

**New Mexico State University
Environmental Health Safety & Risk Management**



A Quick Guide to the Safety Hub Chemical Inventory

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A Quick Guide to your Chemical Inventory using the Safety Hub

This guide is designed to help you effectively use the chemical inventory system, make updates and edits as needed, and confidently navigate your electronic SDS platform to get the most out of its features.

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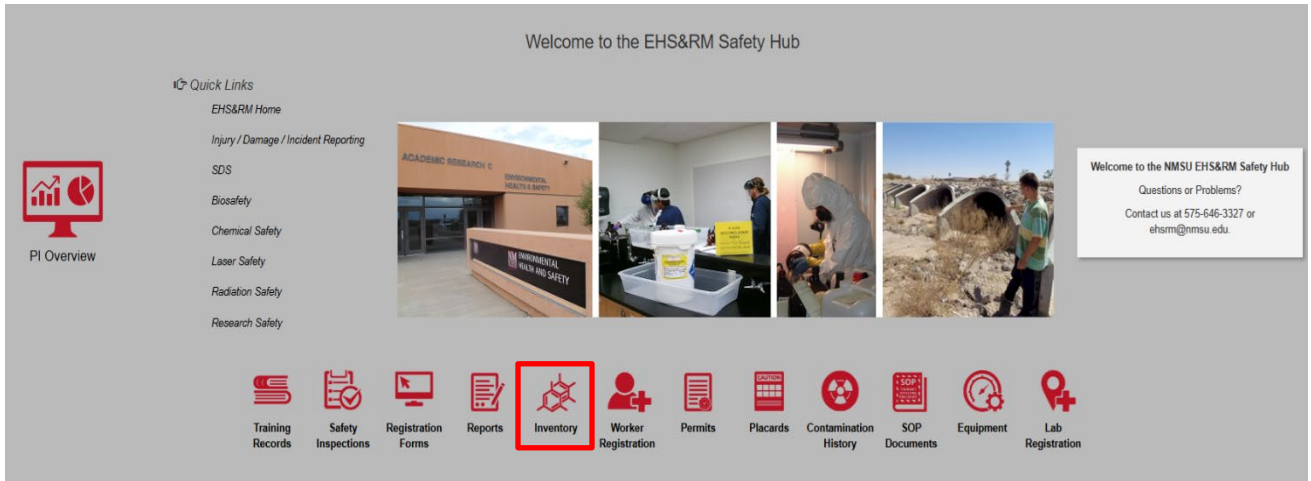
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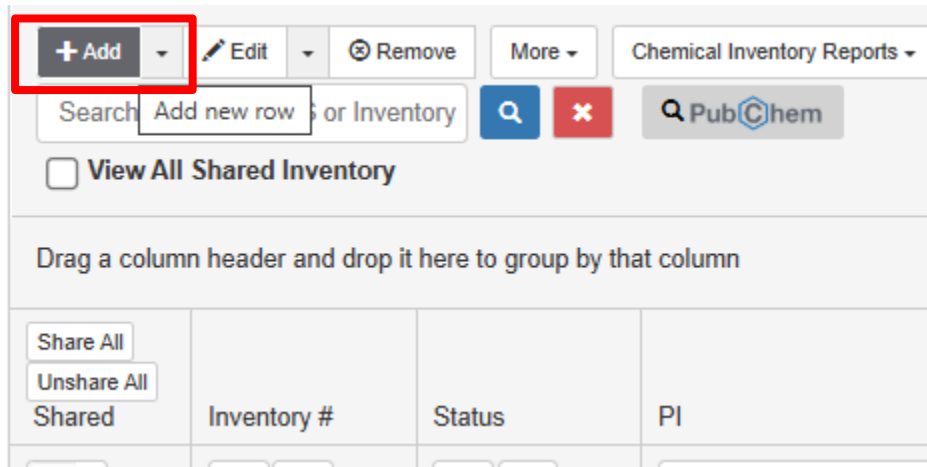
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How to Add a Chemical:

Navigate to [EHSA SafetyHub](#)



- Select **Inventory**, then choose **Quick Chemical Entry**.
- Your **Principal Investigator (PI)** should already be selected. If you are associated with multiple PIs, ensure the correct PI is selected.
- Click the + **Add** button located in the upper left-hand corner of the screen.



- A new entry window will appear.
- Enter the name of the chemical into the search box.

Select a Chemical

Search By Chemical Description

↓ Primary Name × ↑ Chemical Description ×

| | | ▼ CAS # | ▼ Synonym ↑ | ▼ # of Units | ▼ Unit | ▼ Ch |
|--|--|---------|-------------|--------------|--------|------|
|--|--|---------|-------------|--------------|--------|------|

- The system will search the **Chemical Catalog** to determine if the chemical already exists in the database.

If the Chemical *Is* in the Chemical Catalog:

Chemical Description: Ethanol

| | | | | | | |
|---------------------------------------|---------|---------|--|--|--|--|
| <input type="button" value="Select"/> | 64-17-5 | Ethanol | | | | |
|---------------------------------------|---------|---------|--|--|--|--|

Select Chemical

- Click **Select** next to the appropriate chemical.
- The system will automatically populate the **CAS Number**, **Vendor** (if applicable), and **Hazard Information**.
- Complete all required fields highlighted in the red box.
- You may fill out any additional fields if the information is available, but these are not required.

| | | |
|--|---|--|
| *# of Units <input type="text" value="1"/> | *Qty per Unit <input type="text"/> | *Volume / Size <input type="text"/> |
| Physical State <input type="text"/> | Report Denominator <input type="text"/> | Concentration <input type="text"/> % |

Selected Value: - Hover over for info

Location & Storage Information

*Location

Storage Location

Sub-Storage Location

Container Type

Storage Requirements

- Scroll down to the **SDS Information & Documentation** section.
- In this example, the chemical used is **Chloroform**.

SDS Information & Documentation Google Search

Chemical Documentation

+ Add Edit Archive Row View Document / File View Archived

| Date | Expiration Date | Document / File Name | Chemical Catalog |
|------------|-----------------|---------------------------------|------------------|
| 03-18-2023 | | SDS_Cloroform_Sigma Aldrich.pdf | Yes |

SDS URL

View SDS [SDS Hub](#)

Option 1: Upload an SDS PDF

- If you already have the SDS saved as a PDF, select the + **Add** button.

Chemical Documentation

*Date

Expiration Date

Document / File Name

Select Document / File For Upload...

Attach Document / File Cancel

- The **Chemical Documentation** window will appear.
- Click **Select Document / File**, then choose **Attach Document / File** to upload the SDS from your computer.

Option 2: Locate an SDS Using SDS Hub

- Alternatively, select the SDS Hub button.



- If the CAS Number, Vendor/Chemical CAS Number, or Chemical Catalog Number is available, SDS Hub will search for matching records.

SDS Hub Matches ×

SDS Matches found on Chemical CAS # 243

SDS Matches found on Vendor/Chemical CAS # 5

SDS Matches found on Chemical Catalog # 0

Close

- Select the magnifying glass icon to access SDS Hub Search.
- When the SDS Hub Search Policy appears, select Yes to continue.

SDS Hub Search ×

Search: Not finding your SDS ?

| | | Chemical Description ↓ | CAS # | Vendor | Catalog # | Revision Date | |
|--|--|---|----------------------|-----------------------|----------------------|----------------------|----------------------|
| | | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| | | Chloroform, ACS, >99.8% | 67-66-3 | FISHER | AA32614K2 | | |
| | | Chloroform, ACS | 67-66-3 | ACP Chemic | C3300 | | |
| | | Chloroform, ACS | 67-66-3 | ACP Chemic | C3300-20L | | |
| | | Chloroform, ACS | 67-66-3 | ACP Chemic | C3300-4L | | |
| | | Chloroform, ACS | 67-66-3 | ACP Chemic | C3300-1L | | |
| | | Chloroform, ACS | 67-66-3 | FISHER | C298-20 | | |
| | | Chloroform, ACS | 67-66-3 | VWR Intern | CA71006-922 | | |
| | | Chloroform, ACS | 67-66-3 | VWR INTERNATIONAL INC | BDH1109-204L | | |
| | | Chloroform, 99+%, extra pure, stabilized with ethanol | 67-66-3 | ACROS | 158210000 | | |

- Review the list of available chemicals and scroll to locate the correct SDS.
- Select **Copy SDS Link**, then click the **X** to close the SDS Hub Search window.
- The SDS link will now appear in the SDS URL field.
- To view the SDS, select View SDS.
- Once all required information has been entered, select Save.
- The chemical will be successfully added to your inventory with the associated SDS.

For additional information about the SDS you may go to the follow in the document:

[How to View your electronic SDS from your chemical Inventory:](#)

[How to Add an SDS:](#)

[Additional SDS Hub Search:](#)

If the Chemical Is *Not* in the Chemical Catalog

- Manually enter the **chemical name**.
- On the right-hand side of the screen, select **Not Found in Catalog**.

- This will open a new entry screen similar to the previous one; however, you will now need to manually enter the **CAS Number** and **Catalog Number**.
- Complete all required fields as you would for a catalog-listed chemical.
- Save the entry to add the chemical to your inventory.

How to Delete a Chemical:

- Select the chemical you wish to remove.

EHS / Inventory / Chemical Inventory Edit Labels

+ Add Edit Remove More Chemical Inventory Reports PI: Pete, Pistol

Search Synonym, CAS or Inventory PubChem

View All Shared Inventory

Drag a column header and drop it here to group by that column

| Share All Unshare All Shared | Inventory # | Status | PI | Chemical Description |
|-------------------------------------|-------------|--------|--------------|----------------------|
| <input type="checkbox"/> | 0051300 | | Pete, Pistol | CHLOROFORM |
| <input type="checkbox"/> | 0065060 | | Pete, Pistol | Ethanol |
| <input type="checkbox"/> | 0065061 | | Pete, Pistol | Ethanol |
| <input checked="" type="checkbox"/> | 0065183 | | Pete, Pistol | Ethanol |
| <input type="checkbox"/> | 0051299 | | Pete, Pistol | METHYL ALCOHOL |
| <input type="checkbox"/> | 0051297 | | Pete, Pistol | NITRIC ACID |
| <input type="checkbox"/> | 0051298 | | Pete, Pistol | NITRIC ACID |

- Click the **Remove** button located on the left-hand side of the screen.
- A confirmation window will appear.
- Select the reason for removal using the drop-down menu.

Confirm Removal

Items selected for removal: 1

Reason For Removal

Are you sure you want to mark the selected inventory items as Removed?

Remove Cancel Select All

Reason For Removal

- Data Entry Error
- Inventory Adjustment
- Transferred
- Used
- Waste

- Click **Remove** to delete the chemical from the inventory record.

How to View your electronic SDS from your chemical Inventory:

- Select **Inventory**.
- Choose **Quick Chemical Entry**.

The screenshot shows two side-by-side navigation panels. The left panel is titled 'RAM Inventory' and contains links for 'Ram Inventory Transfer Requests', 'Ram Requisition Entry', 'Removal of Isotope from PI's Inventory', and 'View In-Lab Waste Containers'. Below these are 'Reports' and a link for 'Inventory Verification'. The right panel is titled 'Chemical Inventory' and contains a red-bordered box around 'Quick Chemical Entry' and 'Chemical Requisitions'. Other links include 'Chemical Inventory Verification', 'Removal of Chemical from PI's Inventory', 'Chemical Stockroom Orders', 'Chemical Inventory Review Statement', 'Storage Location', and 'Storage Devices'. Below these are 'Reports' and a link for 'Inventory Verification'.

- If you are under multiple PI's/Mangers please select the appropriate **PI**.





The screenshot shows the EHS Inventory interface. At the top, there is a breadcrumb trail: 'EHS / Inventory / Chemical Inventory' and an 'Edit Labels' button. Below this is a toolbar with '+ Add', 'Edit', 'Remove', and 'More' buttons. A search bar contains 'Search Synonym, CAS or Inventory' and a 'PubChem' button. A dropdown menu shows 'Chemical Inventory Reports'. A 'PI:' dropdown menu is set to 'Lucero, Mary'. Below the search bar is a 'View All Shared Inventory' checkbox. At the bottom, there are 'Share All' and 'Unshare All' buttons.

- Click the **SDS Hub** button.

| Multiple Ingredients? | PHS | Cas # | Hazard Statement(s) | SDS Hub |
|---|---|---|---------------------|---------|
| <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> | | |
| No | No Selection | 67-63-0 | | |
| No | No Selection | 67-64-1 | | |
| No | No Selection | 9002-18-0 | | |

- A new window will appear.

SDS Hub Matches x

| | | | |
|--|-----|---|---|
| SDS Matches found on Chemical CAS # | 465 |  |  |
| SDS Matches found on Vendor/Chemical CAS # | 0 |  | |
| SDS Matches found on Chemical Catalog # | 0 |  | |

Update Chemical Inventory & Re-search
**New SDS Requests must include a Vendor & Catalog # for consideration.*

















Vendor

Catalog #

- Select the **magnifying glass** icon.
- The **SDS Hub Search Policy** will appear; select **Yes** to continue.

SDS Hub Search x

Search: CAS # Contains 67-63-0

| | Chemical Description ↓ | CAS # | Vendor | Catalog # | Revision Date | |
|---|-----------------------------------|---------|------------------------------|-------------|---------------|---|
|  | Reagent Alcohol, 70% v/v Solution | 67-63-0 | Ricca Chemical Company | 2546.70-5 | |  |
|  | Protocol Decolorizer | 67-63-0 | FISHER | 23-291-471 | |  |
|  | Propanol, 2- | 67-63-0 | FISHER | HC-500 | |  |
|  | Propanol-2 | 67-63-0 | Caledon Laboratory Chemicals | 001038 | |  |
|  | Propanol-2 | 67-63-0 | Caledon Laboratory Chemicals | 010103 | |  |
|  | Propanol | 67-63-0 | ALDRICH | I9516-500ml | |  |
|  | Propan-2-ol, >= 99.8% (FR) | 67-63-0 | THERMO | P/7500/17 | |  |
|  | Pharmaceutical | | | | |  |

- Scroll through the results to locate your chemical.
- Click View SDS to open the SDS in a new window. From there, you may download or print the document.
- If you notice outdated or incorrect information, please contact the Safety Hub team or reach out to Onsite Safety Hub IT for assistance

How to Add an SDS:

- Select the chemical within your inventory.
- On the right-hand side of the screen, locate the **SDS Hub** section.
- Click the blue **SDS Hub** button.
- If the chemical does not have a **CAS Number**, **Vendor Number**, or **Chemical Catalog Number**, you will see a notification indicating this.



SDS Hub Matches ×

| | | |
|--|---|--|
| SDS Matches found on Chemical CAS # | 0 | |
| SDS Matches found on Vendor/Chemical CAS # | 0 | |
| SDS Matches found on Chemical Catalog # | 0 | |

Update Chemical Inventory & Re-search
**New SDS Requests must include a Vendor & Catalog # for consideration.*

Vendor

Catalog #

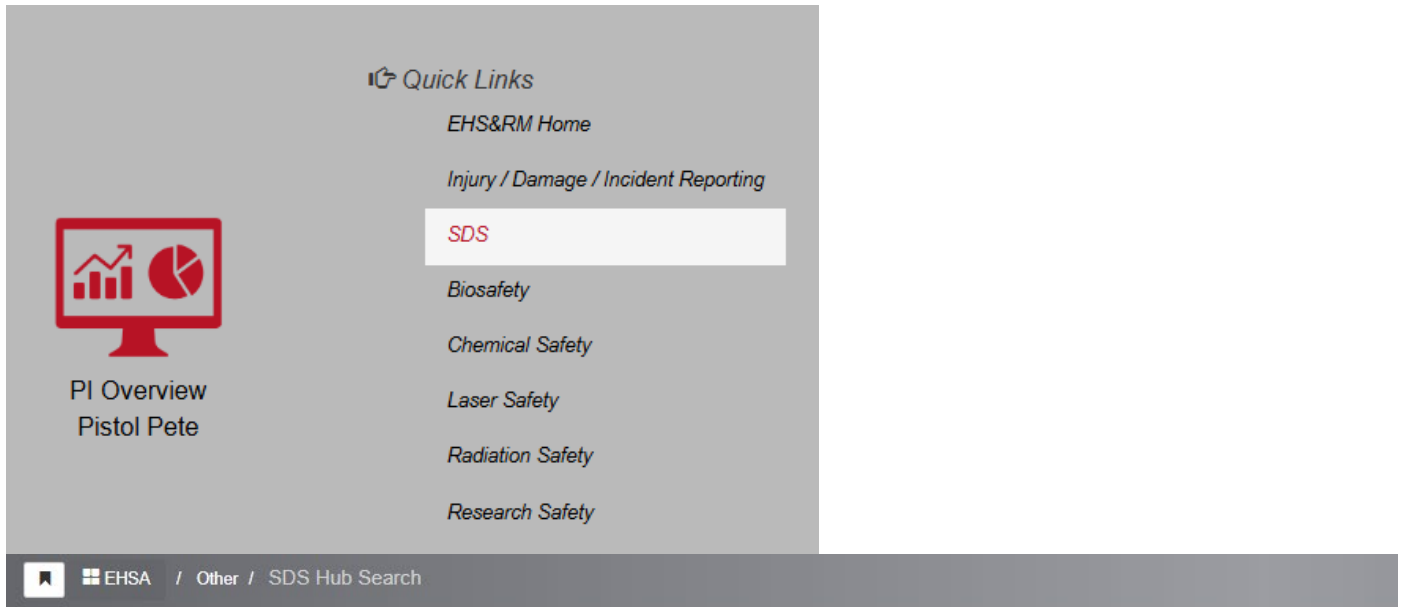
- If the chemical does not have a **CAS Number**, **Vendor Number**, or **Chemical Catalog Number**, you will see a notification indicating this.
- If you already have the SDS available (either as a physical copy or a PDF), you may upload it directly by selecting the upload button and browsing your computer. Uploading the SDS ensures it is accessible in the system for all users. **Select SDS File For Upload**

- If you have the **Vendor** or **Catalog Number**, enter the information into the corresponding fields.
Update Chemical Inventory & Re-search
**New SDS Requests must include a Vendor & Catalog # for consideration.*
Vendor
Catalog #

- Click **Update**, and the system will search the database for the appropriate SDS.

Additional SDS Hub Search:

Another option for viewing a Safety Data Sheet (SDS) is the **SDS Hub Search** feature.



Search:

| Chemical Description |
|----------------------|
| <input type="text"/> |






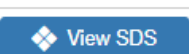


- Type the name of your chemical into the search bar and click **Find**.
- The **SDS Hub Search Policy** will appear. Select **Yes** to continue.

SDS Hub Search Policy ×

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- You will be presented with a list of chemicals that match your search term. In the example below, the search term is *Glycerol*.

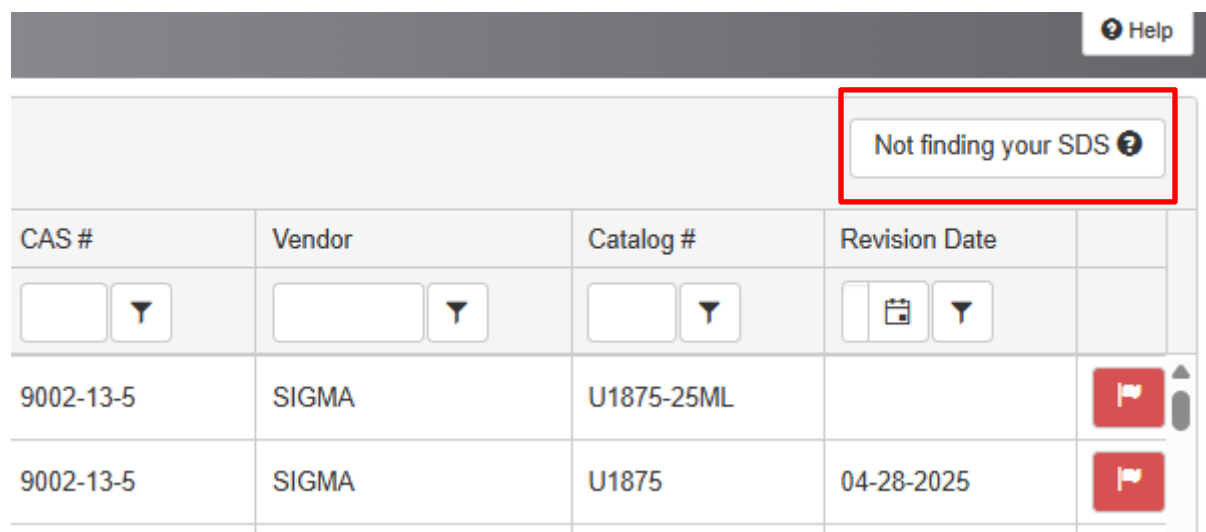
| | |
|---|---|
|  | Urease from Canavalia ensiformis (Jack bean) Type III, glycerol solution, 500-800 units/mL |
|  | Urease from Canavalia ensiformis (Jack bean) Type III, glycerol solution, 500-800 units/mL |
|  | UltraPure(TM) Glycerol |
|  | Ultra Pure Glycerol |
|  | Ultra Pure glycerol |
|  | Tubulin, GST tagged human recombinant, expressed in E. coli, >=70% (SDS-PAGE), buffered aqueous glycerol solution |
|  | TSB w/15% Glycerol (100 ml) |
|  | Triglycerol technical, >=60% (HPLC) |

- Once you locate the correct chemical, select **View SDS**. A separate window will open displaying the SDS.
- From this window, you may download the SDS to upload it to your chemical inventory or print a copy for lab access. Always ensure SDSs are easily accessible to anyone who enters your lab.








What happens if I can't find the chemical I am looking for?

Not every system is perfect, and you may occasionally encounter situations where the SDS you need is not available within the system.

- Start by selecting the **Not finding your SDS?** button located in the upper right-hand corner of the screen, just below the **Help** button.



The screenshot shows a software interface with a dark header bar containing a 'Help' button. Below the header, a button labeled 'Not finding your SDS?' with a question mark icon is highlighted with a red box. Underneath is a table with the following structure:

| CAS # | Vendor | Catalog # | Revision Date | |
|--|--|--|--|---|
| <input type="text"/>  | <input type="text"/>  | <input type="text"/>  | <input type="text"/>   | |
| 9002-13-5 | SIGMA | U1875-25ML | |  |
| 9002-13-5 | SIGMA | U1875 | 04-28-2025 |  |

More Search Options ×

🔖 Sigma-Aldrich Search Sigma-Aldrich Safety Center

🔖 Fisher Scientific Search Thermo-Fisher Scientific Catalog

CAS # Request an SDS to be added
by On Site Systems.

Catalog # Vendor

Chemical Description

👉 Submit ✕ Cancel

- A new screen will appear where you can search using **Sigma-Aldrich** or **Fisher Scientific** catalog numbers.
- If your chemical is not from Sigma-Aldrich or Fisher Scientific, you may enter the **catalog number**, **vendor name**, and **chemical description** (only the chemical name is required for the description field).
- Once all required fields are completed, select **Submit**.
- Your request will be sent to the Safety Hub team. They will follow up via email to let you know whether the SDS was found or if they were unable to locate an SDS for your request.