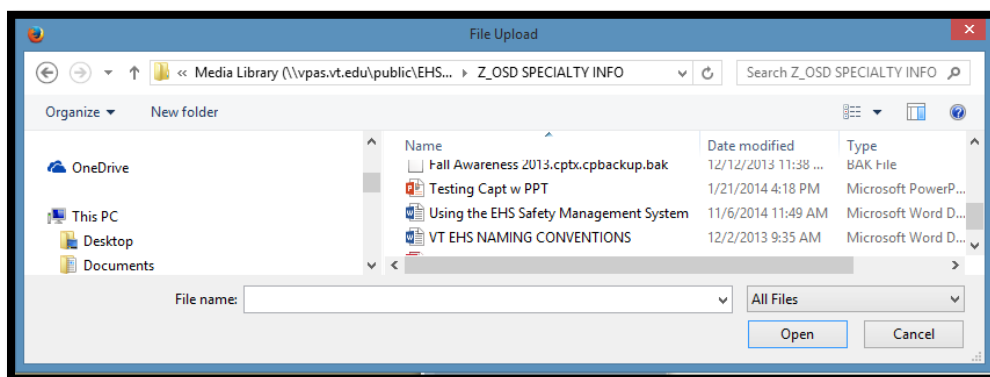
Browse... No file selected. Submit

**Current Files:**

[Policy 1005 Rev 5.doc](#) [Delete](#) ✕

### To UPLOAD a document to your Lab / Workspace:

1. Navigate to the [Documents] tab.
2. Select [Browse]. The File Upload dialog box will open. Note: The dialog box may look slightly different than shown, depending on your Internet browser.



3. Select the file you wish to upload.
4. The file name will appear beside the [Browse] button. Click [Submit].



Browse... VT EHS NAMING CONVENTIONS.pdf Submit

5. The file will now appear in the Document Repository.

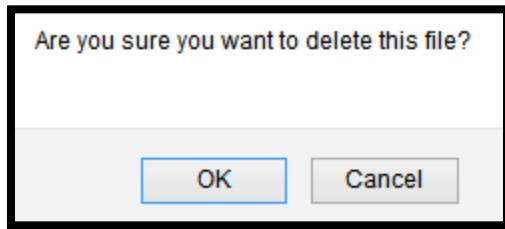
**To DELETE a document from your Lab / Workspace:**

1. Navigate to the [Documents] tab.
2. Select the “Delete” link or [X] to the right of the file name.



**Note:** Deletion from a Lab / Workspace is permanent and cannot be undone.

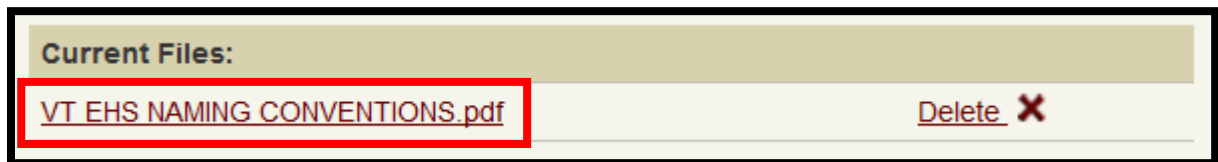
3. A dialog box appears.



4. Select [ OK ] to delete the file, or [ Cancel ] to return to the Document Repository.

**To OPEN a document from your Lab / Workspace:**

1. Navigate to the [Documents] tab.
2. Click on the file name. Depending on file type, you may be prompted to Download the file, or the file may open in the Browser directly.





## Registering Chemicals & Hazardous Substances

Potentially hazardous materials and conditions that may result in immediate or serious harm must be registered within the Safety Management System.

- This system will assist in determining that the quantity of chemicals in a building does not exceed [allowable limits imposed by the Fire Code](#) for each hazard class of chemical (e.g., corrosive, flammable, toxic, etc.).
- Emergency responders will have access to this information when responding to emergencies.
- We need to know the maximum quantities of certain chemicals located in each room. Each room = a lab; you do not have to separately enter rooms within rooms. Ask yourself: What is the maximum amount of a particular chemical you think you'll have, on any one day, during the course of the year?
- This is **not** a complete inventory of all your chemicals. We do not expect you to provide exact amounts for each chemical listed in this system, but rather the expected maximum quantities or volumes on any one day throughout the year.
- If you have chemicals not listed in one of the pre-loaded categories, you can provide an aggregate quantity and appropriate unit of measure for any other materials in a hazard group in the room. This will go in the "Other" field at the bottom of each hazard class section.

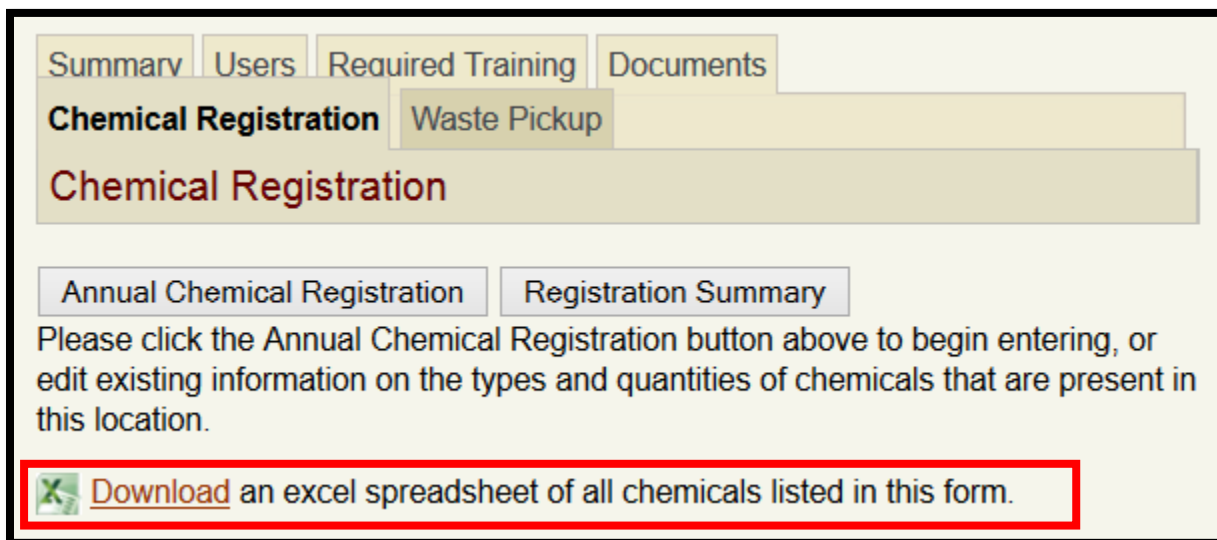
### Questions related to the Chemical Registration process

- Do I need to add all chemicals I may have currently that are not specifically listed in each category on the form?  
EHS is asking participants to register the maximum amount of the specific chemicals listed for each category or grouping. Any other chemicals /materials in your lab space, that are part of a particular category but not listed in the pre-loaded form, should be reported as one aggregate quantity / amount in the space for "If you have any other (category) not listed above, please enter the approximate aggregate quantity for those materials here and provide the appropriate unit of measure for those materials (e.g., liters, pounds, etc.)".
- If the quantity / volume of a particular chemical varies frequently through the course of the year, how should I report my quantity?  
The object is to estimate the maximum amount of materials at any time throughout the course of a year. Please report the maximum amount you expect to have in the space at any time during the year.
- Should rooms within a room be registered separately?  
No
- I have instruments that are connected to solvent reservoirs when in operation. How do I report these?  
Include these volumes in your total for the lab space.
- How will participation be monitored?  
EHS will be working with Department Heads, Directors, and other University Administrators to encourage and verify responses.



## Preparing to Register Your Chemicals

Go to the [ Chemical Registration ] tab. If this is your first time creating the Chemical Registration, you will probably find it helpful to download the Excel spreadsheet and use it to gather information on your Lab / Workspace. Once you've gathered the information, you'll want to have it handy as you complete the registration process.




Summary Users Required Training Documents

**Chemical Registration** Waste Pickup

**Chemical Registration**

Annual Chemical Registration Registration Summary

Please click the Annual Chemical Registration button above to begin entering, or edit existing information on the types and quantities of chemicals that are present in this location.

 [Download](#) an excel spreadsheet of all chemicals listed in this form.

## Spreadsheet Example:

For each of the following chemicals, enter the **maximum** amount you would expect to have on-hand during the course of the year. If you do not have a specific chemical, leave that field blank.

Chemical	Total Amount in Storage and Use	Units	Primary Hazard	Secondary Hazard
2-Cyclohexen-1-ol			Peroxide Formers	
2-Hexanol			Peroxide Formers	
2-Pentanol			Peroxide Formers	
3-Methyl-1-butanol			Peroxide Formers	
4-Heptanol			Peroxide Formers	
4-Penten-1-ol			Peroxide Formers	
Acetal			Peroxide Formers	Flammable Liquid (Class IA, IB, IC)
Acetaldehyde			Peroxide Formers	Flammable Liquid (Class IA, IB, IC)
Acetic Acid			Combustible Liquid (Class II, IIIA, IIIB)	Corrosives
Acetic acid anhydride			Combustible Liquid (Class II, IIIA, IIIB)	Water Reactive
Acetone			Flammable Liquid (Class IA, IB, IC)	
Acetone peroxide			Organic Peroxides	
Acetonitrile			Flammable Liquid (Class IA, IB, IC)	
Acetyl chloride			Flammable Liquid (Class IA, IB, IC)	Water Reactive
Acetylene			Flammable Gas	

## Completing your Annual Chemical Registration

1. Navigate to the [ Chemical Registration ] tab and click [ Annual Chemical Registration ].
2. Using the information from your spreadsheet, enter the appropriate information in the form. Use the "Comment" fields to add information as necessary. There are five screens with categories that match those found on the Excel spreadsheet.

**Toxic or Highly Toxic Gases** Progress: 1 2 3 4 5 6

For this room, what is the maximum amount of chemicals you expect to have in use and storage at any one time?

Chemical Name	Total Amount in Storage and Use	Unit of Measure	% by Volume	Comment (200 characters max)
Arsine	1	Do Not Have	1 %	
Fluorine	2	Standard Cylinders	2 %	
Hydrofluoric Acid (gas)	3	Standard Cylinders	3 %	
Hydrofluoric Cyanide (gas)	4	Lecture Bottles	4 %	
Phosgene	5	Lecture Bottles	5 %	

If you have any other Toxic or Highly Toxic Gases not listed above, please enter the approximate aggregate quantity for those materials here and gas type(s) and cylinder size(s).

**Oxidizing Gases**

Chlorine	7	Lecture Bottles	6 %	
Nitric Oxide	8	Standard Cylinders	7 %	
Nitrous Oxide	9	Lecture Bottles	8 %	
Oxygen	10	Lecture Bottles	9 %	

If you have any other Oxidizing Gases not listed above, please enter the approximate aggregate quantity for those materials here and gas type(s) and cylinder size(s).

**Flammable Gases**

Acetylene	12	Standard Cylinders	10 %	
Butane	13	Standard Cylinders	11 %	
Chlorotrifluoroethylene	14	Standard Cylinders	12 %	
Chlorotrifluoroethylene	15	Standard Cylinders	13 %	
Diazomethane (gas)	16	Standard Cylinders	14 %	
Ethane	17	Standard Cylinders	25 %	
Ethylene	18	Lecture Bottles	15 %	
Ethylene Oxide	19	Lecture Bottles	16 %	
Hydrogen	20	Standard Cylinders	17 %	
Liquid Petroleum Gas (LPG)	21	Lecture Bottles	18 %	
Methane	22	Lecture Bottles	19 %	
Propane	23	Lecture Bottles	20 %	
Silane	24	Lecture Bottles	21 %	
Tetrafluoroethylene	25	Standard Cylinders	22 %	
Vinyl Acetylene (gas)	26	Standard Cylinders	23 %	
Vinyl Chloride	27	Standard Cylinders	24 %	

If you have any other Flammable Gases not listed above, please enter the approximate aggregate quantity for those materials here and gas type(s) and cylinder size(s).

28 comm fla gas

< Back Save and Continue >

3. At the bottom of each screen, click the [Save and Continue] button to move to the next section.

4. The 6<sup>th</sup> Screen allows for the input of additional research hazards present in the Lab / Workspace.

### Other Research Hazards

Progress: 1 2 3 4 5 6

Please indicate below if you have the equipment, materials or perform the research that is described.

Other Research Hazards	
Radioactive Materials:	Any Quantity
X-ray Producing Equipment:	Do Not Have
Human Tissue or Cell Lines:	Any Quantity
Nanomaterials:	Any Quantity Please describe the material(s) being used: super bad stuff test's
Known Human Carcinogen:	Any Quantity
Bioinfectious Agents:	Any Quantity Please describe the material(s) being used: test's
Class 3b, 3r or 4 Laser Systems:	Do Not Have
Electrical Research:	Do not perform electrical research

Comments:

test's

< Back
Finish

5. Click the [Finish] button. You will get a confirmation message.

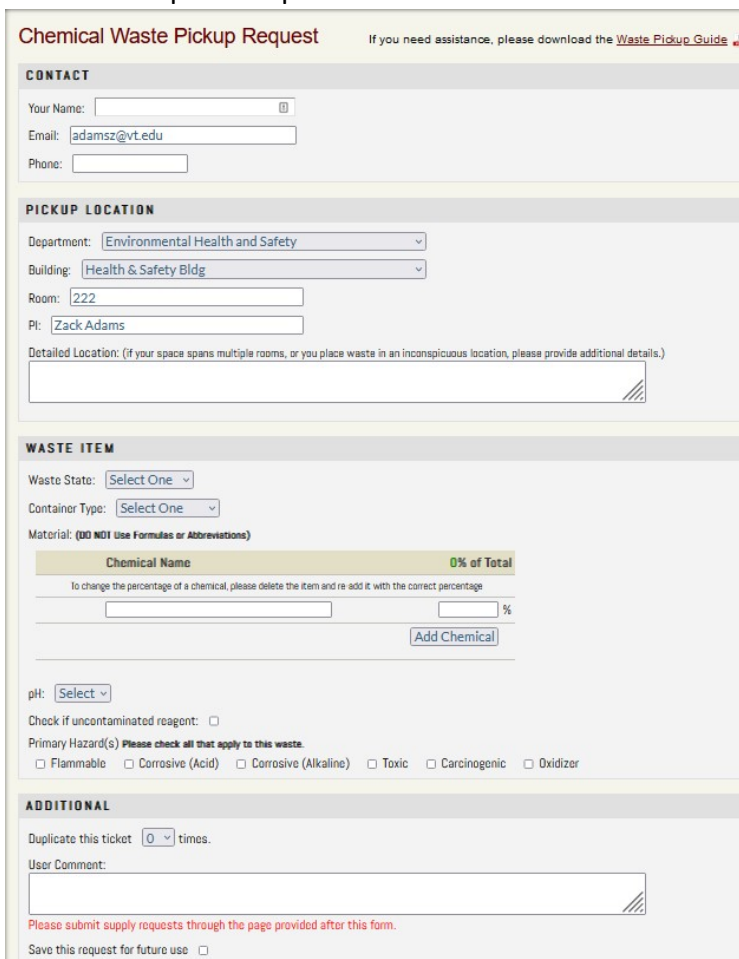
## Thank You

Your lab inventory has been saved.

## Requesting a Waste Pickup

This tab should only be used for chemical waste ONLY. Please do NOT use this form for Radiological, Biological, or general waste (trash).

1. Navigate to the [ Waste Pickup ] tab and click [ Request Waste Pickup ].
2. The Chemical Waste Pickup form opens.



**Chemical Waste Pickup Request** If you need assistance, please download the [Waste Pickup Guide](#)

**CONTACT**

Your Name:

Email:

Phone:

**PICKUP LOCATION**

Department:

Building:

Room:

PI:

Detailed Location: (if your space spans multiple rooms, or you place waste in an inconspicuous location, please provide additional details.)

**WASTE ITEM**

Waste State:

Container Type:

Material: (DO NOT Use Formulas or Abbreviations)

Chemical Name	0% of Total
To change the percentage of a chemical, please delete the item and re-add it with the correct percentage	
<input type="text"/>	<input type="text" value="0"/> %
<input type="button" value="Add Chemical"/>	

pH:

Check if uncontaminated reagent: ☐

Primary Hazard(s) Please check all that apply to this waste.

☐ Flammable ☐ Corrosive (Acid) ☐ Corrosive (Alkaline) ☐ Toxic ☐ Carcinogenic ☐ Oxidizer

**ADDITIONAL**

Duplicate this ticket  times.

User Comment:

Please submit supply requests through the page provided after this form.

Save this request for future use ☐

3. Enter the waste state and the type of chemical to be picked up. Common waste states and types can be selected using the drop-down menus.



**WASTE ITEM**

Waste State:

Container Type:

Material: (DO NOT Use Formulas or Abbreviations)

4. Your e-mail address and the Principal Investigator's name should automatically be populated on the form. Type your name and a contact phone number in the appropriate spaces.

- Enter the individual components of the waste in the container. Identify the chemical name of the material, and as a percentage of the total amount identified in Step 3. Click [Add Chemical] to update each line and the total percent. The sum (in percent) displays in **RED** on the upper right of the section.

Material:

Chemical Name	50% of Total
[ delete ] Hydrogen Peroxide 4%	50 %
Ethyl alcohol	50 %

Add Chemical

To change the percentage of a chemical, please delete the item and re-add it with the correct percentage.

The total of materials **MUST** equal 100%. When the total is correct, the percentage displays in **GREEN**.

Material:

Chemical Name	100% of Total
[ delete ] Hydrogen Peroxide 4%	50 %
[ delete ] Ethyl alcohol	50 %
	%

Add Chemical

To change the percentage of a chemical, please delete the item and re-add it with the correct percentage.

- Enter the pH of the waste material. If the material is an uncontaminated reagent, check the appropriate box.

pH: 6

Check if uncontaminated reagent:

- Enter any comments that the Hazardous Materials Management team may need in order to process your waste pickup.

Comment:

Available for pickup between 8 AM- 12PM MWF. Alternate pickup time may be set by contacting Curt Porterfield at 1-8759.

- You have the option to save the request as a template for future use. If you are satisfied with the information, click [Submit]. In submitting the request, you are certifying the type and amount of waste in accordance with all regulations.

Save this request for future use

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT UNDER PENALTY OF LAW.


Cancel Submit



9. Once the ticket is submitted, you will see a confirmation screen. You must print and attach the pickup ticket to the container.

## Thank you!

Your pick-up request has been received.


[Print](#) and attach to container.

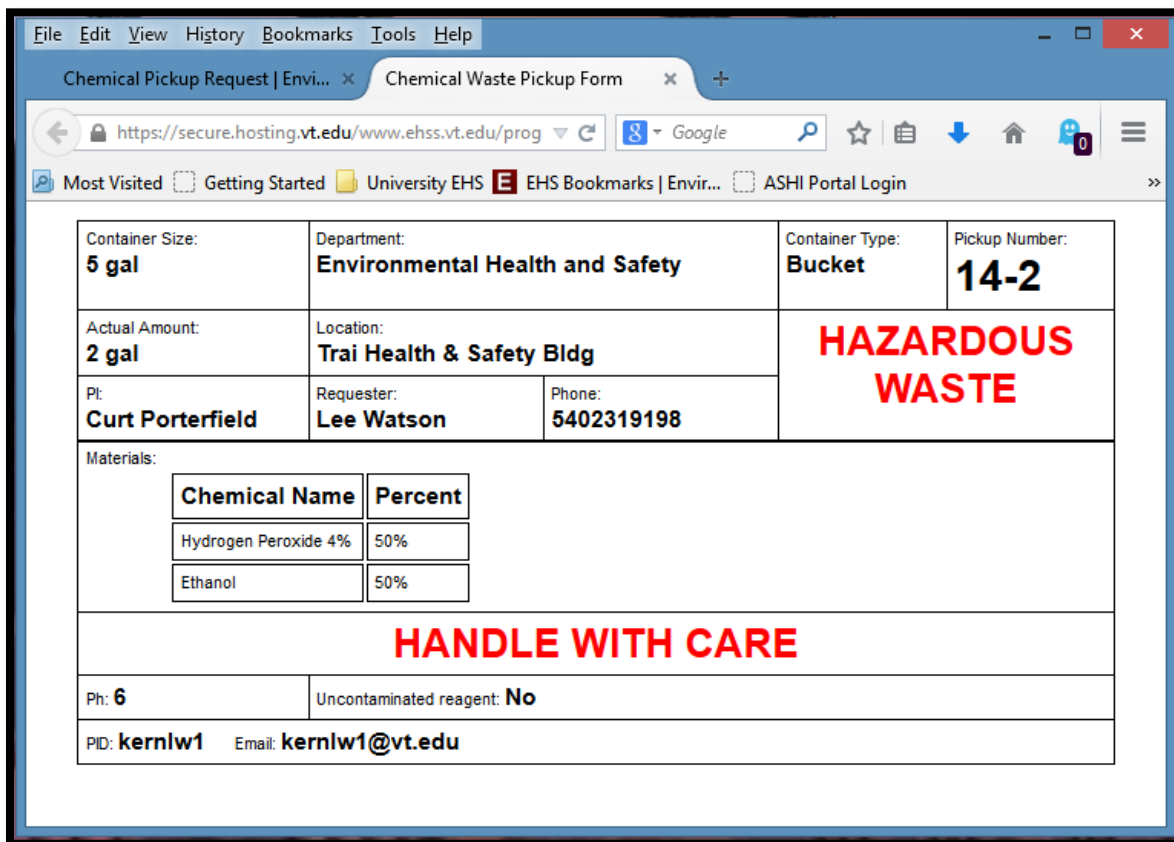
Please allow two weeks for your pickup to occur.

You may track your pickup requests from the Chemical Waste Tab in the [Safety Management System](#).

Return
Request another pickup from this Lab
Request Supply Delivery

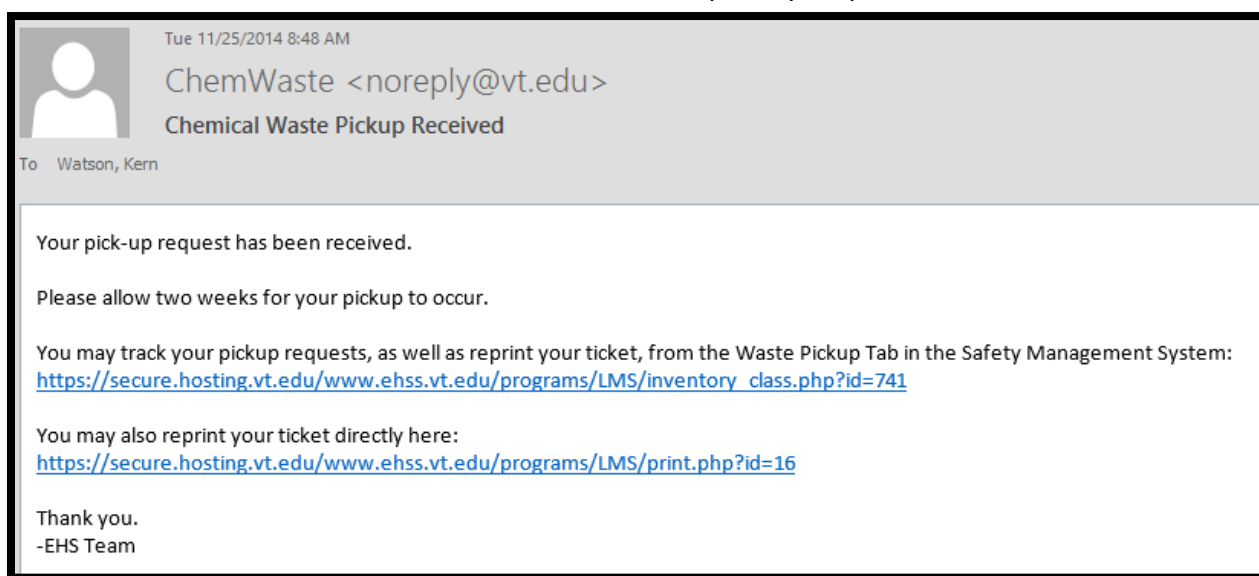
You have the option to request another pickup or order containers and supplies from this same screen.

When you click the “[Print](#)” link, a new browser window will open. Use your browser’s print function to print the ticket. It does not have to be printed in color.



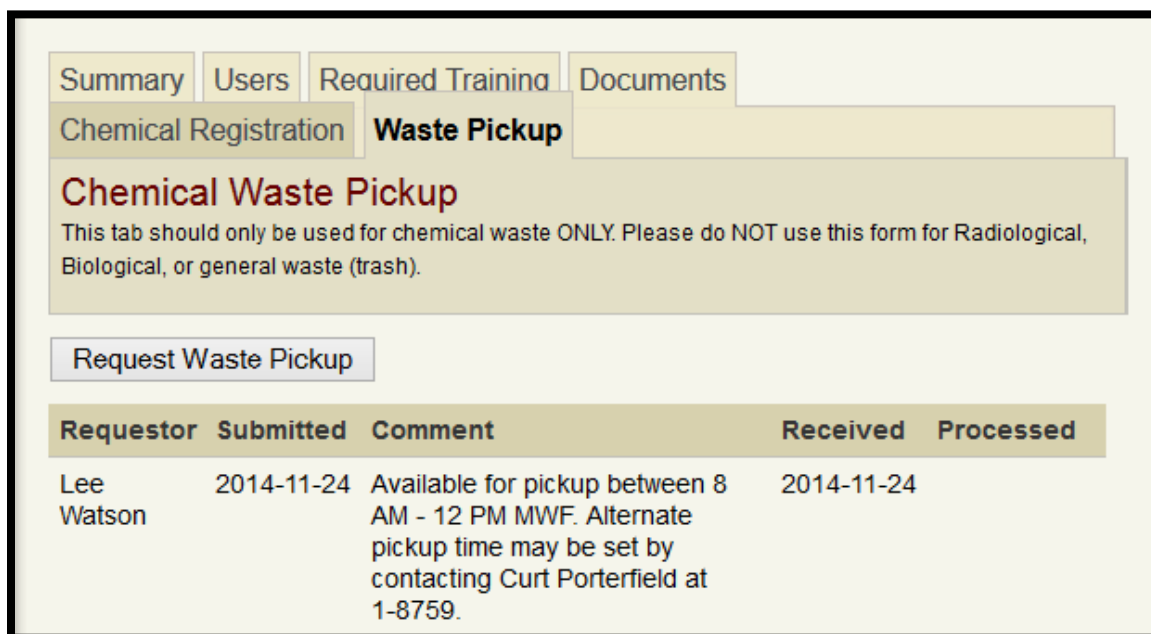
Container Size: <b>5 gal</b>	Department: <b>Environmental Health and Safety</b>	Container Type: <b>Bucket</b>	Pickup Number: <b>14-2</b>						
Actual Amount: <b>2 gal</b>	Location: <b>Trai Health &amp; Safety Bldg</b>		<b>HAZARDOUS WASTE</b>						
Pt: <b>Curt Porterfield</b>	Requester: <b>Lee Watson</b>	Phone: <b>5402319198</b>							
Materials: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 60%;">Chemical Name</th> <th style="width: 40%;">Percent</th> </tr> </thead> <tbody> <tr> <td>Hydrogen Peroxide 4%</td> <td>50%</td> </tr> <tr> <td>Ethanol</td> <td>50%</td> </tr> </tbody> </table>				Chemical Name	Percent	Hydrogen Peroxide 4%	50%	Ethanol	50%
Chemical Name	Percent								
Hydrogen Peroxide 4%	50%								
Ethanol	50%								
<b>HANDLE WITH CARE</b>									
Ph: <b>6</b>	Uncontaminated reagent: <b>No</b>								
PID: <b>kernlw1</b> Email: <b>kernlw1@vt.edu</b>									

10. You will receive an e-mail confirmation that the waste pick-up request was successful.



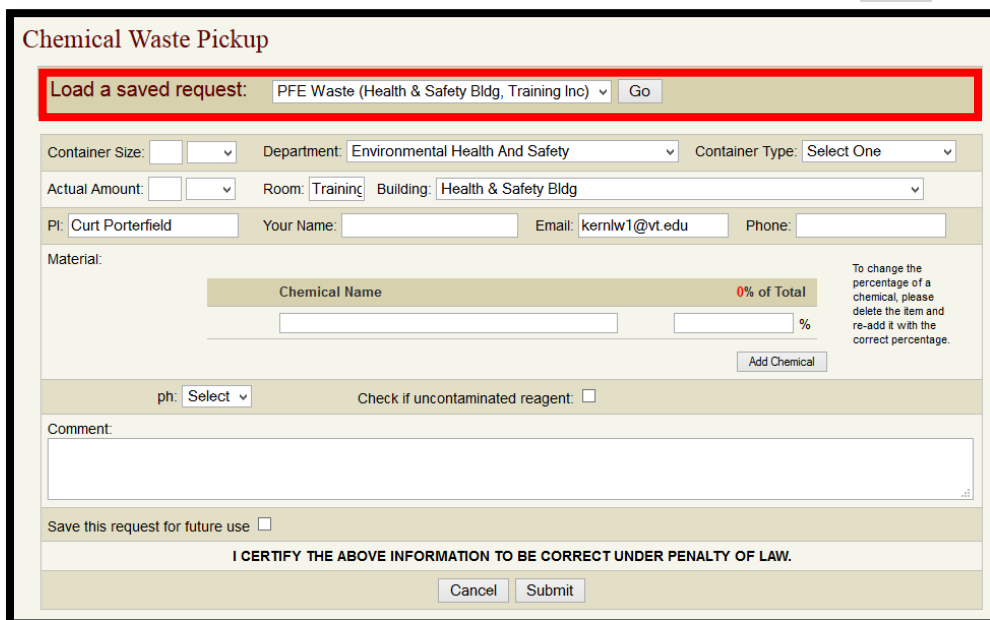
11. After a ticket is submitted, you will be able to track the process on the Waste Pickup tab. The ticket will initially appear with a submitted date. You have the ability to reprint, edit, or delete the waste pickup ticket.

The ticket status will be updated by EHS.



### To Load a Saved Waste Pickup Request

1. Navigate to the [ Waste Pickup ] tab and click [ Request Waste Pickup ].
2. The Chemical Waste Pickup form opens. You will see a new section at the top of the form. Select the saved request from the drop-down list, then click [ Go ].



**Chemical Waste Pickup**

**Load a saved request:** PFE Waste (Health & Safety Bldg, Training Inc) ▾ Go

Container Size: ▾ Department: Environmental Health And Safety ▾ Container Type: Select One ▾

Actual Amount: ▾ Room: Training Building: Health & Safety Bldg ▾

PI: Curt Porterfield Your Name: \_\_\_\_\_ Email: kernlw1@vt.edu Phone: \_\_\_\_\_

Material:

Chemical Name	0% of Total
_____	_____ %

To change the percentage of a chemical, please delete the item and re-add it with the correct percentage.

ph: Select ▾ Check if uncontaminated reagent: ☐

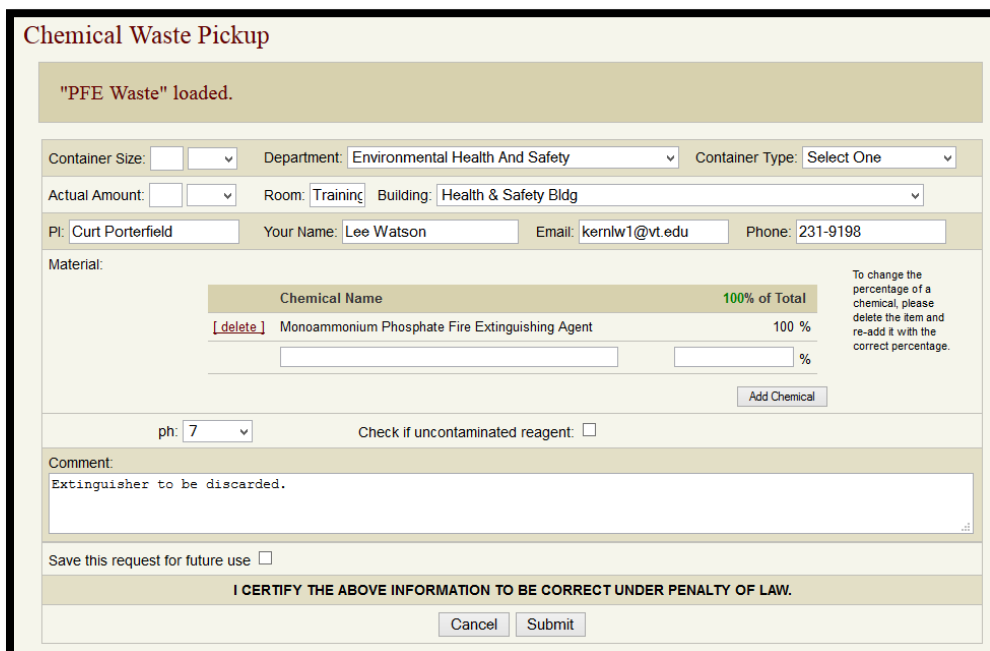
Comment: \_\_\_\_\_

Save this request for future use ☐

**I CERTIFY THE ABOVE INFORMATION TO BE CORRECT UNDER PENALTY OF LAW.**

Cancel Submit

The form is populated with the information from the saved request.



**Chemical Waste Pickup**

"PFE Waste" loaded.

Container Size: ▾ Department: Environmental Health And Safety ▾ Container Type: Select One ▾

Actual Amount: ▾ Room: Training Building: Health & Safety Bldg ▾

PI: Curt Porterfield Your Name: Lee Watson Email: kernlw1@vt.edu Phone: 231-9198

Material:

Chemical Name	100% of Total
[ delete ] Monoammonium Phosphate Fire Extinguishing Agent	100 %
_____	_____ %

To change the percentage of a chemical, please delete the item and re-add it with the correct percentage.

ph: 7 ▾ Check if uncontaminated reagent: ☐

Comment: Extinguisher to be discarded.

Save this request for future use ☐

**I CERTIFY THE ABOVE INFORMATION TO BE CORRECT UNDER PENALTY OF LAW.**

Cancel Submit

After loading the saved request, you will need to add in the Container size, type and actual amount. You can also update any other fields as necessary before submitting the form.