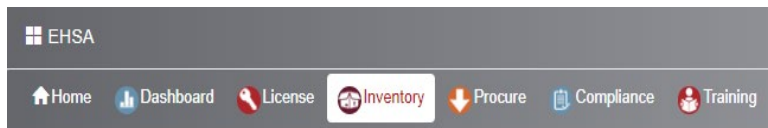


How to Add a Laboratory Worker

- 1) Go to <https://onsite.uwyo.edu/EHSA/>
- 2) Enter your usual University login information
- 3) Once logged in, select **Inventory** from the list of tabs at the bottom of the page.



- 4) Select **Chemical Catalog** at the top of the Chemical Inventory section
- 5) Search for your chemical again, by name and CAS#. If the chemical is still not found push **Add** in the upper right-hand corner.
- 6) Fill in all the information you have about the chemical. A lot of the information can be found in the SDS. All highlighted areas should be filled in.
- 7) Once you have filled in all applicable information, select **Save**.
- 8) From here, your chemical catalog entry will be send for approval. The chemical will not appear in the catalog until it is approved. New chemicals should be approved within a week of their submission. Once approved, please inventory and barcode the chemical.

A screenshot of the EHS Assistant login form. The form is titled 'EH&S Assistant' and has a version number 'v2.0.6810.25224' in the top right corner. It contains two input fields: 'Login ID' and 'Password'. Below the 'Login ID' field is a yellow error message that says 'Login ID is required'. Below the 'Password' field is a yellow error message that says 'Password is required'. At the bottom of the form is a blue 'Sign in' button.

Questions, Comments, or concerns please contact:

UW Chemical Safety Specialist, or

UW Safety Office <http://www.uwyo.edu/safety/>

