




Environmental, Health & Safety
New Mexico State University
MSC 3578, Box 30001
Las Cruces, NM 88003-8001

EHS Assist – Chemical Inventory Guide

Add a Chemical to 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 **Add Chemical** (middle of left hand side of screen).
5. Use the **Search Catalog** option and search by CAS# or Chemical Description and select applicable chemical. (If chemical is not found in catalog, please see below for additional steps)
6. In Complete the **Required Fields Section** of the **Adding a Chemical Form** with all applicable information.
 - a. Choose the Lab Location by selecting the  icon next the **Lab Field**. This will allow the user to choose the applicable lab location.
7. Complete all other sections in the **Adding a Chemical Form** with applicable information.
8. When finished, select **Save/Return** or **Save & Add Another Chemical**.

Add a Chemical to the Chemical Inventory Not Found in the Catalog

1. If the **Search Catalog** option did find the chemical to be added, please go back to the top of the webpage and select the **Not in Catalog** option.
2. This option will allow the user to manually enter all applicable information from the Safety Data Sheet regarding that chemical. Please make sure the information is complete and accurate.
3. Complete the **Required Fields Section** of the **Adding a Chemical Form** with all applicable information.
4. Complete all other sections in the **Adding a Chemical Form** with applicable information.
5. When finished, select **Save/Return** or **Save & Add Another Chemical**. This will add the chemical to the User's chemical inventory as well as add the chemical to the Catalog.

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