

COLLEGE OF LIBERAL ARTS AND SCIENCES

## **RMS Manual**

College of Liberal Arts and Sciences' resource management tool.



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More information is located at www.gvsu.edu/clas/rms

# Inventory Levels and Privileges

Resources are any object purchased by the college to help either in professional, student growth whether it be in the classroom, as independent projects.

- Personal
- Department
- Extended Department
- College

### Personal or PI

Here is the basic level of inventory for your GVSU property assigned to you for scholarly activity

#### Department

Purchased equipment used for curriculum, courses, shared departmental use.

#### **Extended Department**

This group includes personal and department inventories for everyone in the department

#### College

At this level this searches all items within the department.

### What are Privileges

### The colleges inventory has security features between inventory levels.

#### **Inventory Searches**

What people can see?

#### **General Users**

General users of the system will only be able to view and edit their own personal inventory. However you will be allowed to search your departments inventory and be able to view all data associated with the resources. They also will be able to search the extended department and the entire colleges inventory for items we own but it will not allow general users to see locations of items only who has ownership over the resource.

#### **Department Administrators**

This group includes department staff and unit heads who need to over see all of the departments inventory. They will have access to view and edit, this includes everyone in the extended department.

#### College

At this level this searches all items within the department.

The college would like to foster an environment of shared resources, but that does not mean open access to all information. We consider access to knowledge of resources important when fitting and when it does not disturb other projects and curriculum equipment was intended for.

## Install Instructions

Installation instructions for Mac, PC, and iOS systems

### **RMS Software Download**

RMS is built on the FileMaker Pro platform provided by Claris.

Please go to the following link to download the software to you computer.

https://gvsu365-my.sharepoint.com/:f:/g/personal/hancocza\_gvsu\_edu/EsEVsqqiRnBBk-65popRT7x4B4q7FwE-oNxHttgGr5S9ZZQ



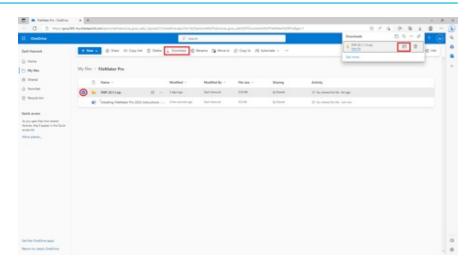
### Windows Installer

#### Step 1

Select the "FMP 20.1.1.zip" file.

Click Download.

When the download is finished, choose the "Show in Folder" icon (see below).



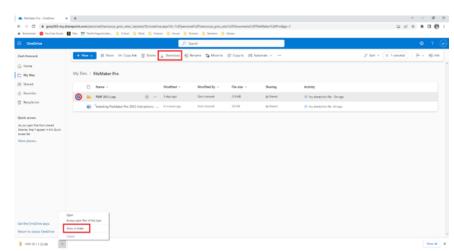
### Step 2: Installing FileMaker Pro 2023

Right click the "FMP 20.1.1.zip" file and choose "Extract All...". Choose any location.

Make sure that you have Admin rights on the computer or know someone who does, otherwise it won't install correctly. If you don't know who does, contact hancocza@gvsu.edu and they'll help you figure that out.

After the files extract, it should open up a folder with a file in it called FMP 20 Installer.Ink

Double click the FMP 20 Installer.Ink file. This will remove old versions of FileMaker and install the new version.



Step 3: Adding CSIMS to the Launch Screen

On the desktop, you should see an Add CSIMS Database.cmd file. Double click that to add our host and CSIMS database to the FileMaker launch screen. This will need to be done for anyone who logs into the computer for the first time, if they will be accessing FileMaker.



### Step 4: Login

Open Filemaker Pro and when the main FileMaker Screen is shown, double click the CSIMS 7 icon and log in using your GVSU username/password. If you are logged in on a GVSU Windows computer, it may auto login instead of asking for your user name. Once you login, you should be all set.

### **Mac Installer**

Step 1: Download FileMaker Pro 2023 from the OneDrive link. Follow the Ø Se link to the file (FileMaker Pro). Log 😢 Share 🗇 Copy link 🗊 Delete 🚽 Download JF Sort ~ X 1 selected Ξ - ED Info into OneDrive with your GVSU email Zach Hancock G Home address. My files > FileMaker Pro & My files Select the "GVSU FileMaker Pro 2023. 88 Shared 🗅 Name 🗸 Modified ~ File size Modified By Sharing pkg" file. Travorites 318 MB FMP 20.1.1.zip 3 days ago 8 Sha Recycle bin 늘 <sup>2</sup>GVSU FileMaker Pro 2023.pkg 🔅 Click Download. 3 minutes app Zach Hancock 191 MB .88 Shared Installing FileMaker Pro 2023 Instructions - ... 217 KB 8 Shared Quick access When the download is finished, Installing FileMaker Pro 2023 Instructions - ... 18 minutes ago Zach Hancock 217 KB .85 Shared choose the "Show in Finder" icon (see ibraries, they'll appear in this Quick access list below). More places Get the OneDrive apps Open Return to classic OneDrive Show in Finder GVSU FileMaker.....pkg Show All

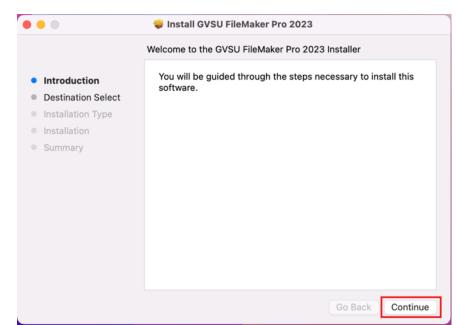
Step 2: Installing FileMaker Pro 2023 (Figures 2-4 below)

-Right click the "GVSU FileMaker Pro 2023.pkg" file and choose "Open". A security notice will come up. Click "Open" on this window. You need to right-click instead of double-click, as it'll be blocked from opening if you double-click.

On the Introduction screen, click Continue.

On the Destination Select screen, choose the main drive if there is more than one option, then click Continue.

On the Installation Type screen, click Install. Click Finish once it's done.

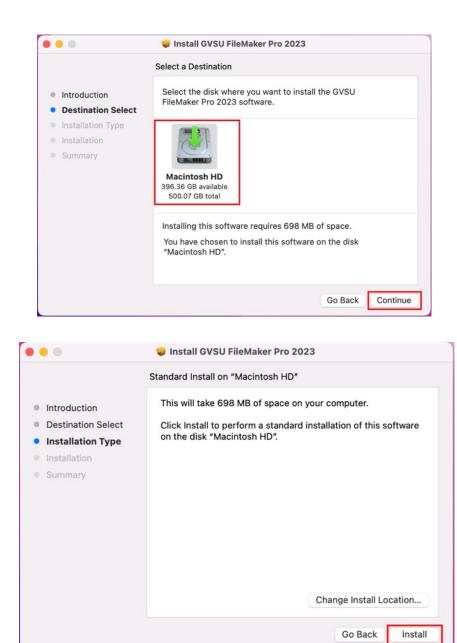


On the Destination Select screen, choose the main drive if there is more than one option, then click Continue.

On the Installation Type screen, click Install. Click Finish once it's done.

On the Installation Type screen, click

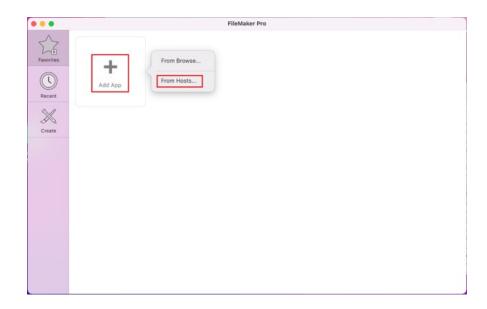
Install. Click Finish once it's done.



Step 3: Adding CSIMS to the Launch Screen (Figures 5-7 below)

Go to your Applications folder. Scroll down the list to FileMaker Pro. We recommend that you add it to the dock or the Desktop for easy access.

Open FileMaker Pro. In the launch screen, click the Add App button. From there, click the From Hosts... button.



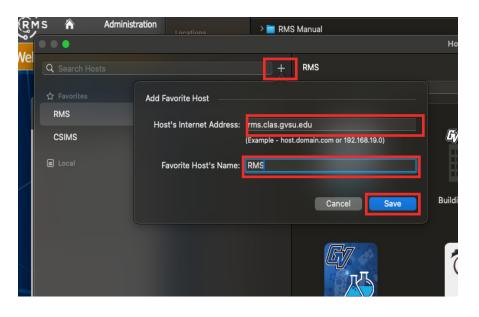
In the resulting window, click the + button next to the Search Hosts field.

Fill in the fields with the following:

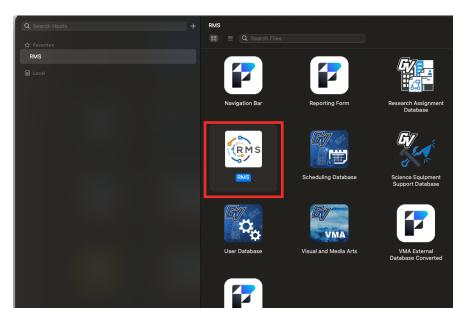
Host's Internet Address: **rms.clas.** gvsu.edu

Favorite Host's Name: RMS

Click Save. The Database list should now be populated.



Click on the RMS database. Click OK. This will add it to your favorites.



### Step 4: Login

In FileMaker Pro, click FileMaker Pro in the upper left corner.

Click Preferences...

Under the User Name section, select Other and enter your GVSU username. This will make it easier to log in each time. Click OK to close the window. (see Figure 8 below)

In the main FileMaker Screen, double click the CSIMS 7 icon and log in using your GVSU username/password. Once you login, you should be all set.

	Preferences
General	Layout   Memory   Shortcuts   Plug-Ins   Permitte
ser Interfa	ce Options
🗸 Allo	w drag and drop text selection
🔽 Sho	w recently opened files: 10
🗸 Use	Manage Database dialog to create files
Reset d	lialog sizes and positions: Reset
ser Name	
	tem: "Zach Hancock"
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<ul> <li>Other</li> <li>pplication</li> <li>Delete</li> <li>Noti</li> <li>Use</li> </ul>	er hancocza
<ul> <li>Other</li> <li>Other</li> <li>Delete</li> <li>Noti</li> <li>Use</li> </ul>	er hancocza

# Scanner Programming

Scan barcodes in order to reprogram your zebra, symbol, motorola barcode scanner.



**Erase All Rules** 



**Begin New Rule** 



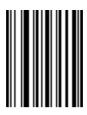
Send Data Up To Character



Ŧ



Send Keypad Enter



Save Rule

# Scanner Programing

Scan barcodes in order to reprogram your zebra, symbol, motorola barcode scanner.















End of Message







```
Send Pause
```







Send All Data That Remains



end Keypad Ente



Save Rule

# Inventory Equipment Functions

The college's Resource Management System offers many different functions, some equipment helps with inventory functions, below is the additional equipment that can be purchased to help with inventory needs.



### Symbol Barcode Reader

The symbol barcode reader allows users to quickly read and input barcode numbers. It allows you to perform checkout and physical inventory quickly.



### **Brother QL-800 Printer**

Allows users to print GHS compliant secondary containment labels.



### **Brother PT P700**

Prints Industrial quality equipment labels with barcodes for equipment.



### **Apple i-Pad**

Allows users to interact with the inventory and allow the use of the onboard camera to record photos in the inventory.



### Brother DK-2251

Allows users to print GHS compliant secondary containment labels.



### **Brother TZE-S251**

Prints Industrial quality equipment labels with barcodes for equipment.

### **Purchasing Information**

Please see purchasing information at www.gvsu.edu/clas/rms/

# Inventory Overview

### Functions within the RMS system.



### **Inventory Categories**

RMS allows department to define their categories. This allows users to divide long inventory lists into smaller manageable chunks.



R

Equipment Sign Out process and record keeping

**Barcode Implementa-**

Scanning resources

tion

allows



iPad application for mobile inventory management



Daily backups with four month history



GHS Standardized Labeling



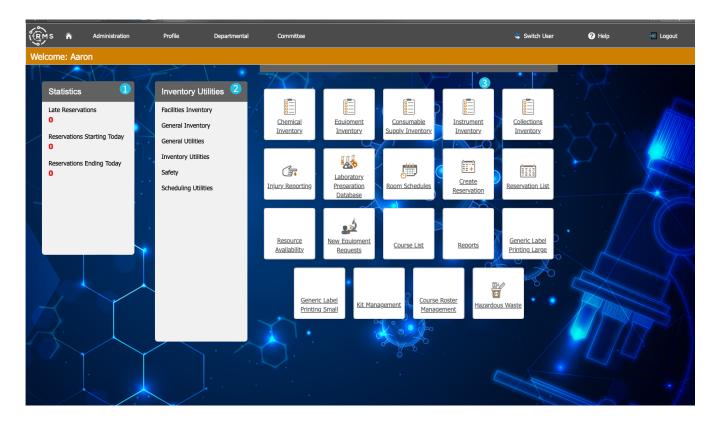
Depreciation Schedule for equipment replacement planning.

### RMS is a supported benefit to the CLAS departments

The College of Liberal Arts and Sciences is supporting initial implementation costs for each department. Please contact rms@gvsu.edu for more information.

Please contact rms@gvsu.edu for further details.

### **Main Title Overview**



1	Department Statistics	Department statistics will give you a brief summary of department equipment
2	Function Menu	This menu has all of the system functions available.
3	Favorite Tool Bar	Allows you to choose commonly used functions and place them on the overview for quick access

Dashboard for your starting point.

## **General Inventory Layout**

RMS A	→ View As:				💲 Switch l	Jser	? Help	A <sup>a</sup> Edit La
3/~ ··	Showing: Extended Department Inventory / Chemical			Search				٩
Resource Type	Description	Group	CAS/Sub Group	Location		Quantity	Owner	2
		Showing	4795 records.					
Chemical	TRIMETHYLAMINE N-OXIDE		1184-78-7	pad 378	G40	1	Chemistry Department	View
Chemical	Ferrocenylmethyltrimethylammonium iodide, 99%		12086-40-7	PAD 387		1	Thorgaard	3
Chemical	ACETAMIDE		60-35-5	PAD 378	B1	4	Chemistry Department	View
Chemical	ACETAMIDOPHENOL,(4-) (ACETOMINOPHEN)		103-90-2	PAD 378	G7	3	Chemistry Department	View
Chemical	ACETANILIDE		103-84-4	PAD 378	G7	23	Chemistry Department	View
Chemical	ACETIC ACID, Glacial		64-19-7	PAD 163	163A	71	Chemistry Department	View
Chemical	ACETIC ANHYDRIDE		108-24-7	PAD 164	164A	45	Chemistry Department	View
Chemical	ACETONE		67-64-1	PAD 164	164S	37	Ngassa	View
Chemical	ACETONEDICARBOXYLIC ACID, (1,3-)		542-05-2	PAD 163	163S8bin	2	Chemistry Department	View
Chemical	ACETONITRILE		75-05-8	PAD 331	ENV1	8	Biros	View
Chemical	ACETOPHENETIDIDE (PHENACETIN)		62-44-2	PAD 378	B1	2	Chemistry Department	View
Chemical	ACETOXY-2-BUTANONE (4-)		10150-87-5	PAD 379	379	1	Chemistry Department	View
Chemical	ACETYL CAPROLACTAM,(N-)		1888-91-1	PAD 163	163s7	1	Chemistry Department	View
Chemical	ACETYL-1-METHYL-CYCLOHEXENE (4)		6090-09-1	PAD 379	379	1	Chemistry Department	View

1	Navigation List	Allows you to navigate between functions of the inventory system.
2	Search Utility	Utility allows a quick search of the inven- tory. For more information please click here
3	Resource List	List all types of resources within the requested search
4	Utility Bar	All inventory utilities will be located be- low in the bar. This bar changes buttons depending on what type of inventory you are viewing.

## **General Inventory Layout List Components**

Reci out: Inventory List	ords Show All New Record Delete Record           View As:         Image: Preview	Sort Share N	ew Window Find					A <sup>a</sup> Edit La
RMS A	Administration Profile Departmental Committee				🤤 Switch	User	Help	Logout
	Showing: Extended Department Inventory / Chemical			Search				٩
Resource Type	Description	Group	CAS/Sub Group	Location		Quantity	Owner	
1	2		3 records.		4	5	6	7
Chemical	TRIMETHYLAMINE N-OXIDE		1184-78-7	pad 37	78 G40	1	Chemistry Department	View
Chemical	Ferrocenylmethyltrimethylammonium iodide, 99%		12086-40-7	PAD 38	27 Location	1	Thorgaard	View
Chemical	ACETAMIDE		60-35-5	PAD 37	78 B1	4	Chemistry Department	View
Chemical	CETAMIDOPHENOL,(4-) (ACETOMINOPHEN)		103-90-2	PAD 37	78 G7	3	Chemistry Department	View
Chemical	ACETANILIDE		103-84-4	PAD 33	78 G7	23	Chemistry Department	View
Chemical	ACETIC ACID, Glacial		64-19-7	PAD 16	i3 163A	71	Chemistry Department	View
Chemical	ACETIC ANHYDRIDE		108-24-7	PAD 16	64 164A	45	Chemistry Department	View
Chemical	ACETONE		67-64-1	PAD 16	i4 164S	37	Ngassa	View
Chemical	ACETONEDICARBOXYLIC ACID, (1,3-)		542-05-2	PAD 16	i3 163S8bin	2	Chemistry Department	View
Chemical	ACETONITRILE		75-05-8	PAD 33	1 ENV1	8	Biros	View
Chemical	ACETOPHENETIDIDE (PHENACETIN)		62-44-2	PAD 37	78 B1	2	Chemistry Department	View
Chemical	ACETOXY-2-BUTANONE (4-)		10150-87-5	PAD 37	9 379	1	Chemistry Department	View
Chemical	ACETYL CAPROLACTAM,(N-)		1888-91-1	PAD 16	i3 163s7	1	Chemistry Department	View
Chemical	ACETYL-1-METHYL-CYCLOHEXENE (4)		6090-09-1	PAD 3	9 379	1	Chemistry Department	View

1	Resource Type	Allows you to switch the type of resource for the item.
2	Resource Description	Descriptor of the resource
3	Specific Resource Information	Depending on what type of resource there will be specific information available to enter
4	Resource Location	Allows user to describe location of the resource. Including building, room, and allows users to enter a custom location.
5	Quantity of Items	Calculates the number of items in inven- tory for this resource
6	Resource Owner	Displays the faculty or staff member for who is responsible for this resource.
7	Resource Detailed Information	Button to view the detailed information of for a resource.

### **Search Bar Overview**

	M S 🏠 Administration Profile Departmenta	al Committee		Switch User	🕜 Help	🛨 Logout
	Showing: Extended Department Inve	ntory / Chemical	Search		2	۹ (3)
De	finitions		_			
0	Inventory Search Parameters	This shows you the current search param eters of the inventory.	-			
2	Search Box	Search box allows you to search for spe- cific resources you need.	-			
3	Search Button	This is exactly what it means click this button to search for what you need.				

### **Inventory Search Parameters**

	Showing: I	Extended Department Inventor	y / Chemical			Sear
View Level					6	
Extended Department	· 1				Ap	oply
Resource Type		Primary Type		Secondary Type		
Chemical	<u> </u>		3 8		A	

### Definitions

1	Level of inventory	Allows you to select which level of inven- tory to search	Searching levels. 1. Personal, 2. Depart- ment, 3. Extended Department, 4. College
2	Resource Type	Search box allows you to search for spe- cific resources your need.	Choices are the main resource types. Biologicals, Chemicals, Collections, Con- sumables, Equipment,Technology
3	Search in Custom Primary Type	Searches selected user defined primary type	
4	Search in Custom Secondary Type	Searches selected user defined primary type	
5	Apply	Sets all search criteria for the user	

## **Resource Detailed Inventory Overview**

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emical	Sub Cat	egory	~				ET	HYL	ETHER,	ANHYDROUS					
				Resour	rce De	etails					Sa	fety Information			
				CAS	Num	ber 60-29	-7			Number of Bottles 19	Sigr	nal Word Danger			٨
	Å., <b>A.</b> , Å.			Stora	age Co	ode Red				Total Amount 30.5 L	Ext	5 Hazard Summary remely flammable liquid and vap are drowsiness or dizziness	pour Harmful if swal	lowed May	Č)
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1	Resource Navigation	Allows you to navigate between functions of the inventory system.
2	Resource Specific Information	Input data that describes product or equipment.
3	List for barcoded or general items	Product types in system.
4	Utility Bar	All inventory utilities will be located be- low in the bar. This bar changes buttons depending on what type of inventory you are viewing.

# **Resource Specific Functions**

Each research type has specific functions. This section goes through specific helpful tips to get more from using this system.







## **Chemical Inventory Specific Functions**

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RMS A	Administration	Profile		Depa	rtmental	Committee				💲 Sw	itch User	? Help	-	Logout
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emical	Sub Categ	ory	~]	Sub	Group	ET	'HYL E	THER, A	IHYDROUS					
			1	Resour	ce Details						Safety Information			
				CAS	Number 60-2	29-7			Number of Bottles 19	:	Signal Word Dan	ger		٢
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1	SDS View	Allows users to view and download field Safety Data Sheet to review before using.
2	Chemical Inventory Amounts	Shows general chemical information, including total amount and stats.
3	Global Harmonized System of Hazard Identification	Lists all recorded hazard information for chemical. Please see more information at http://www.gvsu.edu/sds/
4	Print individual barcode.	Inventory will allow you to print a 2D barcode for the item with the PT-P600 label printer.
5	Check out log button	Search the checkout log for all instances of item and display it for the user.
6	Delete	Allows users to delete line items from the item inventory

### **Utility Functions**

Printing of GHS approved label for sec-
ondary containment

#### 8 Add Resource Utility

**GHS Label Printing** 

Creates easy way to search inventory by CAS, and add new chemicals to your inventory.

### 4/759

07

### **Printing GHS Labels**

The system allows you to print a GHS compliant secondary containment. Printing is done on the Brother two color labels. We have three different sizes of labels to choose from to fit your appropriate bottle.

1. Clicking on the labels button in the chemical inventory allows you to print 3 different preformated styles.

2. You must have a working QL-800 label printer available. This will allow you to print black and red which is what the GHS label requires.

3. Click the button and an image of the button will be displayed and the system will prompt you to print the label.

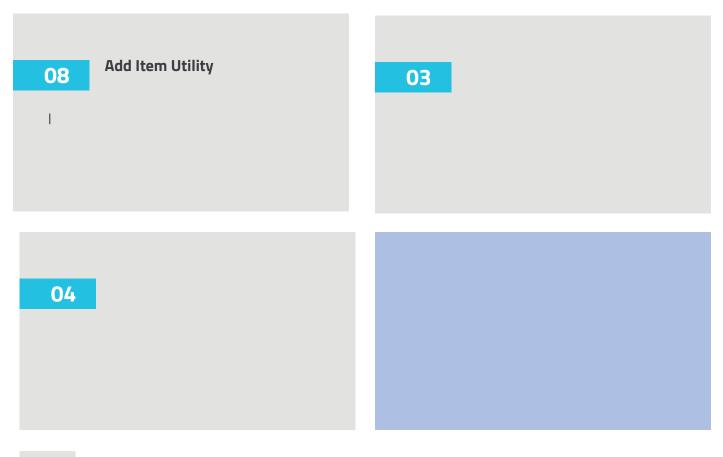
	SDS Label Utility	
	<b>SDS Label 1.5 x 2.5</b>	
	<b>SDS Label 2.5 x 2.5</b>	
	SDS Label 2.5 x 4	
ind Item with Scanner	Labels	🛉 Add Resource Ut

### TRIMETHYLAMINE N-OXIDE

Causes skin irritation Causes serious eye irritation



All label formatting is designed to comply with the Global Harmonizing Standard for Chemical Hazards. More information can be found at http://wwww.gvsu.edu/sds



## **Equipment Inventory Overview**

1	Utility List	Allows you to navigate between functions of the inventory system.
2	Search Utility	Utility allows a quick search of the inven- tory. For more information please click here.
8	Resource List	List all types of resources within the requested search.
4	Utility Bar	All inventory utilities will be located be- low in the bar. This bar changes buttons depending on what type of inventory you are viewing.

# New Equipment Requests

Functions within the RMS system.



### Committee Feedback

System will allows the college to record reviewer comments for each request allowing for more transparency



Department Management

Departments can carry over and edit previous requests.



GHS Standardized Labeling



Depreciation Schedule for equipment replacement planning.



Daily backups with four month history

### RMS is a supported benefit to the CLAS departments

The College of Liberal Arts and Sciences is supporting initial implementation costs for each department. Please contact rms@gvsu.edu for more information.

Please contact rms@gvsu.edu for further details.

## New Equipment Request List View

		RMS (csims.clas.gvsu.edu)									
	<   > 0 1/32 Records Show All	H ■ ↓2 ① ~ → Q ~ New Record Delete Record Sort Share New Window Find					A3 (				
	Layout: <u>Equipme_quest List</u> View As: <u>Equipme_</u> <u>C</u> <u>C</u> <u>C</u> <u>C</u> <u>C</u> <u>C</u> <u>C</u> <u>C</u>	w Departmental Committee		Switch User	Help		A <sup>a</sup> Edit Layo				
	Welcome: Aaron										
	Search Functions	Fiscal 2024 🐼 View Dean's Ores ONO	8		1		Q Search				
	Fiscal Year Unit Priority Description	Estimated Cost QTY Total Requested Department Cost Sharing	Vendor Name We	eblink		Dean's Approval	+ Add Reque				
	Fiscal Year 2024						-				
	CHM 2024 CHM 1 pH Meters	\$873.00 6 \$5,238.00	httı Fisher fish	ps://www.	0 5		Click for				
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		1001	Requested	\$3,230.00	Total Supported						
		Tetel	Requested	\$5,238.00	Total Supported	_					
		100	Requested	<i><b>4</b>57250100</i>							
	Search Utility	Search Bar allows you to view spec fiscal years, and which items have									
		approved by the Dean's Office.	been								
	Add Request	This allows you to add a new equip	oment								
		request.									
	Request List	List all requests summaries within requested search.	the								
		requested search.									
	Detailed Button	Allows you to edit the details of eac									
		request including justification for t equipment purchase, and attachm									
		PDF information.									
-											
	Committee Comment Tag	Allow departments to read comme									
		from the committee allowing feed and transparency.	UACK								
		and danspatency.									

### **New Equipment Request Detailed View**

		RMS (csims.clas.gvsu.edu)		Â
<   > 0 1/32 Found (S				
Records Layout: Equipmequest List View A	Show All New Record Delete Record	Sort Share New Window Find		A <sup>a</sup> (Edit Layout )
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	Unit Priority Description 1	Single Unit Cost Regu	ntity Jesting Total Requested Departmen Sharing	t Cost
Welcome: Aaron	CHM 1 _ pH Meters	\$873.00	6 \$5,238	<b>(</b> )
Search Functions		4073.00	0 0000	G Search
Fiscal Year Unit Priority Desc	Location Facility Upgrade	<b>i 4</b>		Dean's Approval + Add Request
Fiscal Year 2024	Estimated Number of Students which will 3000 Benefit	Courses Affected CHM 1	15 5	
СНМ				
2024 CHM 1 pH Me	Reason for Request			Click for Details
60	We will start new use these systems in CHM 115 a	and will need more to equipment to deliver our c	urriculum to students	^
			6	
				<u>~</u>
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		7	8	boument
		•	•	

Equipment Request

Allows information for type of equipment, cost, and quantity.

Priority

Allows departments to prioritize the new equipment list.

### 3 Department Support

Department funds to help support the request.

#### 4 Location and Facilities Upgrade

Building location for the equipment. If the request requires a facilities upgrade type yes into the form.

### 5 Student Support

Document the number of students which will use the equipment, and the course or courses this new equipment will support

### 6 Reason for Request

Department reasoning for requests .

### Vendor Information

Include vendor and website for the items requested.

### 8 PDF Documentation

Upload any quotes and information pertaining to the request.

## **New Equipment Request Comment View**

Eet		tad Ca	et OTV	Total Deguacted Department Cost Vendor	Wehlink			Dean's	Add
\$	Ur	nit	Priority	Description	Single Unit Cost	Quantity Requesting	Total Requested	Department Cost Sharing	
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42				n Decision			0		
\$	Ce	ommit	ee Publisi	n Comments					2
\$									
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4									

Equipment requests once reviewed by committee will have the final decision posted for the department to review.

1	Committee Decision	The Decision will be posted here. The categories are as followed
		1. Funded 2. Request appropriate but no funding 3. Unfunded
2	Committee Comments	Any comments the committee would like to relay to the requesting department are posted here .

## **New Equipment Request Review Process**

1
2
3

4

1	Utility List	Allows you to navigate between functions of the inventory system.
2	Search Utility	Utility allows a quick search of the inven- tory. For more information please click vhere
3	Resource List	List all types of resources within the requested search
4	Utility Bar	All invnetory utilities will be located be- low in the bar. This bar changes buttons depending on what type of inventory you are viewing.



R Administration	n Profile Departmental	Committee			Switch	User <b>?</b>
Welcome: Heather						
Statistics	Inventory Utilities Facilities Inventory	Favorites Tool	Bar			-
	General Inventory General Utilities Inventory Utilities	Chemical Inventory	Biological Inventory	Equipment Inventory	Gas Cylinder Inventory	Consumable Supply Inventory
	Safety SDS AED Inventory Safety Inspection Action	Inventory	Collections Inventory	Technology Inventory	Chemical General Inventory	New Equipment Requests

Select FIND

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CLAS	CLAS	1	Shower		t MSDS 6			6/28/2023		Update	Create SDS File
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CLAS	CLAS	3	Viewlinc Logger (COM 9)		t MSDS 3			3/14/2017	5.03	Update	Create SDS File
CLAS	CLAS	4	Viewlinc Logger (COM 19)		t MSDS 2			3/14/2017	501	Update	Create SDS File
CLAS	CLAS	5	Viewlinc Logger (COM 20)		t MSDS 4			3/14/2017	501	Update	Create SDS File
CLAS	CLAS	6	Viewlinc Logger (COM 2)		t MSDS 3			3/14/2017	50	Update	Create SDS File
CLAS	CLAS	7	Viewlinc Logger (COM 6)		t MSDS 2			3/14/2017	301	Update	
CLAS	CLAS	8	Viewlinc Logger (COM 5)		t MSDS 2			3/14/2017	505	Update	Create SDS File
CLAS	CLAS	9	Viewlinc Logger (COM 7)		t MSDS 4			3/14/2017	5103	Update	
-			1 -	1 -		1 -		1		•	





## SDS Management Procedure

How to update Safety Data Sheets -Filemaker Pro



Open Most recent "SDS Update Email". SDS Update emails are sent daily to ehs@gvsu.edu. If you would like to be added to the mailing list, please email Aaron Perry at perryar@gvsu.edu.

	SDS Update Email Index x			ē	ß
A	GVSU to perryar, ehs, me ▼ Currently there are 13 SDS documents which need to be updated.	@ 8:00 AM (1 hour ago)	☆	¢	:
	One attachment · Scanned by Gmail () SDS Update List.f				¢

Open Download and open attached file. File will not open unless Filemaker Pro is installed.

3

2

Upload or update chemical to the SDS.Chemicals that need updating show this symbol:



4

\*Note that the most recently uploaded chemicals may be located at the top (fig. A) OR bottom of the page (fig. B)

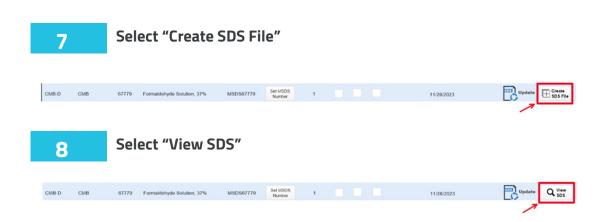
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	CHM	25692	TRIFLUOROAC	CETIC ACID	76-05-1	Set MSDS Number	5		х		9/29/2020	11/20/2023			Update	Q via
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	VMA	67408	Spraymaster Ch sprayer - Antiqu	hemically resistant e Black	MSDS67408	Set MSDS Number	2				/	9/26/2023			Update	Q vie
	VMA	67409	Spraymaster Ch Sprayer - Antiqu	hemically Resistant ae Brown	MSDS67409	Set MSDS Number	1				1	9/26/2023		2	Update	Q vie
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	VMA	67418	Unlabeled Short		MSDS67418	Set MSDS Number	1					9/26/2023			Update	Q Vis
	VMA	67420	Rokusho (coppe calcium carbona		MSDS67420	Set MSDS Number						9/26/2023			Update	Q, Vi
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After choosing a chemical to update, identify if there is a CAS Number listed (shown under "CAS Number"). If there is, skip to Step 10. If there is not, proceed to Step 6.

For chemicals with no CAS Number, select "Set MSDS Number"



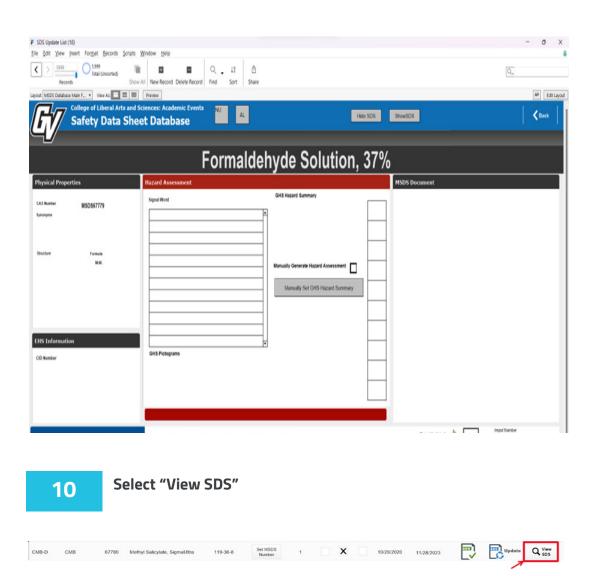
A new SDS needs to be uploaded, even if the fields were previously filled in. Research and find a SDS, then download to your files. DO NOT MOVE ON TO *STEP 10*: PROCEED TO *STEP 15* 

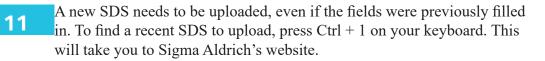
\*Tips for researching SDS:

1. Be sure the SDS you choose is from a reputable source. You may find SDS on the product's website or on a supplier's website.

2. All chemicals' SDS should be taken from Sigma Aldrich's Website: <u>https://www.sigmaaldrich.com/US/en/structure-search</u>

3. Ensure the SDS is as recent as possible. Ideally, SDS should meet OSHA's Hazard Communication standard put in place on June 1, 2015 (eCFR 1910.1200)



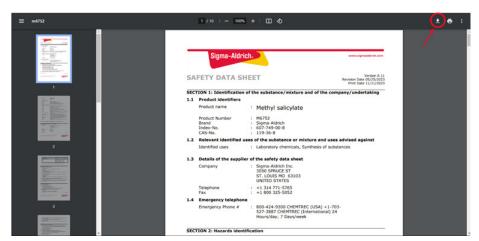


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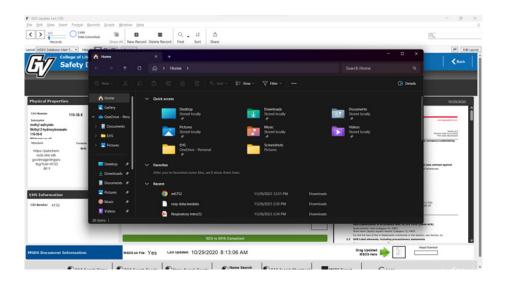
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metabolites (1)		76631 analytical standard	
_ metatomes(1)		0	- Coperty







Use alt+tab to go back to Filemaker Pro. Open Files.



Drag SDS download to the box in the bottom right corner.

### 16

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17 The Hazard Assessment section should automatically fill in. However, the information must be checked for accuracy. To begin this process, select "hide SDS".

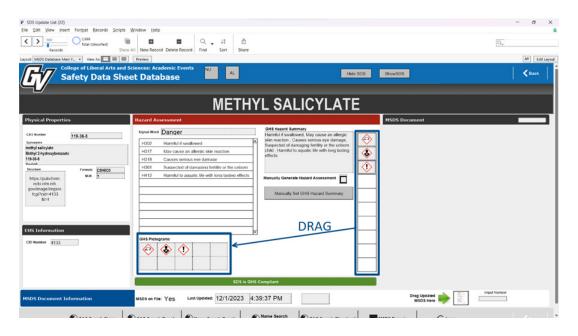
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To refresh the page, select the "<" button, which shold take you to a different SDS. Then press the ">" button to return to your SDS. The document on the right should no longer be there.

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When checking the Hazard Assessment section, there are 3 things to look at: the Signal Word, the Hazard Codes, and the Pictograms. Because the SDS is no longer on the screen, you may use ctr+tab to toggle between windows to view the SDS for comparison.

19c. Pictograms: Pictograms are also typically located in Section 2 of an SDS – near the Signal Word. To add a pictogram to the GHS pictograms, drag the pictogram from the right column of the screen to the GHS Pictograms section. To delete a pictogram, select the desired pictogram and hit "Backspace" on your keyboard.



### Example SDS, Page 2:

Pictogram	
Signal Word	Danger
Hazard statement(s)	
H302	Harmful if swallowed.
H317	May cause an allergic skin reaction.
H318	Causes serious eye damage.
H361	Suspected of damaging fertility or the unborn child.
H412	Harmful to aquatic life with long lasting effects.
Precautionary statement(s)	
P201	Obtain special instructions before use.
P202	Do not handle until all safety precautions have been read and understood.
P261	Avoid breathing mist or vapors.
P264	Wash skin thoroughly after handling.
P270	Do not eat, drink or smoke when using this product.
P272	Contaminated work clothing must not be allowed out of the workplace.
P273	Avoid release to the environment.
P280	Wear protective gloves/ protective clothing/ eye protection/ face protection.
P301 + P312 + P330	IF SWALLOWED: Call a POISON CENTER/ doctor if you feel unwell. Rinse mouth.
P302 + P352	IF ON SKIN: Wash with plenty of soap and water.
P305 + P351 + P338 +	IF IN EYES: Rinse cautiously with water for several minutes.
P310	Remove contact lenses, if present and easy to do. Continue rinsing. Immediately call a POISON CENTER/ doctor.
P308 + P313	IF exposed or concerned: Get medical advice/ attention.
P333 + P313	If skin irritation or rash occurs: Get medical advice/ attention.
P363	Wash contaminated clothing before reuse.
P405	Store locked up.
P501	Dispose of contents/ container to an approved waste disposal plant.

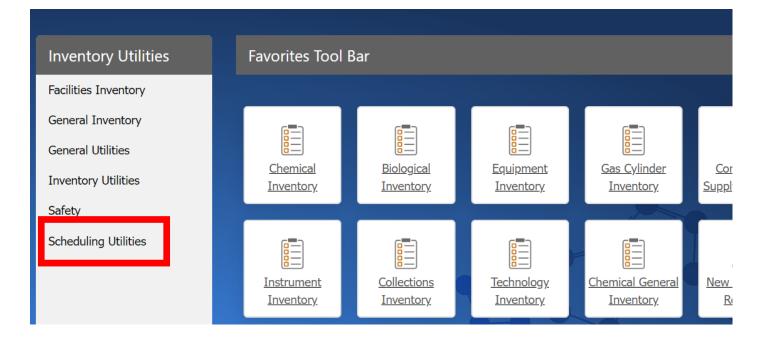


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Select the "Back" button to go back to the home screen of SDS that need updating. Don't be avlarmed if your updated SDS chemical is still listed-it may take a day to disappear from the list.

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# **Scheduling Utilties**



Select Room Scheduling to reserve a room for a course.

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				Faculty/Staff Roster		
				Student Roster		
				Department Workload		
				Room Scheduling		
				Checkout Logs		

### 2 View rooms in calendar.

	Showing: By Room	│ く	Showing We	ek of 2/19/2024	Search		٩
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rooms to	view:		February 19, 2024	February 20, 2024	February 21, 2024	February 22, 2024	February 23, 2024
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#### Search course by name.

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5668179	KHS 1121	BIO 105	BIO 105-William Bowers Sec 01 (64/86) KHS 1121		1/8/2024	10:00 AM	1/8/2024	10:50 AM	BIO	View 🔶
5668180	KHS 2202	BIO 109	BIO 109-Elise Hollister Sec 901 (23/24) KHS 2202		1/8/2024	9:00 AM	1/8/2024	10:50 AM	BIO	View 🔶
5668181	KHS 2202	BIO 109	BIO 109-Elise Hollister Sec 902 (24/24) KHS 2202		1/8/2024	11:00 AM	1/8/2024	12:50 PM	BIO	View 🔶
5668192	KHS 2202	BIO 109	BIO 109-Elise Hollister Sec 903 (23/24) KHS 2202		1/8/2024	1:00 PM	1/8/2024	2:50 PM	BIO	View 🔶
5668194	KHS 1101	BIO 120	BIO 120-Abigail Fischer Sec 20 (81/83) KHS 1101		1/8/2024	12:00 PM	1/8/2024	12:50 PM	BIO	View 🔶
5668196	KHS 1101	BIO 120	BIO 120-Erin McNally-Goward Sec 30 (71/73) KHS 1101		1/8/2024	3:00 PM	1/8/2024	4:15 PM	BIO	View 🔶
5668197	KHS 2276	BIO 120	BIO 120-Jennifer Jenkins Sec 901 (19/20) KHS 2276		1/8/2024	8:00 AM	1/8/2024	10:50 AM	BIO	View 🔶
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#### View classes by instructor.

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5668198	KHS 2208	BIO 120	BIO 120-TBA Sec 902 (20/20) KHS 2208		1/8/2024	9:00 AM	1/8/2024	11:50 AM	BIO	View 🔶
5668199	KHS 2276	BIO 120	BIO 120-Ann Back Sec 903 (20/20) KHS 2276		1/8/2024	11:00 AM	1/8/2024	1:50 PM	BIO	View 🔶

5

In the utility bar below you can adjust calendar settings, refresh, reset calendars, also view event list, view and print your schedule.

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Tamara Shreiner	9 <sup>AM</sup>					
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	11 AM		SST 310-Tamara Shreiner Sec 01		SST 310-Tamara Shreiner Sec 01	
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	1 PM					
	2 PM		SST 311-Tamara Shreiner Sec 01 (24/25) MAK D1141		SST 311-Tamara Shreiner Sec 01 (24/25) MAK D1141	
	3 PM					
Utilities 🏠 Adjust Calendar Settings	Refres	h Calendar	C Reset Calendar	View Event List	See My Schedule	Print Calendar

# **6** Under Create New Event you can Enter Event Description to reserve a room for a course.

RMS	Â								er 🕻	Help	🔁 Logout
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68810	DEV 207E	SW 601	SW 601-Cray Mulder Sec 01 (20/20) DEV		Event Color:		~	2/20/2024	5:50 PM	SW	View 🔶
69059	CHS 233	PAS 610	PAS 610-Amanda Reddy Sec 01 (13/13) (		Course:		~	2/23/2024	3:00 PM	PAS	View 🔶
69202	CHS 145	PT 661	PT 661-Mary Green Sec 10 (61/62) CHS 1	Instruct	Room: tor/Reserver:		~	2/22/2024	11:50 AM	РТ	View 🜩
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69204	CHS 207	PT 661	PT 661-Mary Green Sec 901 (16/16) CH5				~	2/19/2024	10:50 AM	РТ	View 🔶
69484	DEV 107D	SW 655	SW 655-Bethany Vukusic Sec 12 (11/15)			Cancel	Create Event	2/23/2024	8:30 PM	SW	View 🔶
69558	MAK A1117	AHS 110	AHS 110-Jessica Vermeersch Sec 05 (29/3	0) MAK A11	17	2/21/2024	6:00 PM	2/21/2024	8:50 PM	AHS	View 🔶
69564	RFH 230	AHS 301	AHS 301-Chad Sutliffe Sec 01 (21/30) RFH	1 230		2/20/2024	10:00 AM	2/20/2024	12:50 PM	AHS	View 🔶

# Hazardous Waste Labeling

1	How to Access the Tool in Filemaker Pro
	FileMaker Pro App
2	Select RMS
	<complex-block>Filter to Vindor Help          Filter Exit Vindor Help         Recer         Recer             Ad App             Image: Second /complex-block>
3	Enter Login Information
	Open "RMS" ? X
	Image: Sign in to open "RMS".         Account Name:         Password:         Save password in Credential Manager         Sign in         Cancel



RMS (ms.clas.gvsu.edu)			- 0 ×
File Edit View Insert Format Records Scripts Window Help	u 37 ⊡ Sort Share		Q. Edit Layout
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Welcome: Suzie			
Statistics Inventory Utilities Facilities Inventory General Utilities Inventory Utilities Safety Scheduling Utilities	Favorites Tool Bar		Desarrable ohr.Inventor

### How to Create a New Label

1 Select "New Record"

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ayout Hazan	dous Waste Manif •	View As:	- Presieu								AA Edit Lays
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epart	Barcode	User	Container Type	Container Size	Hazardous Waste Type Sharps		Accumulating Start Date	Status			
ты т	HAZWSTE14	schoenje	Glass	250mL	Organic Solvents - Halogenated		6/2015	Accumulating	<sup>~</sup> сня	~	View 🔶
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нм 🎽	HAZWSTE29	CHM STKRM			Other		2/13/2024	Waste Room	~	~	View 🔶

Input "Container Type" and "Container Size" into highlighed label. "Department", "Barcode", "User", "Accumulating Start Date ", and "Status" will autofill. Hazardous Waste Type will be filled in later on.

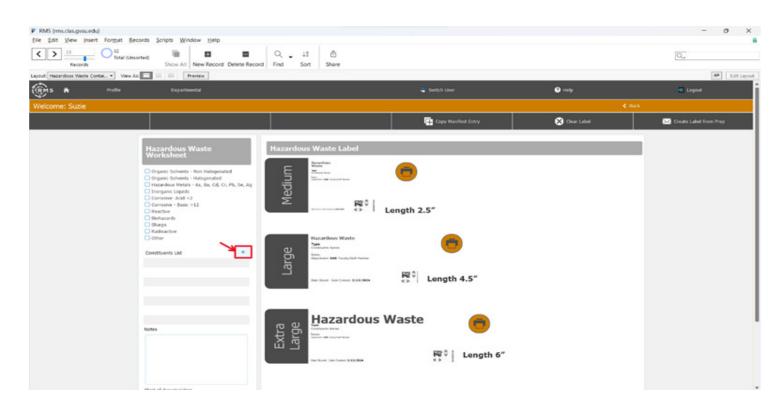
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снм ~	HAZWSTE29	CHM STKRM			Other		2/13/2024	Waste Room	~	×	View 🚽
HS	HAZWSTE30	John Doe	Plastic	5 gal			2/13/2024	Accumulating			View 🔶

Once finished, select "View" to further edit your label.

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нм ~	HAZWSTE25	CHM Stockrm	Glass	20L	Organic Solvents - Non Halogenated			Accumulating	~	~	View -
нм ~	HAZWSTE26	CHM Stkrm			Hazardous Metals - As, Ba, Cd, Cr, Pb,	Se, Ag	2/12/2024	Waste Room	~	~	View -
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tilities					🕒 Bulk C			ind Hazardous Wast	te 📻	Copy Manifes	

#### How to Add Constituents Manually

1 Select the "+" button to add constituents of waste manually



2

Select the search icon to look for the chemical in Grand Valley's Safety Data Sheet Database

RMS			<b>x</b> Q
Utilities		Add Chemicals to Constituants	
test			
Constituents List	GPS GARMIN	+	
	Viewlinc Logger (COM 1)	+	
	Viewlinc Logger (COM 9)	+	
	Viewlinc Legger (COM 19)	+	
	Viewlinc Logger (COM 20)	+	
	Viewlinc Logger (COM 2)	+	
	Viewlinc Logger (COM 6)	+	
	Viewlinc Logger (COM 5)	+	
	Viewlinc Logger (COM 7)	+	
	Viewlinc Logger (COM 8)	+ ~	

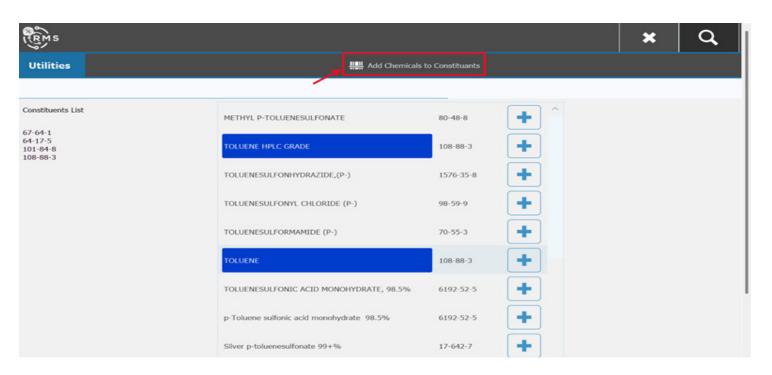
You may search for your chemical by name in box 1 or by CAS number in box 2.

R R S		×	Q,
Utilities	Hall Add Chemicals to Constituants		
Constituents List			

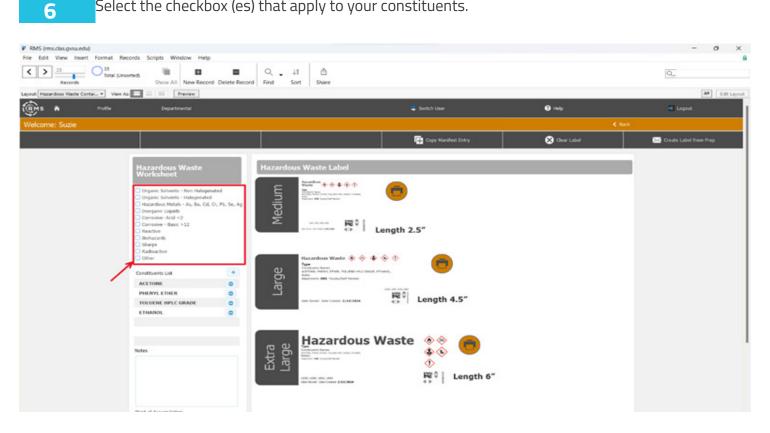
**4** Once you've found the desired chemical, select the "+" button to add the chemical to the constituents list. Note that you may add multiple constituents at a time by selecting the search icon after each chosen chemical.

S R S				×	Q
Utilities	Hill Add Chemicals to				
Constituents List	METHYL P-TOLUENESULFONATE	80-48-8	+ ^		
67-64-1 64-17-5 101-84-8	TOLUENE HPLC GRADE	108-88-3	+		
	TOLUENESULFONHYDRAZIDE,(P-)	1576-35-8	+		
	TOLUENESULFONYL CHLORIDE (P-)	98-59-9	+		
	TOLUENESULFORMAMIDE (P-)	70-55-3	+		
	TOLUENE	108-88-3	+		
	TOLUENESULFONIC ACID MONOHYDRATE, 98.5%	6192-52-5	+		
	p-Toluene sulfonic acid monohydrate 98.5%	6192-52-5	+		
	Silver p-toluenesulfonate 99+%	17-642-7	+		

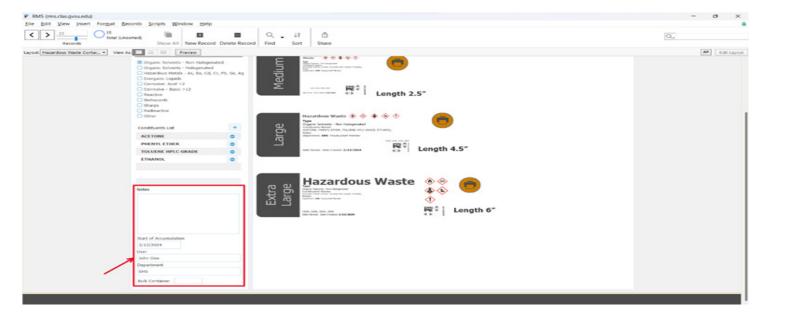
Once all desired chemicals are selected (CAS numbers are listed on the left hand side) select "Add Chemicals to Constituents".



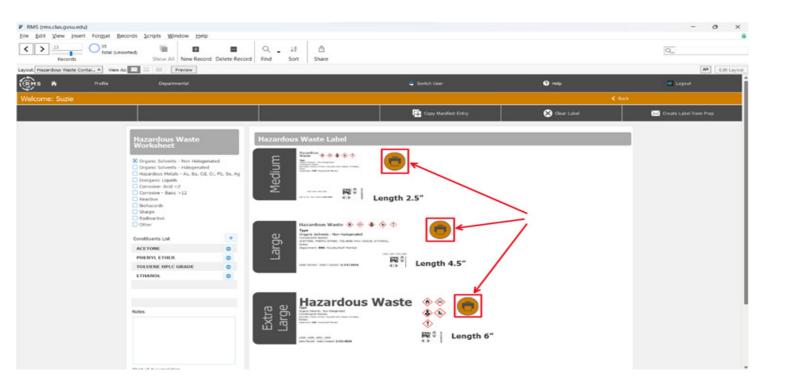
#### Select the checkbox (es) that apply to your constituents.



Scroll down to finish editing your label. Ensure that the fields "Start of Accumulation", "User" and "Department" are correct. You may also add any desired notes into the "Notes" section. These can be accessed at any point for your later reference and will be iewed by EHS staff when bulking.



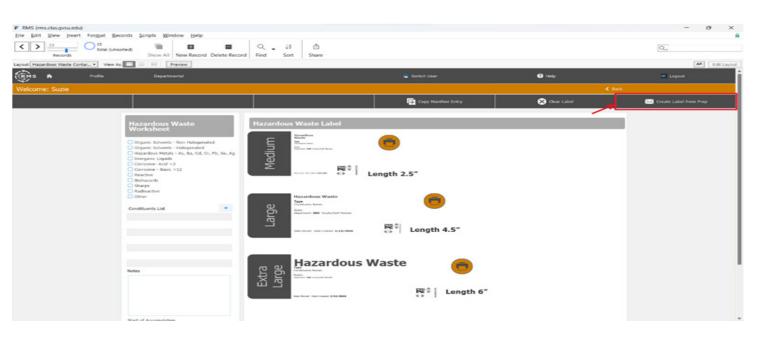
8 Select the printer icon next to the desired label size to print.



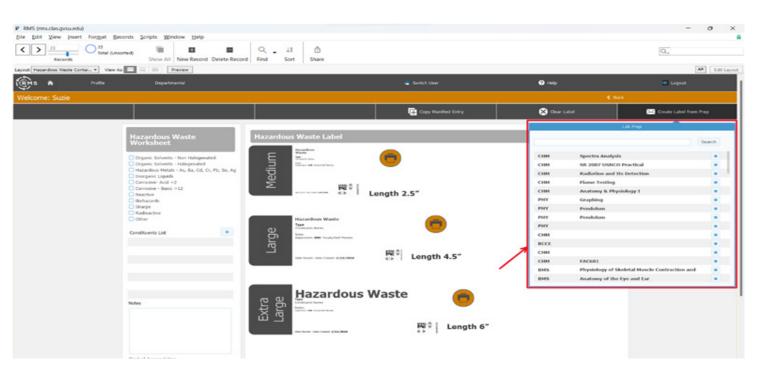
#### How to Add Constituents from a Laboratory Prep List

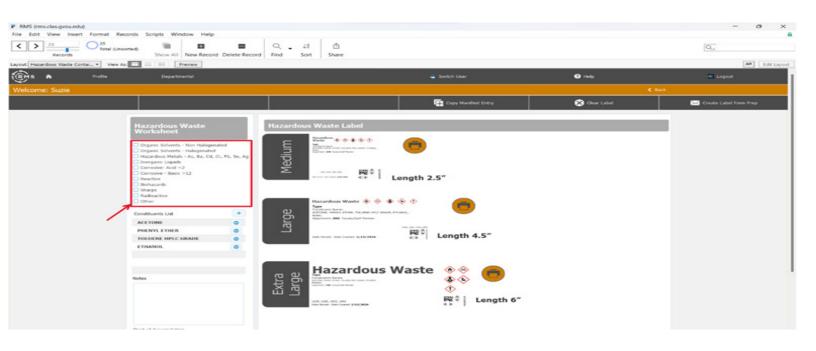
1

Select the "Create Label from "Prep" button.

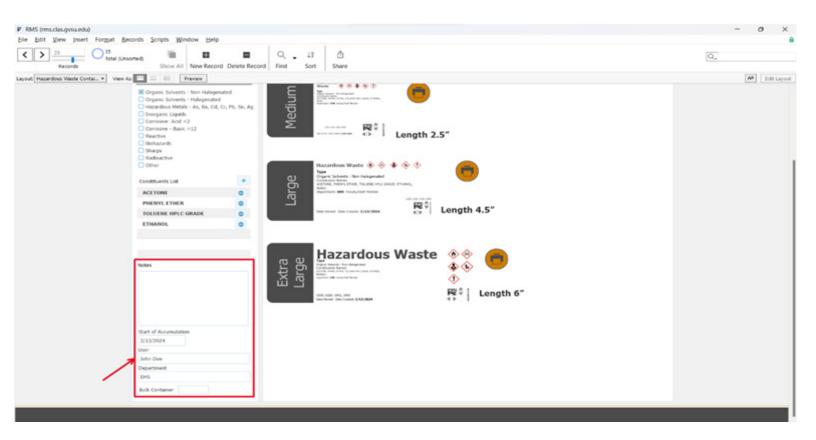


2 Select one or more options from the dropdown menu.

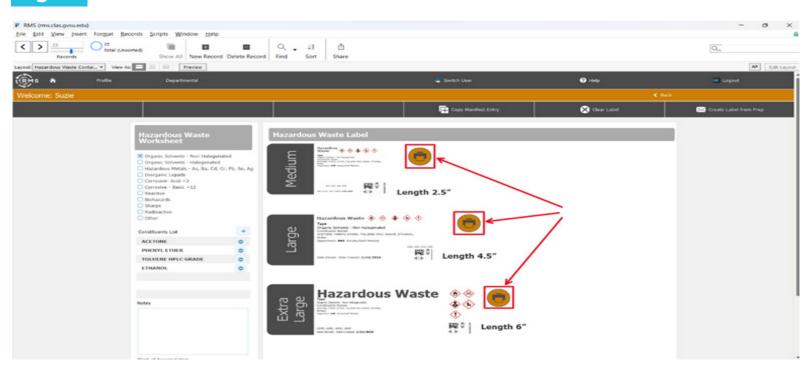




4 Scroll down to finish editing your label. Ensure that the fields "Start of Accumulation", "User" and "Department" are correct. You may also add any desired notes into the "Notes" section. These can be accessed at any point for your later reference and will be viewed by EHS staff when bulking.



Select the printer icon next to the desired label size to print.



## How to Bulk Chemicals (EHS Staff Only)

\*\* Note to Staff: Bulking chemicals is now to be done by EHS staff. Bulking will be done once weekly, date to be determined. If bulking is needed sooner than the scheduled time, please email EHS staff (ehs@gvsu.edu) to make an appoinmtent. If bulking by Laboratory Supervisors is necessary, please email EHS staff with the name of the satellite container bulked, and the container it was bulked into.

		81118110			ainer to be bulked.					
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epart	Barcode	User	Container Type	Container Size	Hazardous Waste Type	Accumulating Start Date	Status			
нм ~	HAZWSTE15	schoenje	Glass	4L	Protein Gel Destain Organic Solvents - Non Halogenated	6/2023	Accumulating	~ сня		View 🚽
мв	HAZWSTE16	schoenje	Glass	4L	DNA/RNA Extraction Kits Inorganic Liquids	8/25/2022	Accumulating	CHS		View 🚽
мв ~	HAZWSTE17	schoenje	Trash Bag / Biohaz. Large Red Floor Container		Gel Waste - EtBr - Solid	1/8/2024	Accumulating	<sup>~</sup> сня		View 🚽
мв	HAZWSTE18	schoenje	Glass	1L.	DNA/RNA Extraction Kits Inorganic Liquids	8/25/2023	Accumulating	СНБ		View 🕇
нм	HAZWSTE25	CHM Stockrm	Glass	20L	Organic Solvents - Non Halogenated		Accumulating	~		View 🔿
нм ~	HAZWSTE26	CHM Stkrm			Hazardous Metals - As, Ba, Cd, Cr, Pb, Se, Ag	2/12/2024	Waste Room	~		View 🔿
нм ~	HAZWSTE27	CHM Stkrm			Hazardous Metals - As, Ba, Cd, Cr, Pb, Se, Ag	2/12/2024	Waste Room	~		View 🔿
нм ~	HAZWSTE28	CHM Stkrm			Corrosive- Acid <2	2/13/2024	Waste Room	~		View 🔿
нм ~	HAZWSTE29	CHM STKRM			Other	2/13/2024	Waste Room	~	100	View 🚽
нз	HAZWSTE30	John Doe	Plastic	S gal		2/13/2024	Accumulating	~		🖌 View 🔿
tilities					Bulk Container		ind Hazardous Was	te E	Copy Mar	

Select "Bulk Container"

<>	23 Records	17 Total (Unsorted)	Show All New Record Delete Record F	२↓1 ि ind Sort Share					3	Q.	
RMS	dous Weite Mani.	Profile	Departmental				Sw	Rch User	🕜 Help	- La	Ø Edit La
-		Showing: /				Search					۹
part	Barcode	User	Container Type	Container Size	Hazardous Waste Type		Accumulating Start Date	Status			
нм ~	HAZWSTE15	schoenje	Glass	4L	Protein Gel Destain Organic Solvents - Non Halogenated		6/2023	Accumulating	<sup>~</sup> сня	~	View 🚽
ив ~	HAZWSTE16	schoenje	Glass	4L	DNA/RNA Extraction Kits Inorganic Liquids		8/25/2022	Accumulating	<sup>~</sup> сня	~	View 🚽
1В ~	HAZWSTE17	schoenje	Trash Bag / Biohaz. Large Red Floor Container		Gel Waste - EtBr - Solid		1/8/2024	Accumulating	<sup>×</sup> сня	×	View =
1B ~	HAZWSTE18	schoenje	Glass	11.	DNA/RNA Extraction Kits Inorganic Liquids		8/25/2023	Accumulating	<sup>~</sup> сня	~	View =
м	HAZWSTE25	CHM Stockrm	Glass	20L	Organic Solvents - Non Halogenated			Accumulating	~	~	View =
м ~	HAZWSTE26	CHM Stkrm			Hazardous Metals - As, Ba, Cd, Cr, Pb,	Se, Ag	2/12/2024	Waste Room	~	~	View =
м ~	HAZWSTE27	CHM Stkrm			Hazardous Metals - As, Ba, Cd, Cr, Pb,	Se, Ag	2/12/2024	Waste Room	~	~	View =
м ~	HAZWSTE28	CHM Stkrm			Corrosive- Acid <2		2/13/2024	Waste Room	~	~	View =
м	HAZWSTE29	CHM STKRM			Other		2/13/2024	Waste Room	~	×	View =
s	HAZWSTE30	John Doe	Plastic	5 gal	7		2/13/2024	Accumulating			View =



2

Select "Yes" in prompted box.

Message		
Are you sure you want to bulk	this container	
	No	Yes

4 Type the barcode of the corresponding hazardous waste label of the bulk container OR scan the bulk container label barcode.

Barcode Scan	
Please type in the barcode o	or scan the barcode.
Barcode Input	Cancel OK

5

6

Your container has been bulked in the system. Select "View" in the corresponding screen to view the updated constituents of the container.

entered . and									
(RMS	•	Profile	Departmental			Sn	itch User	Help	📲 Logout
									٩
Depart	Barcode	User	Container Type	Container Size	Hazardous Waste Type	Accumulating Start Date	Status		
EHS	HAZWSTE4	1 EHS	Plastic		Organic Solvents - Non Halogenated	2/14/2024	Waste Room		View 🔿
									1

View the constituents in the "Hazardous Waste Label" box.

