



Environmental, Health & Safety
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EHS Assist – Chemical Inventory Guide

Display and Print the Chemical Inventory

1. Log into EHS Assist with My NMSU Log In Information
2. **Select your name** to access your Chemical Permit. Please note that a Permit Holder may assign this task to another user listed on the Permit.
3. Select **Inventory**.
4. Select **All Items** to display a list of all chemicals in your chemical inventory.
5. To print chemical inventory, please select drop down in the middle of the page called **Reports** and choose appropriate choice for your needs.
6. In the **Report Questions** drop down, choose report method of PDF or Excel.
7. Select **Display Report** at the bottom of the page.
8. Print or save to file.
9. Select **Cancel** or select **Another Report** to return to Inventory Page.

Please Contact EH&S for any additional assistance at (575) 646-3327 or ehs@nmsu.edu