EH&S Assist Chemical Inventory Quick Guide

Accessing EH&S Assist
1. Log on to myNEU
2. In the self-service tab look for the Environmental Health and Safety Services section
3. Select EH&S Assistant
4. Log on using your myNEU username and password
5. Select Inventory in the CHEM tab
6. To view your inventory select All Items

How to Add a Chemical to your Inventory:
1. Click on the Add Chemical button
2. Scan the barcode into the Inventory # space. (You can type the barcode manually if you do not have the scanner)
3. Enter in the CAS # of the chemical into the Search by CAS # field and select your chemical from the drop-down list, [if either searching it by CAS # or the chemical description gives you no results. You must select “Not in Catalog” at the top of the screen and manually fill in the data for the chemical. Just be sure to type in the “CAS#” field not the “search by CAS#” field when using this method.]
4. Click on the “i” next to the Lab field and select the lab by room number
5. Select the physical state of the chemical, type in the size of the chemical into Quantity per Unit, and select the units under Volume/Size
6. Select the permanent location inside the lab where the chemical is located. If the location is not in the list you can type in the name of the location in the original field.
7. Click the “i” next to the Vendor field to select the vendor.
8. Select the “i” next to the Contact field. Select the Permit Holder as the contact
9. The fields in blue must be filled out
10. Click Save/Return

How to Search for a Specific Chemical in your Lab:
• The Chemicals can be sorted by location, first letter, CAS #, and Inventory # from the Inventory Main Menu
• Clicking on a header of a column such as Inventory # will sort the contents of the list by that category.

To Remove a Chemical:
1. Locate the chemical you would like to retire in your inventory
2. Select the Remove button next to the chemical
3. Select the reason for the removal in the drop down menu
4. Hit Yes