




Environmental, Health & Safety  
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## EHS Assist – Chemical Inventory Guide

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### Transfer a Chemical to a Different Room on a Chemical Permit

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. Locate the chemical that you need to transfer and click on **Select**. This will take you to the **Editing Chemical Form**.
6. In the **Required Fields Section**, choose the new Lab Location by selecting the  icon next the **Lab Field**. This will allow the user to choose the new lab location.
7. When finished, select **Save/Return** or **Save & Add Another Chemical**.

**\*Note: If the location is not shown, please contact EH&S at (575) 646-3327 or [ehs@nmsu.edu](mailto:ehs@nmsu.edu) for assistance.**