



**GRAND VALLEY  
STATE UNIVERSITY**

**COLLEGE OF LIBERAL  
ARTS AND SCIENCES**

# RMS Manual

College of Liberal Arts and Sciences' resource management tool.



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# 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 your computer.

[https://gvsu365-my.sharepoint.com/:f/g/personal/hancock\\_gvsu\\_edu/EsEVsqiRnBBk-65popRT7x4B4q7FwE-oNxHtgGr5S9Z7Q](https://gvsu365-my.sharepoint.com/:f/g/personal/hancock_gvsu_edu/EsEVsqiRnBBk-65popRT7x4B4q7FwE-oNxHtgGr5S9Z7Q)



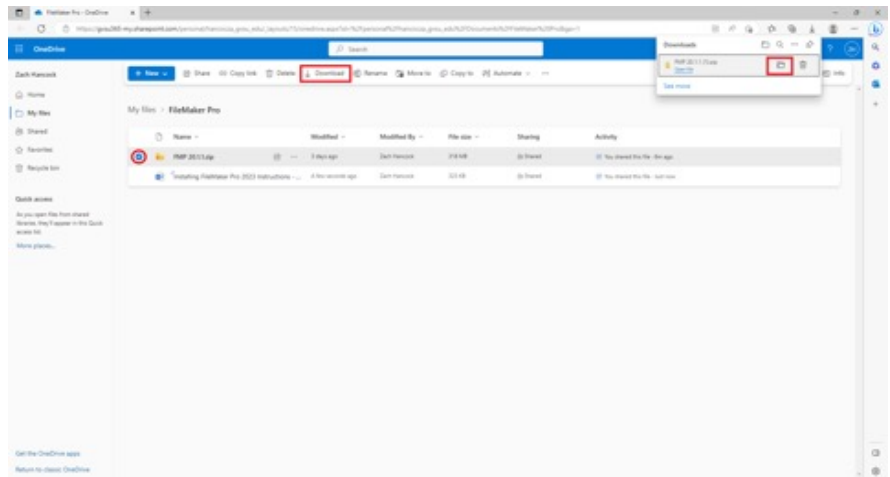
## Windows Installer

### 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).



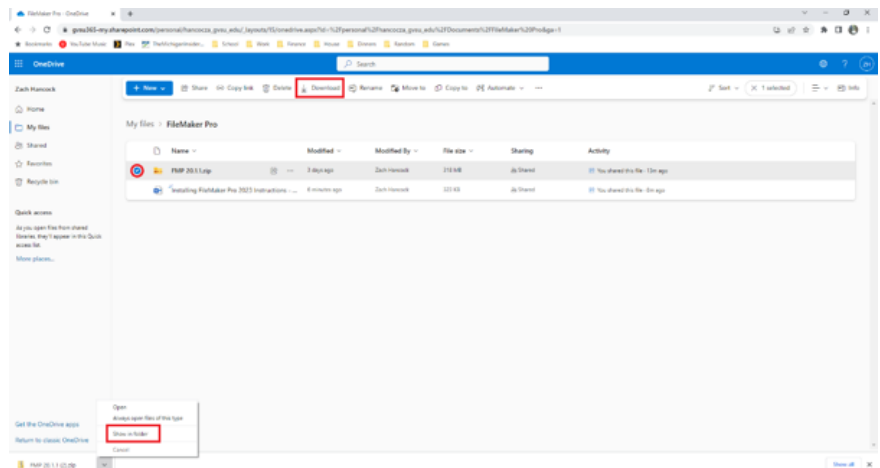
### Step 2: Installing FileMaker Pro 2023

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 [hancock@gvsu.edu](mailto:hancock@gvsu.edu) and they'll help you figure that out.

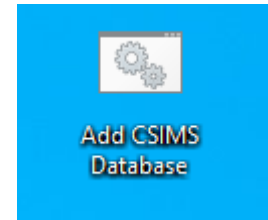
After the files extract, it should open up a folder with a file in it called FMP 20 Installer.Ink

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.

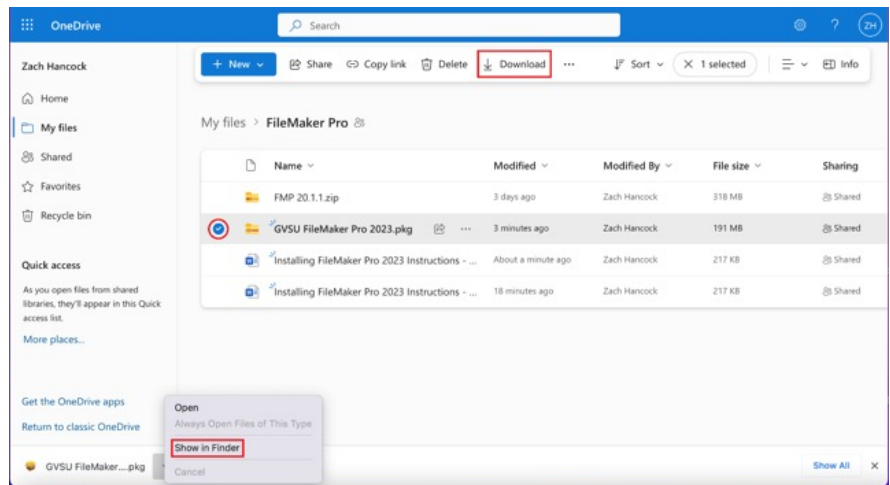
## Mac Installer

Step 1: Download FileMaker Pro 2023 from the OneDrive link. Follow the link to the file (FileMaker Pro). Log into OneDrive with your GVSU email address.

Select the "GVSU FileMaker Pro 2023.pkg" file.

Click Download.

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



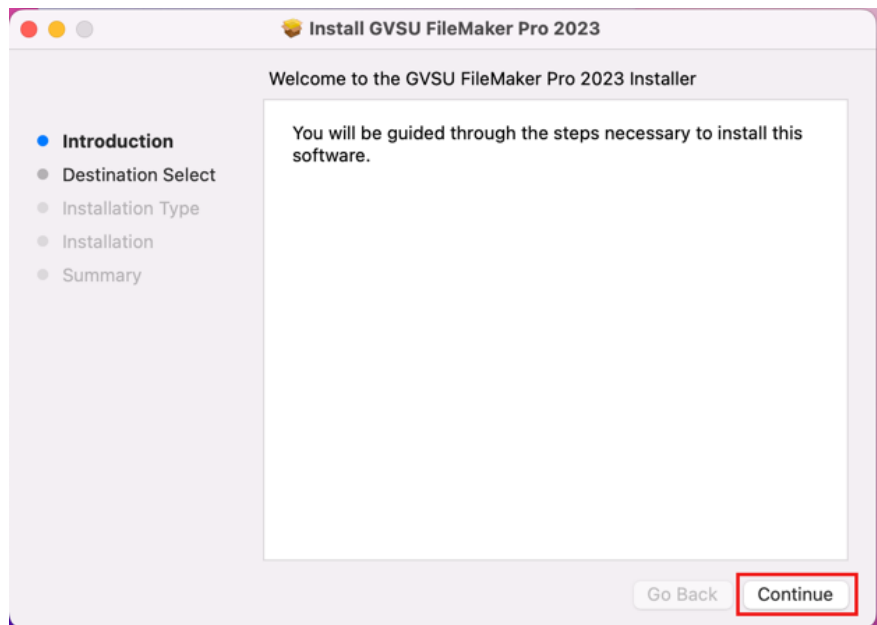
Step 2: Installing FileMaker Pro 2023 (Figures 2-4 below)

-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.

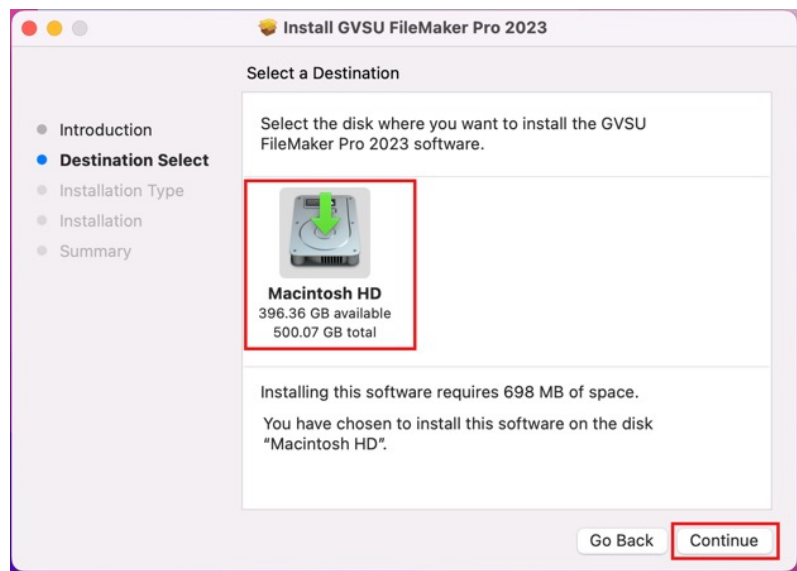
On the Destination Select screen, choose the main drive if there is more than one option, then click Continue.

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

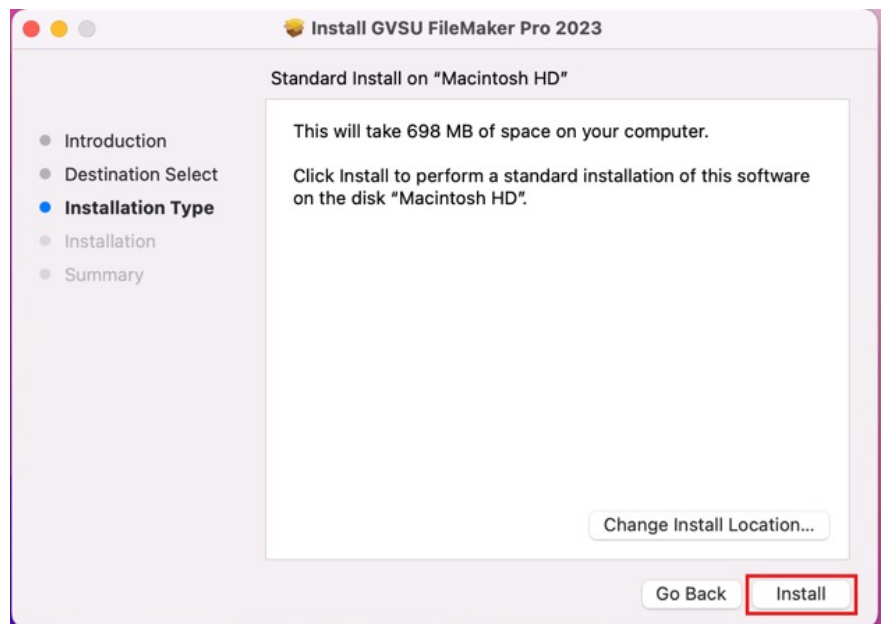


On the Destination Select screen, choose the main drive if there is more than one option, then click Continue.

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



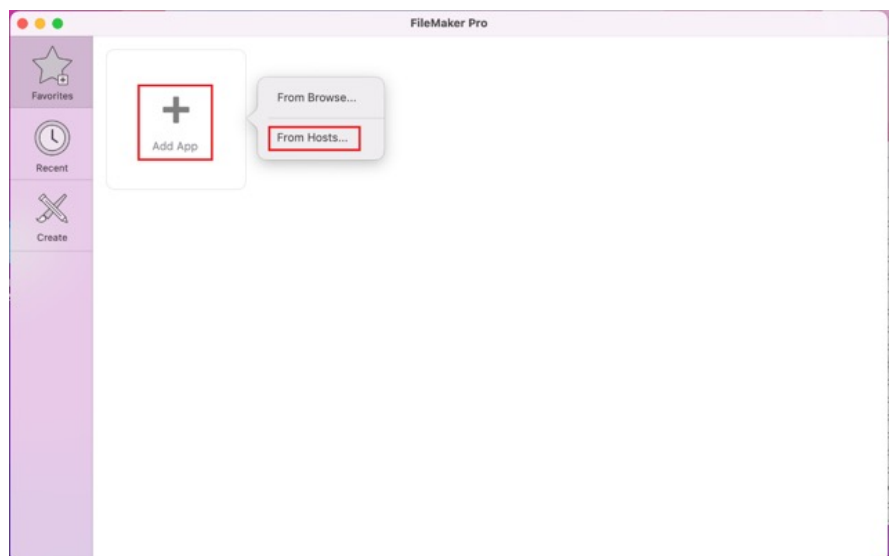
On the Installation Type screen, click Install. Click Finish once it's done.



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.



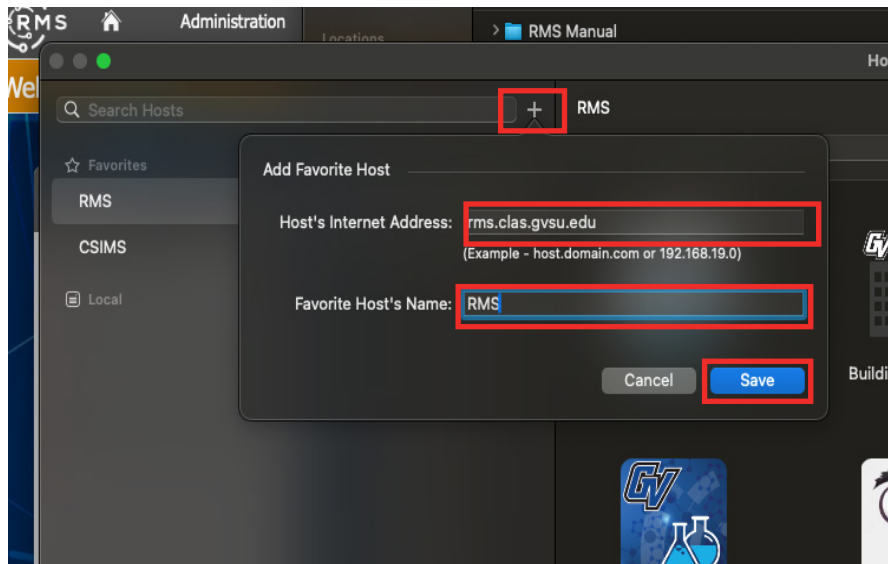
In the resulting window, click the + button next to the Search Hosts field.

Fill in the fields with the following:

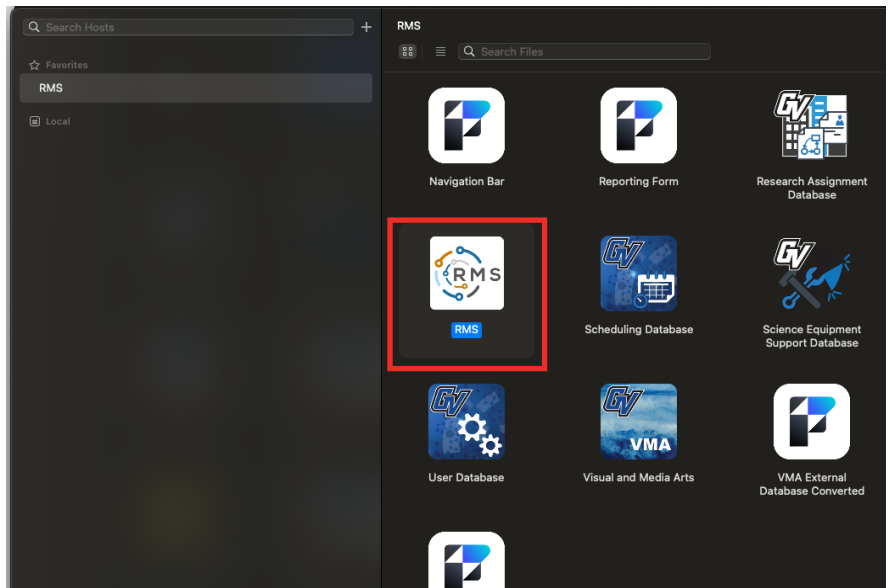
Host's Internet Address: **rms.clas.gvsu.edu**

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.



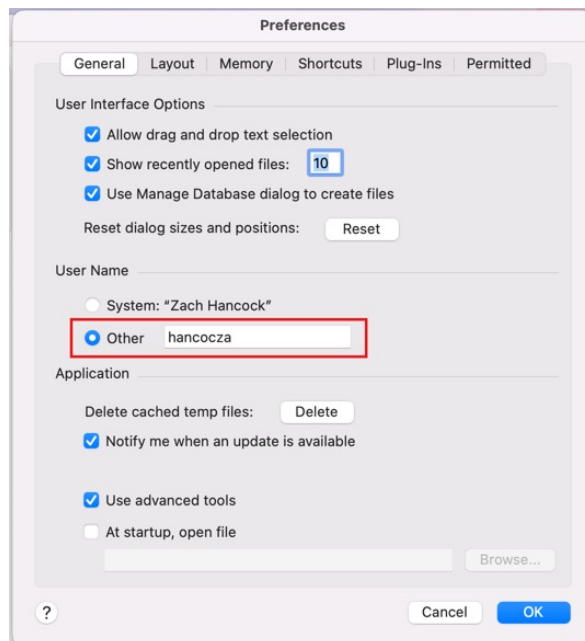
#### Step 4: Login

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

Click Preferences...

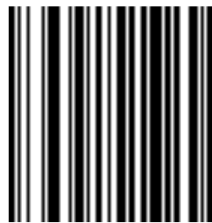
Under the User Name section, select Other and enter your GVSU user-name. This will make it easier to log in each time. Click OK to close the window. (see Figure 8 below)

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.



# Scanner Programming

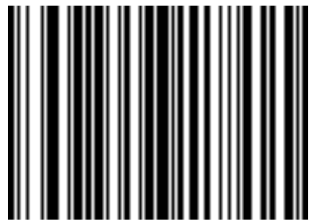
Scan barcodes in order to reprogram your zebra, symbol, motorola barcode scanner.



**Erase All Rules**



**#**



**Begin New Rule**



**Send Keypad Enter**



**Send Data Up To Character**



**Save Rule**



# Scanner Programming

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



Begin New Rule



Send Control 2



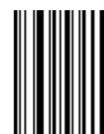
Send Keypad Enter



Specific String At Start



Send Pause



Save Rule



F



Pause Duration



A



2



C



0



End of Message



Send All Data That Remains

# 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/](http://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.



### Equipment Sign Out process and record keeping



### iPad application for mobile inventory management



### Barcode Implementation

Scanning resources allows



### Daily backups with four month history



### GHS Standardized Labeling



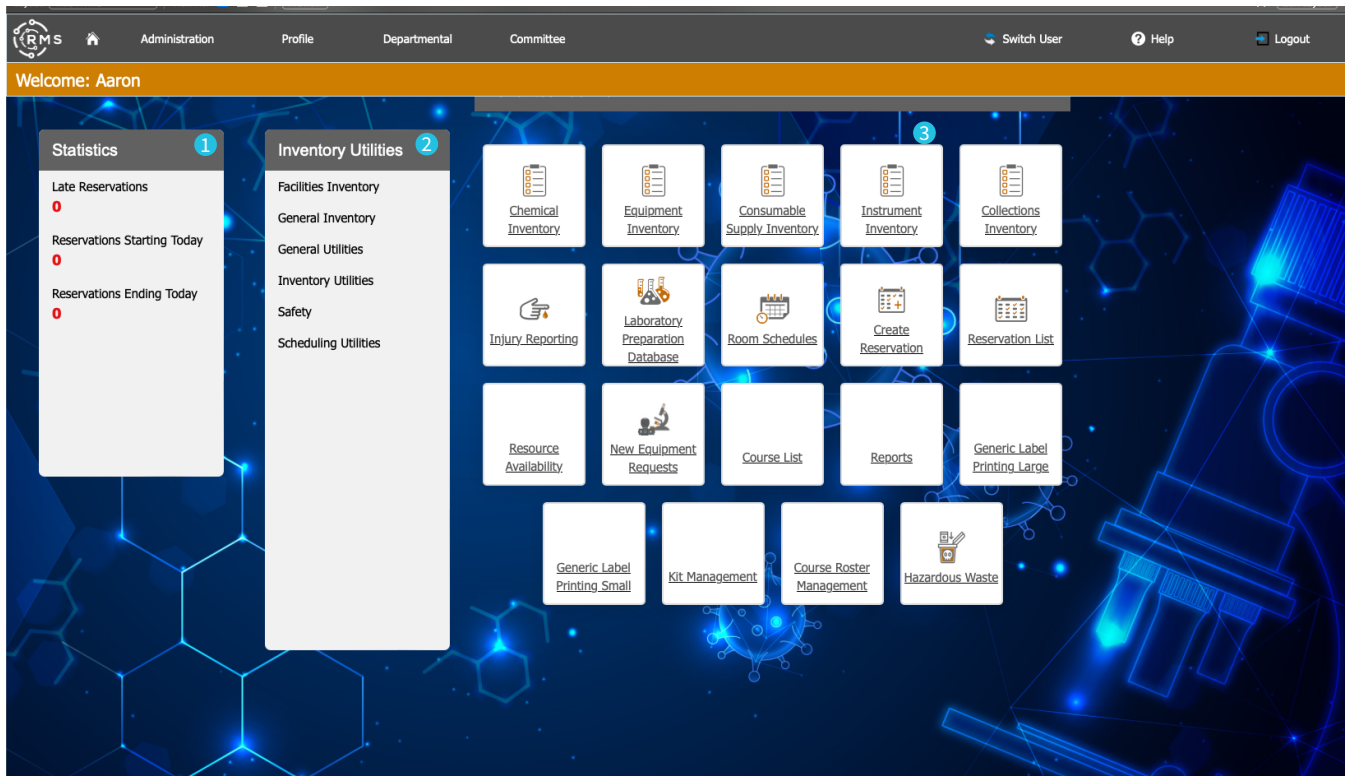
### Depreciation Schedule for equipment replacement planning.

## 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](mailto:rms@gvsu.edu) for more information.

Please contact [rms@gvsu.edu](mailto:rms@gvsu.edu) for further details.

# Main Title Overview



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## 1 Department Statistics

Department statistics will give you a brief summary of department equipment

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## 2 Function Menu

This menu has all of the system functions available.

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## 3 Favorite Tool Bar

Allows you to choose commonly used functions and place them on the overview for quick access

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**Dashboard for your starting point.**

# General Inventory Layout

The screenshot displays the RMS interface for an extended department inventory of chemicals. The table below represents the data shown in the interface:

Resource Type	Description	Group	CAS/Sub Group	Location	Quantity	Owner
Chemical	TRIMETHYLAMINE N-OXIDE	Sub Category	1184-78-7	pad 378 G40	1	Chemistry Department
Chemical	Ferrocenylmethyltrimethylammonium iodide, 99%	Sub Category	12086-40-7	PAD 387 Location	1	Thorgaard
Chemical	ACETAMIDE	Sub Category	60-35-5	PAD 378 B1	4	Chemistry Department
Chemical	ACETAMIDOPHENOL,(4-) (ACETAMINOPHEN)	Sub Category	103-90-2	PAD 378 G7	3	Chemistry Department
Chemical	ACETANILIDE	Sub Category	103-84-4	PAD 378 G7	23	Chemistry Department
Chemical	ACETIC ACID, Glacial	Sub Category	64-19-7	PAD 163 163A	71	Chemistry Department
Chemical	ACETIC ANHYDRIDE	Sub Category	108-24-7	PAD 164 164A	45	Chemistry Department
Chemical	ACETONE	Sub Category	67-64-1	PAD 164 164S	37	Ngassa
Chemical	ACETONEDICARBOXYLIC ACID, (1,3-)	Sub Category	542-05-2	PAD 163 163S8bin	2	Chemistry Department
Chemical	ACETONITRILE	Sub Category	75-05-8	PAD 331 ENV1	8	Biros
Chemical	ACETOPHENETIDIDE (PHENACETIN)	Sub Category	62-44-2	PAD 378 B1	2	Chemistry Department
Chemical	ACETOXY-2-BUTANONE (4-)	Sub Category	10150-87-5	PAD 379 379	1	Chemistry Department
Chemical	ACETYL CAPROLACTAM,(N-)	Sub Category	1888-91-1	PAD 163 163s7	1	Chemistry Department
Chemical	ACETYL-1-METHYL-CYCLOHEXENE (4)	Sub Category	6090-09-1	PAD 379 379	1	Chemistry Department

- 1 Navigation List** Allows you to navigate between functions of the inventory system.
- 2 Search Utility** Utility allows a quick search of the inventory. 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 below in the bar. This bar changes buttons depending on what type of inventory you are viewing.

# General Inventory Layout List Components

Resource Type	Description	Group	CAS/Sub Group	Location	Quantity	Owner	
Chemical	TRIMETHYLAMINE N-OXIDE	Sub Category	1184-78-7	pad 378 G40	1	Chemistry Department	View
Chemical	Ferrocenylmethyltrimethylammonium iodide, 99%	Sub Category	12086-40-7	PAD 387 Location	1	Thorgaard	View
Chemical	ACETAMIDE	Sub Category	60-35-5	PAD 378 B1	4	Chemistry Department	View
Chemical	ACETAMIDOPHENOL,(4-) (ACETOMINOPHEN)	Sub Category	103-90-2	PAD 378 G7	3	Chemistry Department	View
Chemical	ACETANILIDE	Sub Category	103-84-4	PAD 378 G7	23	Chemistry Department	View
Chemical	ACETIC ACID, Glacial	Sub Category	64-19-7	PAD 163 163A	71	Chemistry Department	View
Chemical	ACETIC ANHYDRIDE	Sub Category	108-24-7	PAD 164 164A	45	Chemistry Department	View
Chemical	ACETONE	Sub Category	67-64-1	PAD 164 164S	37	Ngassa	View
Chemical	ACETONEDICARBOXYLIC ACID, (1,3-)	Sub Category	542-05-2	PAD 163 163S8bin	2	Chemistry Department	View
Chemical	ACETONITRILE	Sub Category	75-05-8	PAD 331 ENV1	8	Biros	View
Chemical	ACETOPHENETIDIDE (PHENACETIN)	Sub Category	62-44-2	PAD 378 B1	2	Chemistry Department	View
Chemical	ACETOXY-2-BUTANONE (4-)	Sub Category	10150-87-5	PAD 379 379	1	Chemistry Department	View
Chemical	ACETYL CAPROLACTAM,(N-)	Sub Category	1888-91-1	PAD 163 163s7	1	Chemistry Department	View
Chemical	ACETYL-1-METHYL-CYCLOHEXENE (4)	Sub Category	6090-09-1	PAD 379 379	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 inventory 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.

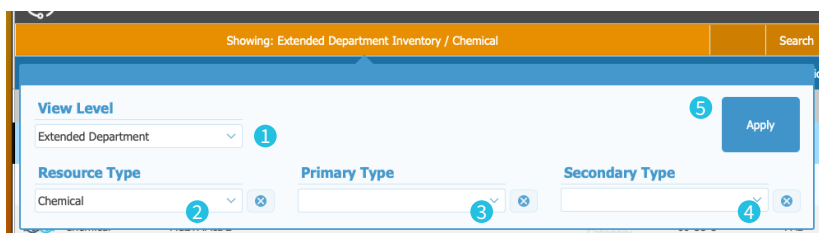
# Search Bar Overview



## Definitions

- 1 Inventory Search Parameters** This shows you the current search parameters of the inventory.
- 2 Search Box** Search box allows you to search for specific resources you need.
- 3 Search Button** This is exactly what it means click this button to search for what you need.

## Inventory Search Parameters



## Definitions

- 1 Level of inventory** Allows you to select which level of inventory to search Searching levels. 1. Personal, 2. Department, 3. Extended Department, 4. College
- 2 Resource Type** Search box allows you to search for specific resources your need. Choices are the main resource types. Biologicals, Chemicals, Collections, Consumables, 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

The screenshot displays the RMS interface for a chemical resource. At the top, there's a navigation bar with 'Administration', 'Profile', 'Departmental', and 'Committee' options. Below this, the 'Resource Details' section shows 'ETHYL ETHER, ANHYDROUS' with fields for CAS Number (60-29-7), Number of Bottles (19), Storage Code (Red), and Total Amount (30.5 L). The 'Safety Information' section includes a Signal Word (Danger) and a GHS Hazard Summary. A table lists individual bottles with columns for Bottle Status, Barcode Number, Building, Room, Location, Container Size, Availability, Date Received, and Date Deleted. The utility bar at the bottom contains buttons for 'Find Item with Scanner', 'Labels', 'Add Resource Utility', 'Inventory Transfer Utility', and 'Change Resource Owner'.

- 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 below in the bar. This bar changes buttons depending on what type of inventory you are viewing.

5



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# 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

The screenshot displays the RMS interface for chemical inventory. At the top, the browser address bar shows 'RMS (csims.clas.gvsu.edu)'. The navigation bar includes 'Administration', 'Profile', 'Departmental', and 'Committee'. The main content area is titled 'Resource Details' and 'SDS'. The chemical name is 'ETHYL ETHER, ANHYDROUS'. The 'Resource Details' tab shows fields for CAS Number (60-29-7), Number of Bottles (19), Storage Code (Red), Total Amount (30.5 L), and Used in Prep? (Yes). The 'Safety Information' tab shows Signal Word (Danger) and GHS Hazard Summary (Extremely flammable liquid and vapour; Harmful if swallowed; May cause drowsiness or dizziness). Below these tabs is a table of items with columns for Bottle Status, Barcode Number, Building, Room, Location, Container Size, Availability, Date Received, and Date Deleted. The table lists several items, all marked as 'Deleted' and 'On Shelf'. At the bottom, utility buttons include 'Labels', 'Add Resource Utility', 'Inventory Transfer Utility', and 'Change Resource Owner'.

## 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

### 7 GHS Label Printing

Printing of GHS approved label for secondary containment

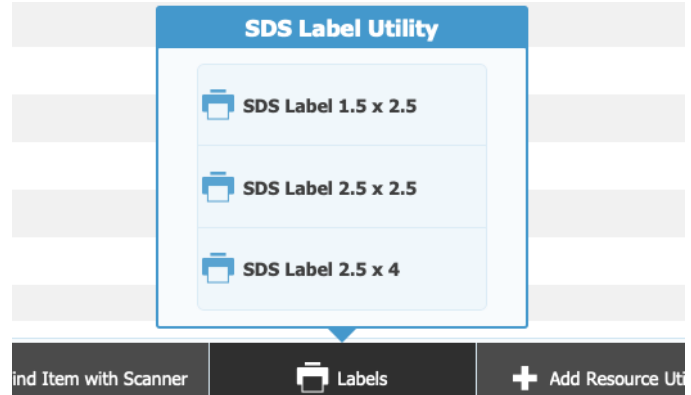
### 8 Add Resource Utility

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

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 preformatted 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.

TRIMETHYLAMINE N-OXIDE

Causes skin irritation Causes serious eye irritation

Warning 

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

08

Add Item Utility

|

03

04



# Equipment Inventory Overview

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1 **Utility List** Allows you to navigate between functions of the inventory system.

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2 **Search Utility** Utility allows a quick search of the inventory. 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 below in the bar. This bar changes buttons depending on what type of inventory you are viewing.

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# New Equipment Requests

## Functions within the RMS system.



### Committee Feedback

System will allow 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.



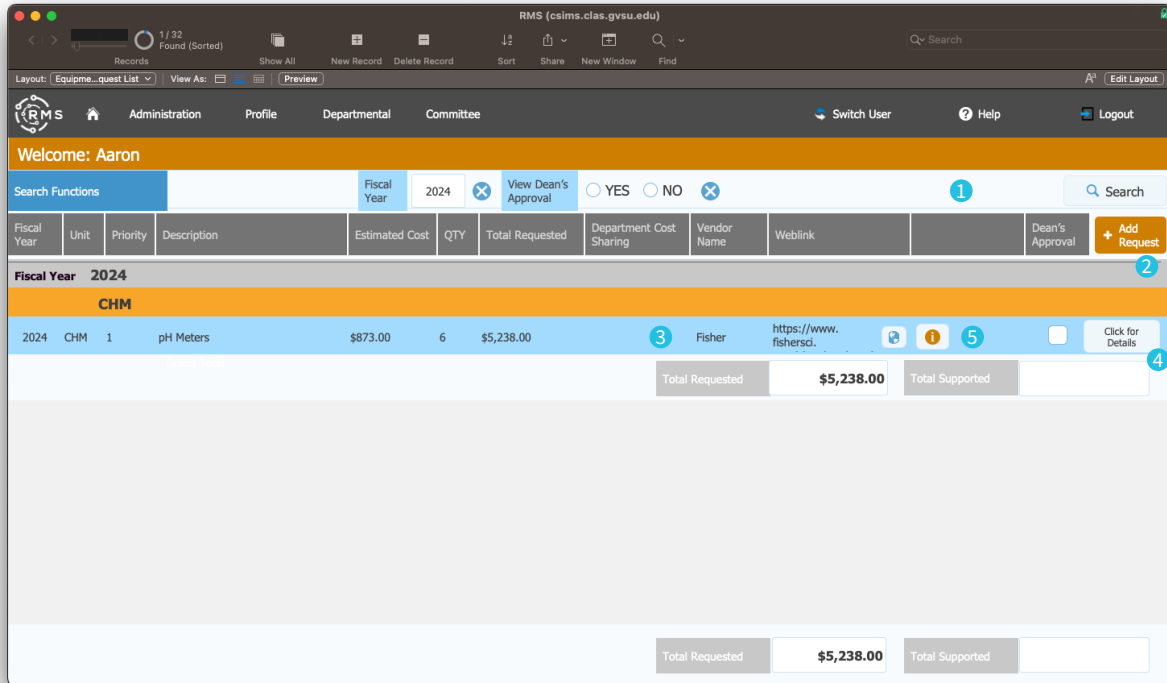
### Daily backups with four month history

## 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](mailto:rms@gvsu.edu) for more information.

Please contact [rms@gvsu.edu](mailto:rms@gvsu.edu) for further details.

# New Equipment Request List View



## 1 Search Utility

Search Bar allows you to view specific fiscal years, and which items have been approved by the Dean's Office.

## 2 Add Request

This allows you to add a new equipment request.

## 3 Request List

List all requests summaries within the requested search.

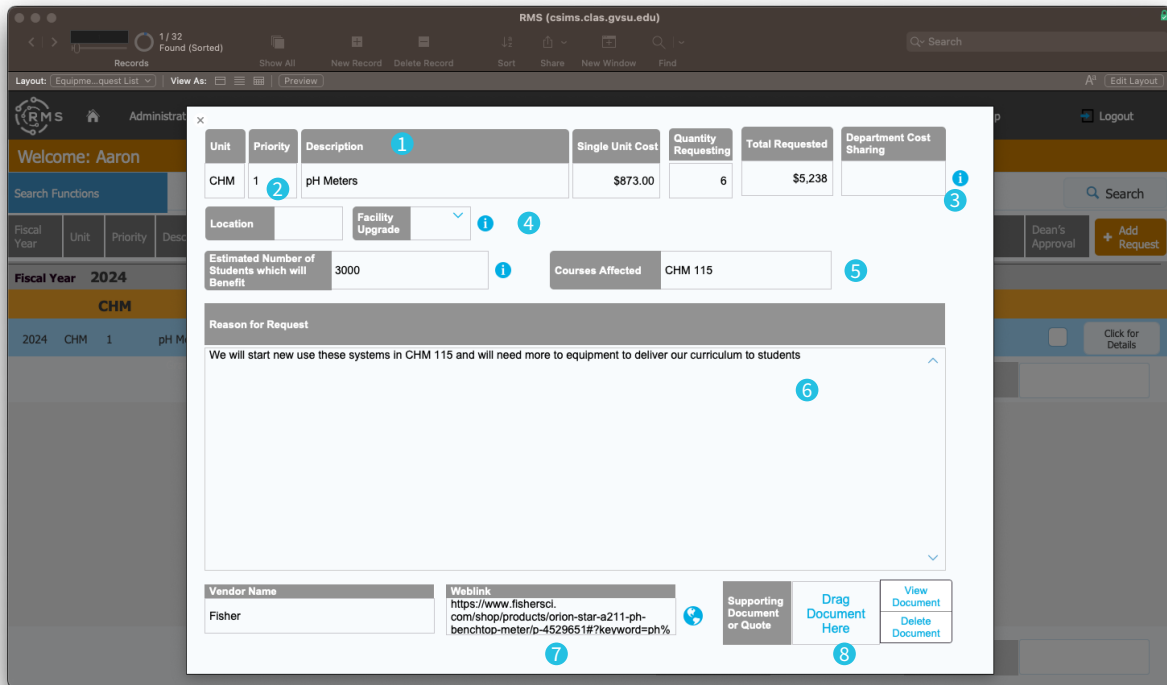
## 4 Detailed Button

Allows you to edit the details of each request including justification for the equipment purchase, and attachment of PDF information.

## 5 Committee Comment Tag

Allow departments to read comments from the committee allowing feedback and transparency.

# New Equipment Request Detailed View



## 1 Equipment Request

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

## 2 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 .

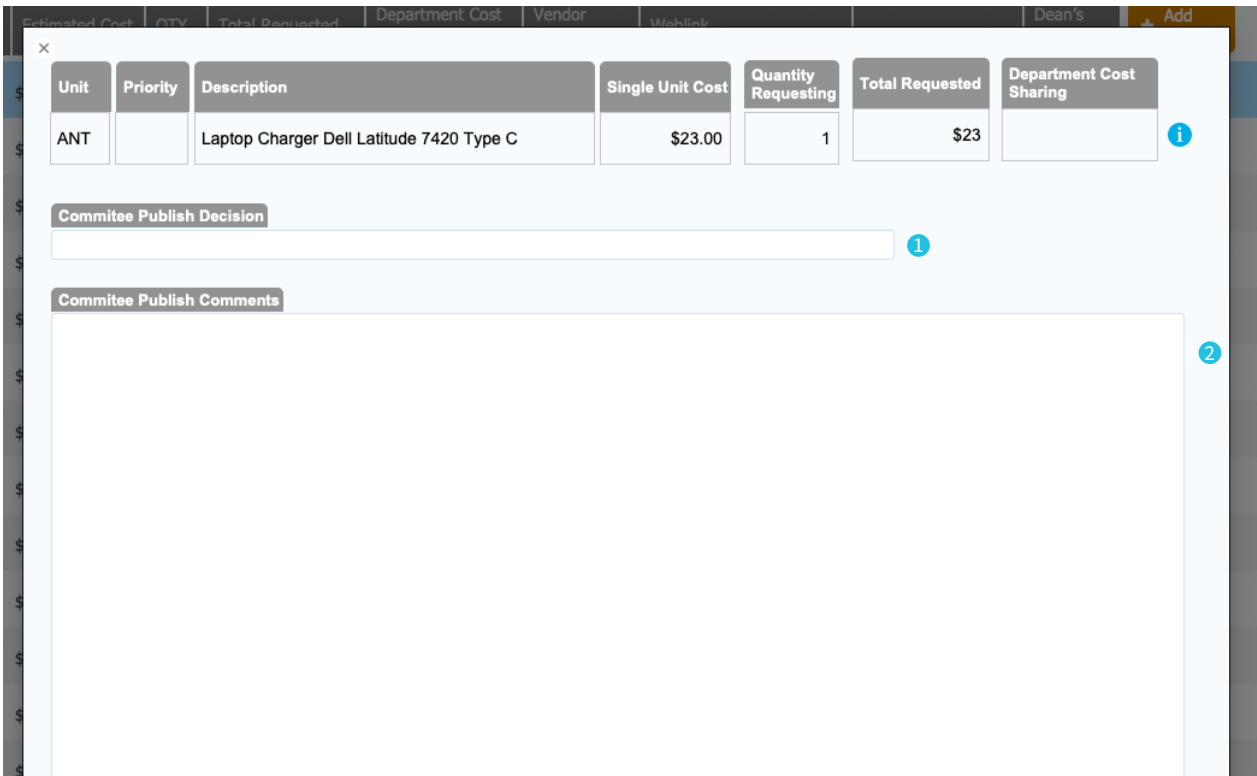
## 7 Vendor Information

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



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

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1 **Utility List** Allows you to navigate between functions of the inventory system.

---

2 **Search Utility** Utility allows a quick search of the inventory. 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 below in the bar. This bar changes buttons depending on what type of inventory you are viewing.

---

5

### 3

## Select SDS

The screenshot shows the RMS system dashboard. At the top, there is a navigation bar with 'Administration', 'Profile', 'Departmental', and 'Committee' links, along with a 'Switch User' button. Below this is a welcome banner for 'Heather'. The main content area is divided into three sections: 'Statistics', 'Inventory Utilities', and 'Favorites Tool Bar'. The 'Inventory Utilities' menu is open, showing options like 'Facilities Inventory', 'General Inventory', 'General Utilities', 'Inventory Utilities', 'Safety', 'SDS', 'AED Inventory', and 'Safety Inspection Action'. The 'SDS' option is highlighted with a red box. The 'Favorites Tool Bar' contains icons for 'Chemical Inventory', 'Biological Inventory', 'Equipment Inventory', 'Gas Cylinder Inventory', 'Consumable Supply Inventory', 'Instrument Inventory', 'Collections Inventory', 'Technology Inventory', 'Chemical General Inventory', and 'New Equipment Requests'.

### 4

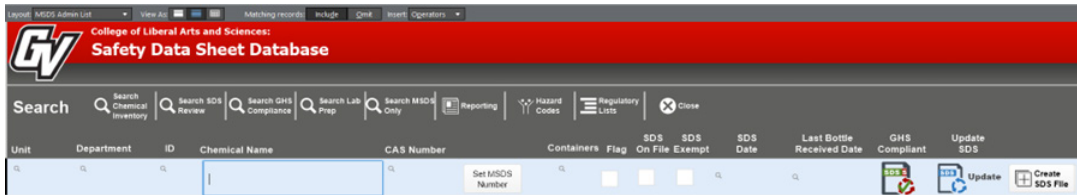
## Select FIND

The screenshot shows the 'Safety Data Sheet Database' application. The top menu bar includes 'File', 'Edit', 'View', 'Insert', 'Format', 'Records', 'Scripts', 'Window', and 'Help'. The 'Find' button in the toolbar is highlighted with a red box. Below the menu is a search bar and a table of search results. The table has columns for 'Unit', 'Department', 'ID', 'Chemical Name', 'CAS Number', 'Containers', 'Flag', 'SDS On File', 'SDS Exempt', 'SDS Date', 'Last Bottle Received Date', 'GHS Compliant', 'Update SDS', and 'Create SDS File'. The first row shows a record for 'Shower' with ID 1, CAS Number, 6 containers, and a last bottle received date of 6/28/2023.

Unit	Department	ID	Chemical Name	CAS Number	Containers	Flag	SDS On File	SDS Exempt	SDS Date	Last Bottle Received Date	GHS Compliant	Update SDS	Create SDS File
CLAS	CLAS	1	Shower		6					6/28/2023		Update	Create SDS File
CLAS	CLAS	2	Viewlinc Logger (COM 1)		3					3/14/2017		Update	Create SDS File
CLAS	CLAS	3	Viewlinc Logger (COM 9)		3					3/14/2017		Update	Create SDS File
CLAS	CLAS	4	Viewlinc Logger (COM 19)		2					3/14/2017		Update	Create SDS File
CLAS	CLAS	5	Viewlinc Logger (COM 20)		4					3/14/2017		Update	Create SDS File
CLAS	CLAS	6	Viewlinc Logger (COM 2)		3					3/14/2017		Update	Create SDS File
CLAS	CLAS	7	Viewlinc Logger (COM 6)		2					3/14/2017		Update	Create SDS File
CLAS	CLAS	8	Viewlinc Logger (COM 5)		2					3/14/2017		Update	Create SDS File
CLAS	CLAS	9	Viewlinc Logger (COM 7)		4					3/14/2017		Update	Create SDS File

## 5

Search for chemical by name or CAS number

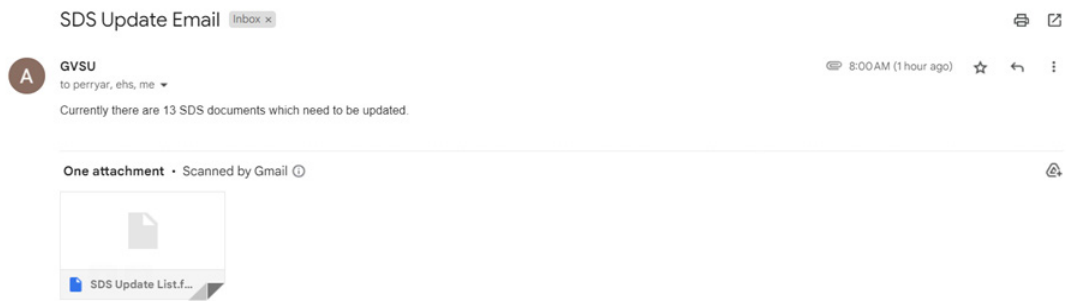


# SDS Management Procedure

How to update Safety Data Sheets -  
Filemaker Pro

## 1

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



## 2

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

## 3

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)

**Figure A**

College of Liberal Arts and Sciences: Safety Data Sheet Database

Unit	Department	ID	Chemical Name	CAS Number	Containers	Flag	SDS On File	SDS Exempt	SDS Date	Last Bottle Received Date	GHS Compliant	Update SDS
CHM	CHM	24260	BENZALDEHYDE	100-52-7	5		X		9/9/2021	11/20/2023		Update
CHM	CHM	25692	TRIFLUOROACETIC ACID	76-05-1	5		X		9/29/2020	11/20/2023		Update
VMA	VMA	67378	Rotary "0.0" Grease	MSDS67378	1					9/21/2023		Update
VMA	VMA	67408	Spraymaster Chemically resistant sprayer - Antique Black	MSDS67408	2					9/26/2023		Update
VMA	VMA	67409	Spraymaster Chemically Resistant Sprayer - Antique Brown	MSDS67409	1					9/26/2023		Update
VMA	VMA	67410	Spraymaster Chemically Resistant Sprayer - Antique brown Patina	MSDS67410	1					9/26/2023		Update
VMA	VMA	67418	Unlabeled Short Case	MSDS67418	1					9/26/2023		Update
VMA	VMA	67420	Rokusho (copper carbonate, calcium carbonate, water, salt)	MSDS67420	1					9/26/2023		Update
VMA	VMA	67768	Alphathane NB (Part 2)		1					11/27/2023		Update

**Figure B**

College of Liberal Arts and Sciences: Safety Data Sheet Database

Unit	Department	ID	Chemical Name	CAS Number	Containers	Flag	SDS On File	SDS Exempt	SDS Date	Last Bottle Received Date	GHS Compliant	Update SDS
VMA	VMA	67409	Spraymaster Chemically Resistant Sprayer - Antique Brown	MSDS67409	1					9/26/2023		Update
VMA	VMA	67410	Spraymaster Chemically Resistant Sprayer - Antique brown Patina	MSDS67410	1					9/26/2023		Update
VMA	VMA	67418	Unlabeled Short Case	MSDS67418	1					9/26/2023		Update
VMA	VMA	67420	Rokusho (copper carbonate, calcium carbonate, water, salt)	MSDS67420	1					9/26/2023		Update
VMA	VMA	67768	Alphathane NB (Part 2)		1					11/27/2023		Update
VMA	VMA	67769	Polythane (Part 1)		1					11/27/2023		Update
CMB-D	CMB	67779	Formaldehyde Solution, 37%		1					11/28/2023		Update
CMB-D	CMB	67780	Methyl Salicylate, SigmaUltra	119-36-8	1		X		10/29/2020	11/28/2023		Update
CMB-D	CMB	67781	Lactic Acid (DL), 85%	50-21-5	1		X		5/27/2021	11/28/2023		Update

5

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.

6

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

7

Select "Create SDS File"



8

Select "View SDS"



9

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: <https://www.sigmaaldrich.com/US/en/structure-search>
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)

The screenshot shows a web application window titled "SDS Update List (18)". The browser address bar shows "1999 Total (Unsorted)". The application header includes "GV College of Liberal Arts and Sciences: Academic Events" and "Safety Data Sheet Database". The main content area displays "Formaldehyde Solution, 37%". The interface is divided into several sections: "Physical Properties" (CAS Number: MSD56779), "Hazard Assessment" (Signal Word, GHS Hazard Summary, and GHS Pictograms), and "MSDS Document". There are buttons for "Manually Generate Hazard Assessment" and "Manually Set GHS Hazard Summary". The bottom right corner of the application window shows "Input Number".

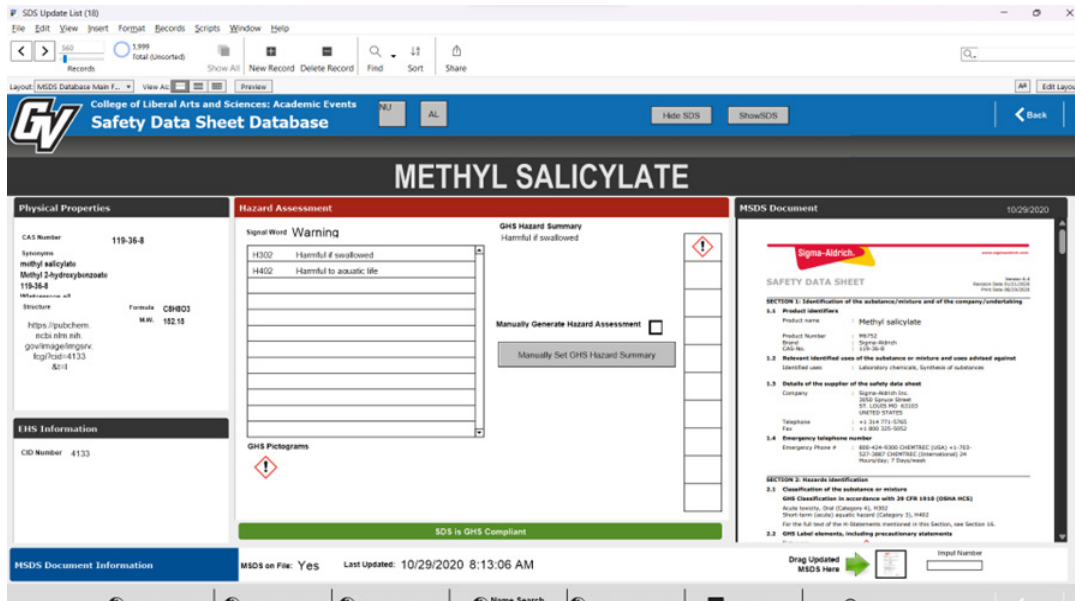
10

Select "View SDS"

The screenshot shows a table with columns for "CMB-D", "CMB", "67780", "Methyl Salicylate, SigmaUltra", "119-36-8", "Set MSDS Number", "1", "10/29/2020", "11/28/2023", and "Update". The "Update" button is highlighted with a red box, and a red arrow points to the "View SDS" button next to it.

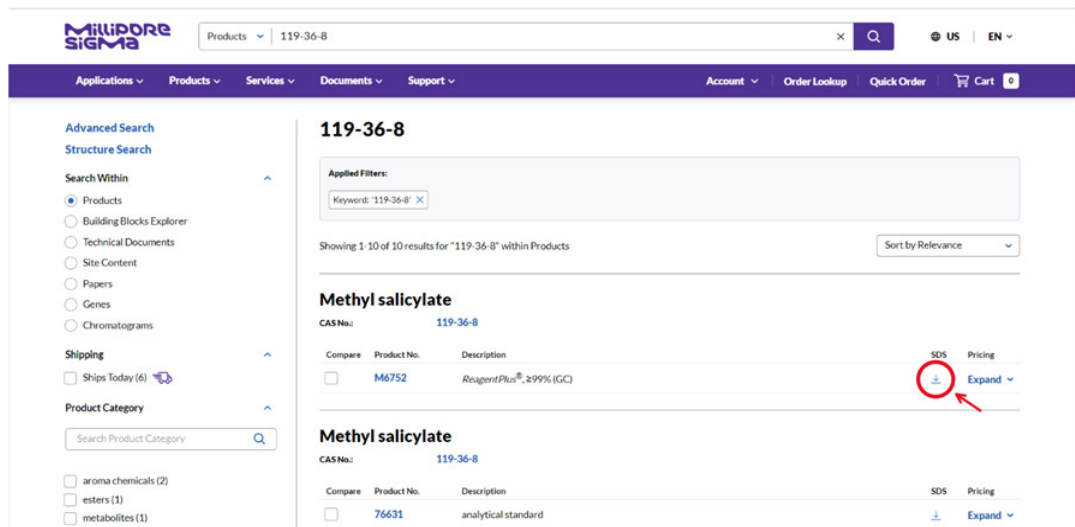
11

A new SDS needs to be uploaded, even if the fields were previously filled in. To find a recent SDS to upload, press Ctrl + 1 on your keyboard. This will take you to Sigma Aldrich's website.



12

Select the download button.



13

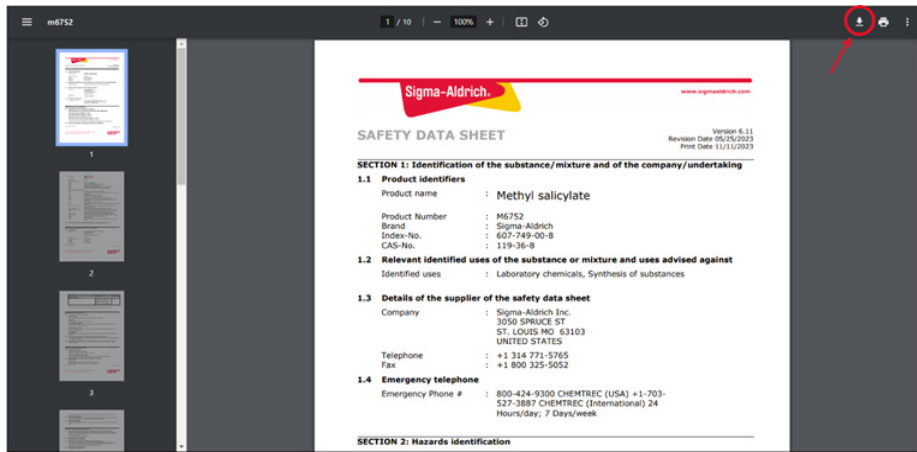
Select the English language option.





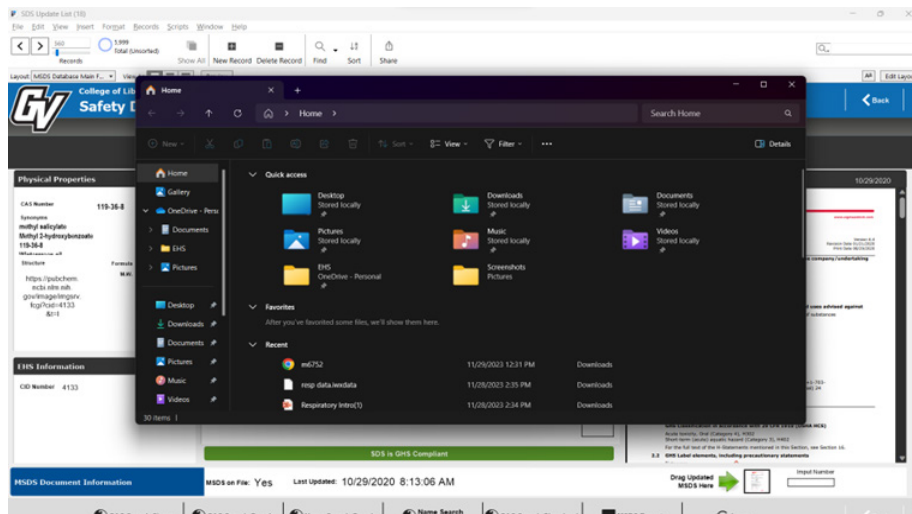
14

Select the download button and save to your computer.



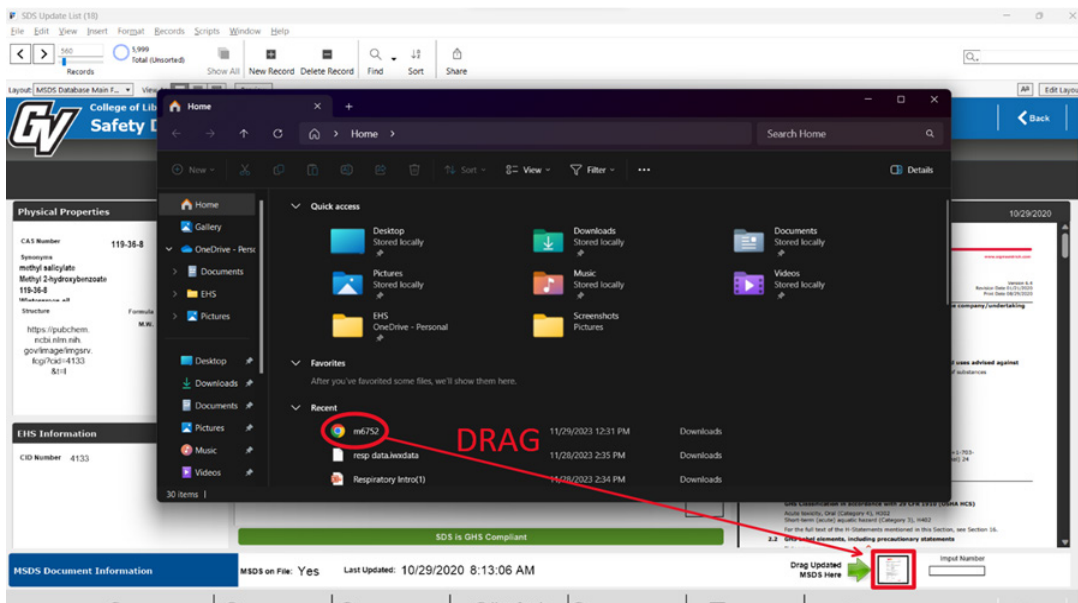
15

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



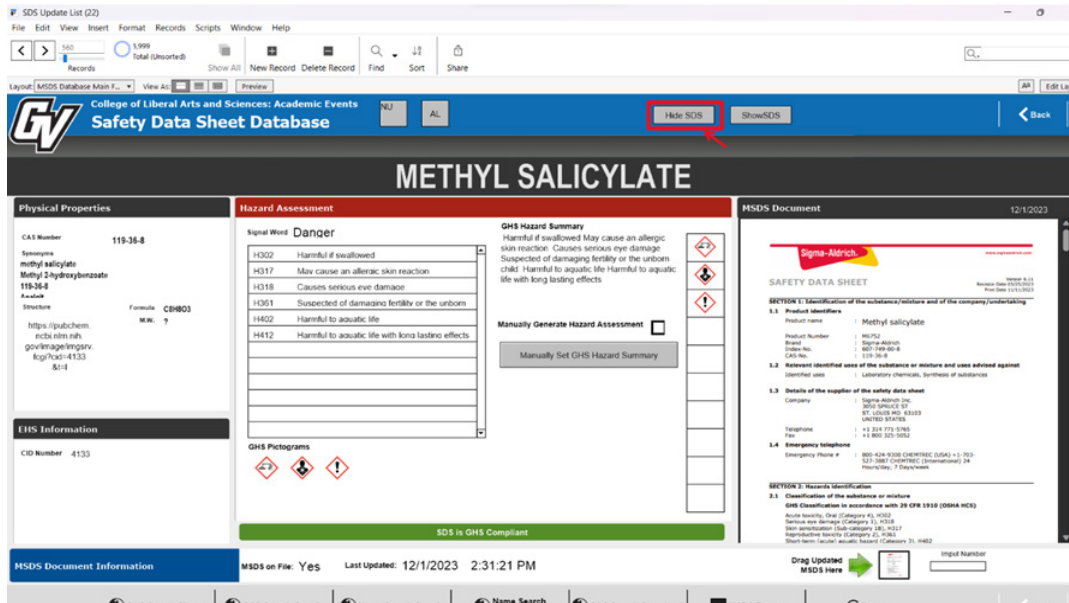
16

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



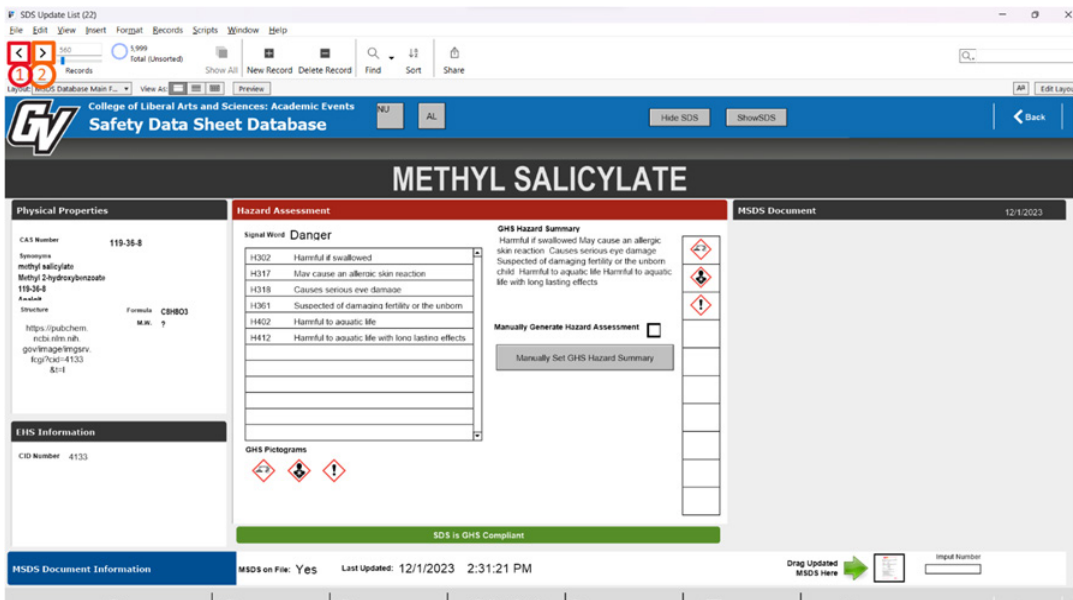
17

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



18

To refresh the page, select the “<” button, which should 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.



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:

<u>Pictogram</u>	
<u>Signal Word</u>	Danger
<u>Hazard statement(s)</u>	
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.
<u>Precautionary statement(s)</u>	
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 + P310	IF IN EYES: Rinse cautiously with water for several minutes. 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.

20

Select “Manual Set GHS Hazard Summary”.

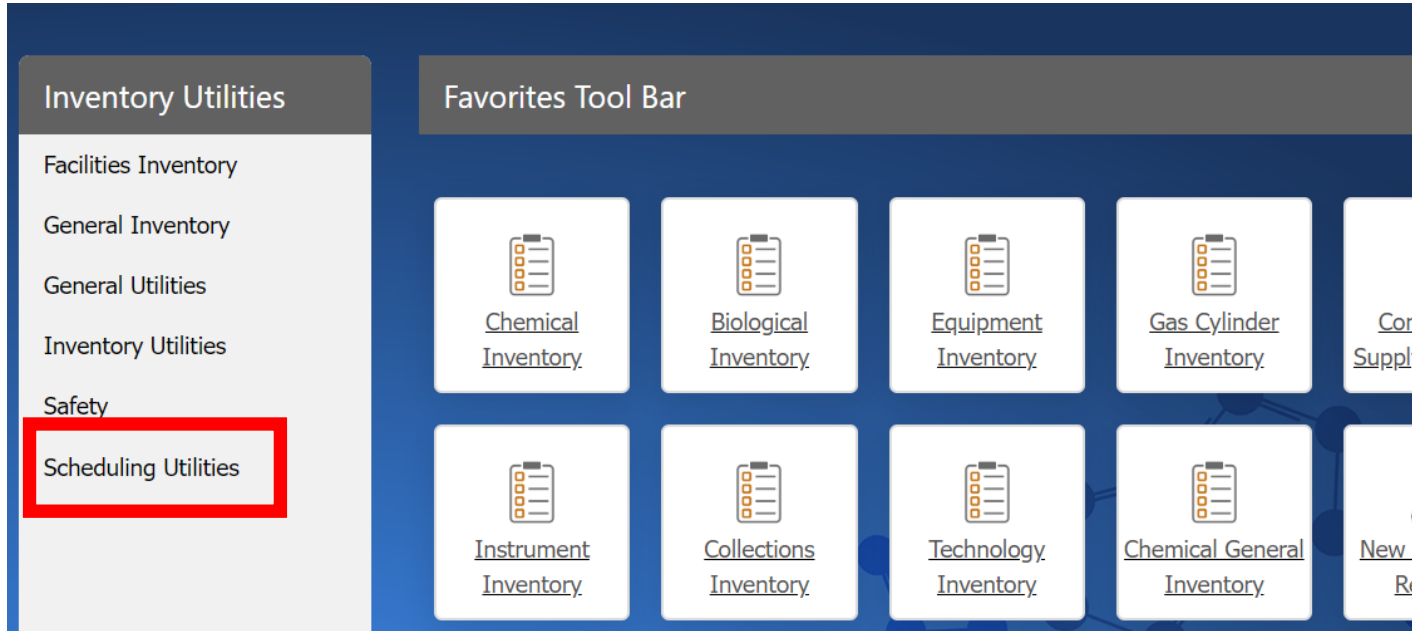
The screenshot shows the 'SDS Update List (22)' application window. The main content area displays the SDS for METHYL SALICYLATE. The 'Hazard Assessment' section is highlighted in red. Within this section, the 'Manually Set GHS Hazard Summary' button is circled in red, and a red arrow points to it. The button is located below the 'Manually Generate Hazard Assessment' checkbox. The 'GHS Hazard Summary' text is visible to the right of the hazard table.

21

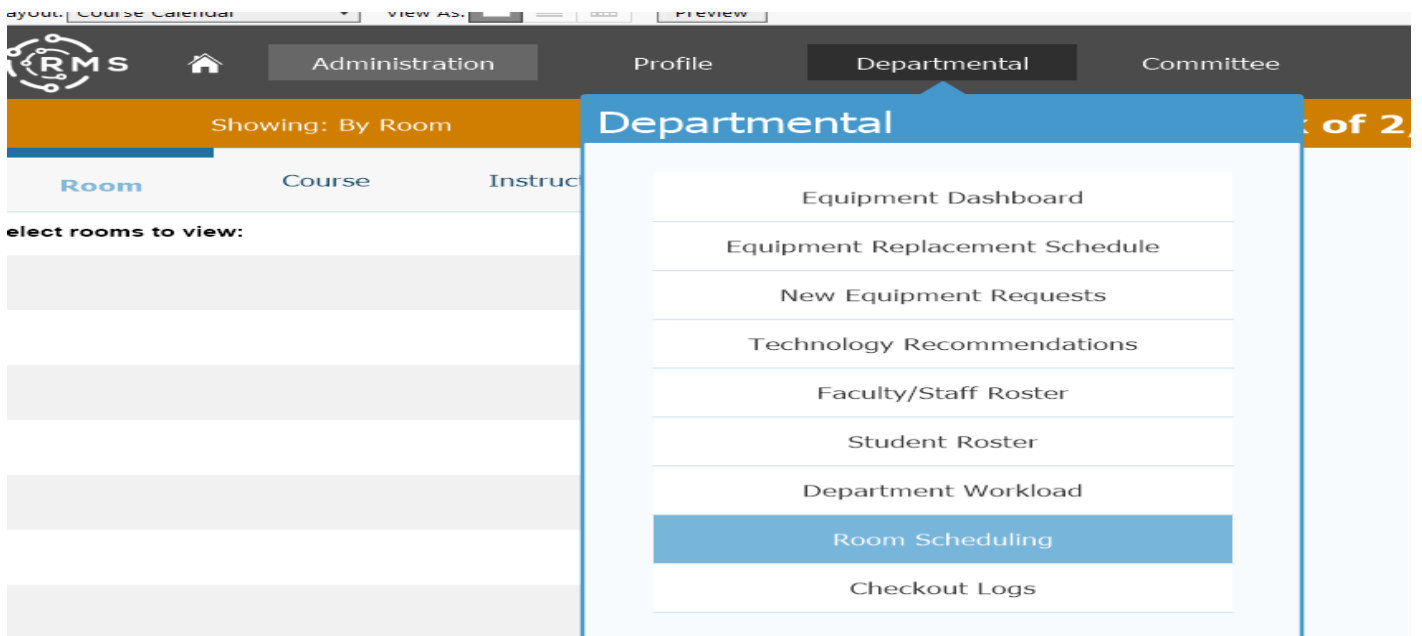
Select the “Back” button to go back to the home screen of SDS that need updating. Don't be alarmed if your updated SDS chemical is still listed-it may take a day to disappear from the list.

The screenshot shows the same SDS Update List (22) application window as in the previous image. The 'Back' button in the top right corner of the application window is circled in red, and a red arrow points to it. The rest of the SDS details for METHYL SALICYLATE remain the same.

# Scheduling Utilities



1 Select Room Scheduling to reserve a room for a course.



## 2

View rooms in calendar.

The screenshot shows the RMS calendar interface. At the top, there is a navigation bar with 'Showing: By Room' and 'Showing Week of 2/19/2024'. Below this is a search bar and a table with columns for dates from February 19, 2024, to February 23, 2024, and rows for times from 8 AM to 3 PM. A red line is visible at the 10 AM mark on February 19, 2024.

## 3

Search course by name.

The screenshot shows the RMS search results page for 'Bio'. The search bar contains 'Bio' and the results table shows 17670 records. The table has columns for ID, Room, Course, Description, Start Date, Start Time, End Date, End Time, and Department. The first few rows are highlighted in blue.

ID	Room	Course	Description	Start Date	Start Time	End Date	End Time	Department
5669297	KHS 1121	BIO 104	BIO 104-Marianne Gerard Sec 10 (78/78) KHS 1121	1/8/2024	11:00 AM	1/8/2024	11:50 AM	BIO
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
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
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
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
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
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
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
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
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

## 4 View classes by instructor.

The screenshot shows the RMS interface with a search filter set to 'Bio'. The table below lists the resulting class records.

ID	Room	Course	Description	Start Date	Start Time	End Date	End Time	Department	
Showing 17670 Records									
5669297	KHS 1121	BIO 104	BIO 104-Marianne Gerard Sec 10 (78/78) KHS 1121	1/8/2024	11:00 AM	1/8/2024	11:50 AM	BIO	View →
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 →
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.

The screenshot shows the RMS interface with a calendar view for the week of 2/19/2024. The calendar is filtered by instructor 'Tamara Shreiner'. The utility bar at the bottom provides options to adjust calendar settings, refresh, reset, view event list, see my schedule, and print calendar.

	February 19, 2024	February 20, 2024	February 21, 2024	February 22, 2024	February 23, 2024
8 AM					
9 AM					
10 AM					
11 AM					
12 PM		SST 310-Tamara Shreiner Sec 01 (25/25) MAK A1155		SST 310-Tamara Shreiner Sec 01 (25/25) MAK A1155	
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, Refresh Calendar, 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.

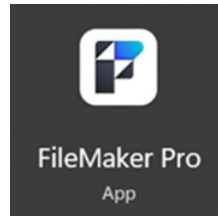
The screenshot displays the RMS (Registration Management System) interface. At the top, there are navigation tabs for 'Administration', 'Profile', 'Departmental', and 'Committee'. A search bar and 'Event Advanced Filters' are visible. Below this is a table with columns: ID, Room, Course, Description, Start Date, Start Time, End Date, End Time, and Department. A modal window titled 'Enter Event Description Here' is open, allowing users to input event details. The modal includes fields for 'Start' and 'End' (with date and time pickers), dropdown menus for 'Event Color', 'Course', 'Room', and 'Instructor/Reserver', and an 'Additional Information' section. 'Cancel' and 'Create Event' buttons are at the bottom of the modal. The table below the modal shows several event entries with their respective details.

ID	Room	Course	Description	Start Date	Start Time	End Date	End Time	Department
5668342	DEV 205D	CJ 495	CJ 495-Kathleen Bailey Sec 02 (25/25) D	2/23/2024	11:15 AM			CJ
5668642	SCB 2001	MKT 370	MKT 370-Paul Lane Sec 01 (35/35) SCB 2	2/20/2024	8:50 PM			MKT
5668810	DEV 207E	SW 601	SW 601-Cray Mulder Sec 01 (20/20) DEV	2/20/2024	5:50 PM			SW
5669059	CHS 233	PAS 610	PAS 610-Amanda Reddy Sec 01 (13/13) C	2/23/2024	3:00 PM			PAS
5669202	CHS 145	PT 661	PT 661-Mary Green Sec 10 (61/62) CHS 1	2/22/2024	11:50 AM			PT
5669203	DCIH 210	PT 661	PT 661-Mary Green Sec 10 (61/62) DCIH	2/19/2024	9:20 AM			PT
5669204	CHS 207	PT 661	PT 661-Mary Green Sec 901 (16/16) CHS	2/19/2024	10:50 AM			PT
5669484	DEV 107D	SW 655	SW 655-Bethany Vukusic Sec 12 (11/15)	2/23/2024	8:30 PM			SW
5669558	MAK A1117	AHS 110	AHS 110-Jessica Vermeersch Sec 05 (29/30) MAK A1117	2/21/2024	6:00 PM	2/21/2024	8:50 PM	AHS
5669564	RFH 230	AHS 301	AHS 301-Chad Sutcliffe Sec 01 (21/30) RFH 230	2/20/2024	10:00 AM	2/20/2024	12:50 PM	AHS

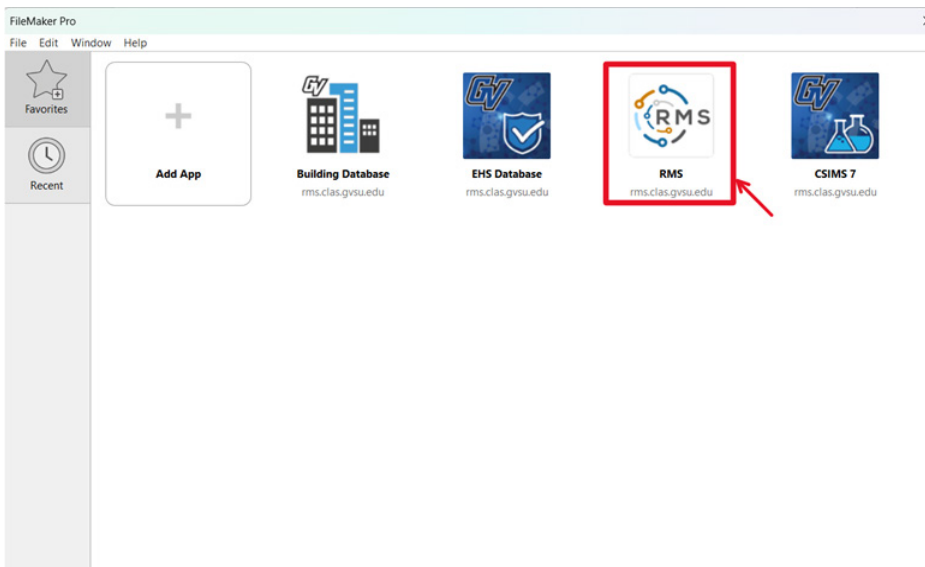


# Hazardous Waste Labeling

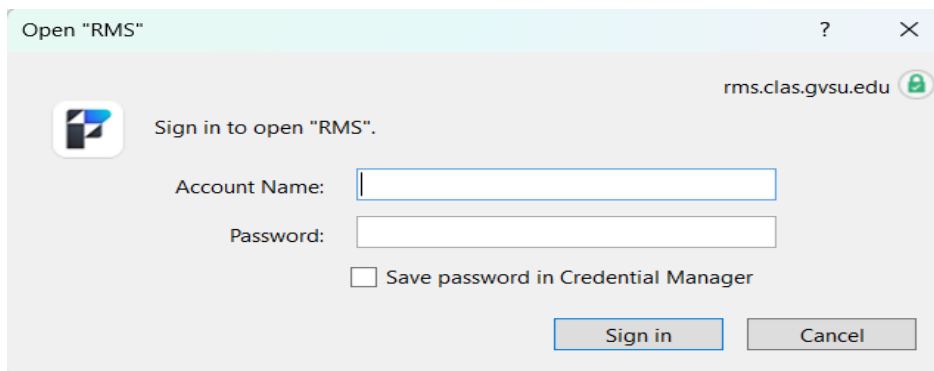
## 1 How to Access the Tool in Filemaker Pro



## 2 Select RMS

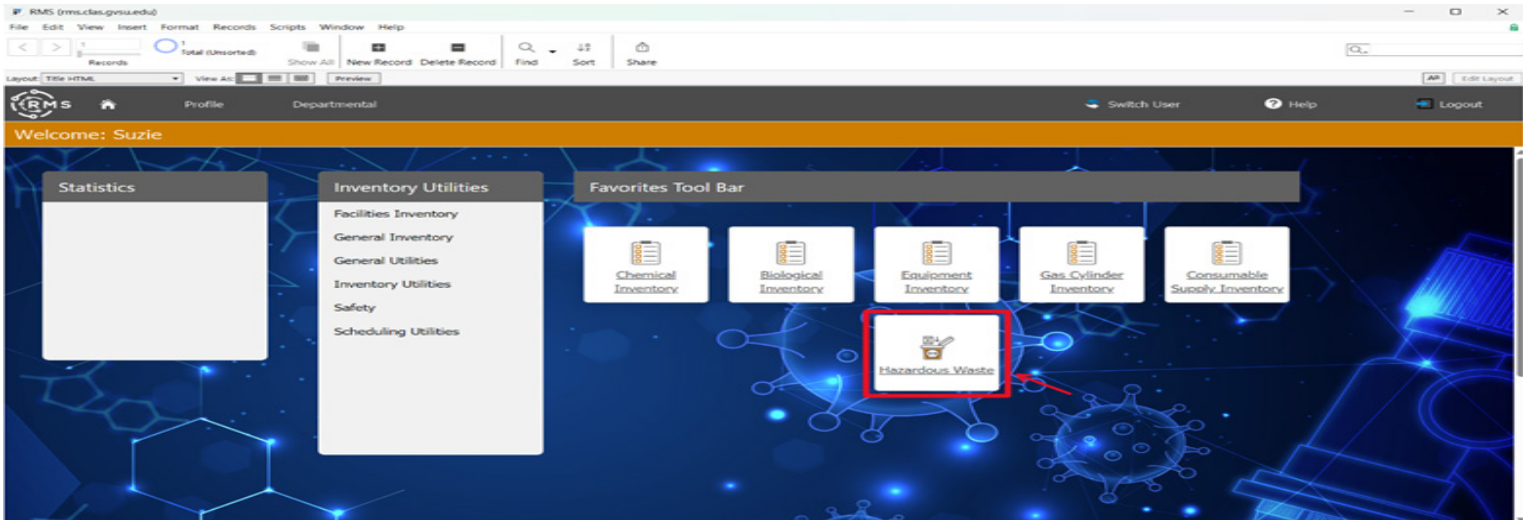


## 3 Enter Login Information



4

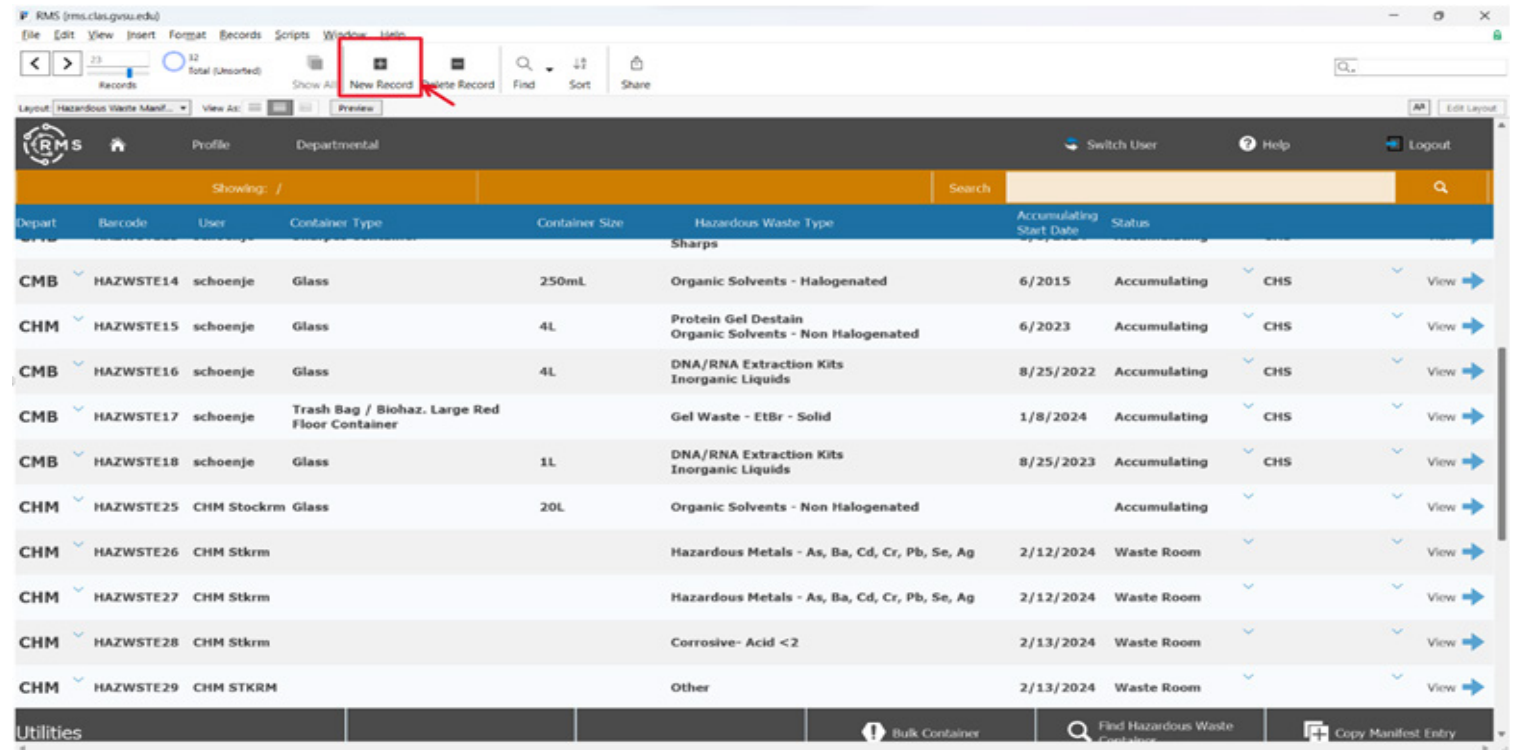
Select "Hazardous Waste" icon from your Favorites Tool Bar



## How to Create a New Label

1

Select "New Record"



2

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

Depart	Barcode	User	Container Type	Container Size	Hazardous Waste Type	Accumulating Start Date	Status	CHS	View
CHM	HAZWSTE15	schoenje	Glass	4L	Protein Gel Destain Organic Solvents - Non Halogenated	6/2023	Accumulating	CHS	View
CMB	HAZWSTE16	schoenje	Glass	4L	DNA/RNA Extraction Kits Inorganic Liquids	8/25/2022	Accumulating	CHS	View
CMB	HAZWSTE17	schoenje	Trash Bag / Biohaz. Large Red Floor Container		Gel Waste - EtBr - Solid	1/8/2024	Accumulating	CHS	View
CMB	HAZWSTE18	schoenje	Glass	1L	DNA/RNA Extraction Kits Inorganic Liquids	8/25/2023	Accumulating	CHS	View
CHM	HAZWSTE25	CHM Stockrm	Glass	20L	Organic Solvents - Non Halogenated		Accumulating		View
CHM	HAZWSTE26	CHM Stkrn			Hazardous Metals - As, Ba, Cd, Cr, Pb, Se, Ag	2/12/2024	Waste Room		View
CHM	HAZWSTE27	CHM Stkrn			Hazardous Metals - As, Ba, Cd, Cr, Pb, Se, Ag	2/12/2024	Waste Room		View
CHM	HAZWSTE28	CHM Stkrn			Corrosive- Acid <2	2/13/2024	Waste Room		View
CHM	HAZWSTE29	CHM STKRM			Other	2/13/2024	Waste Room		View
EHS	HAZWSTE30	John Doe	Plastic	5 gal		2/13/2024	Accumulating		View

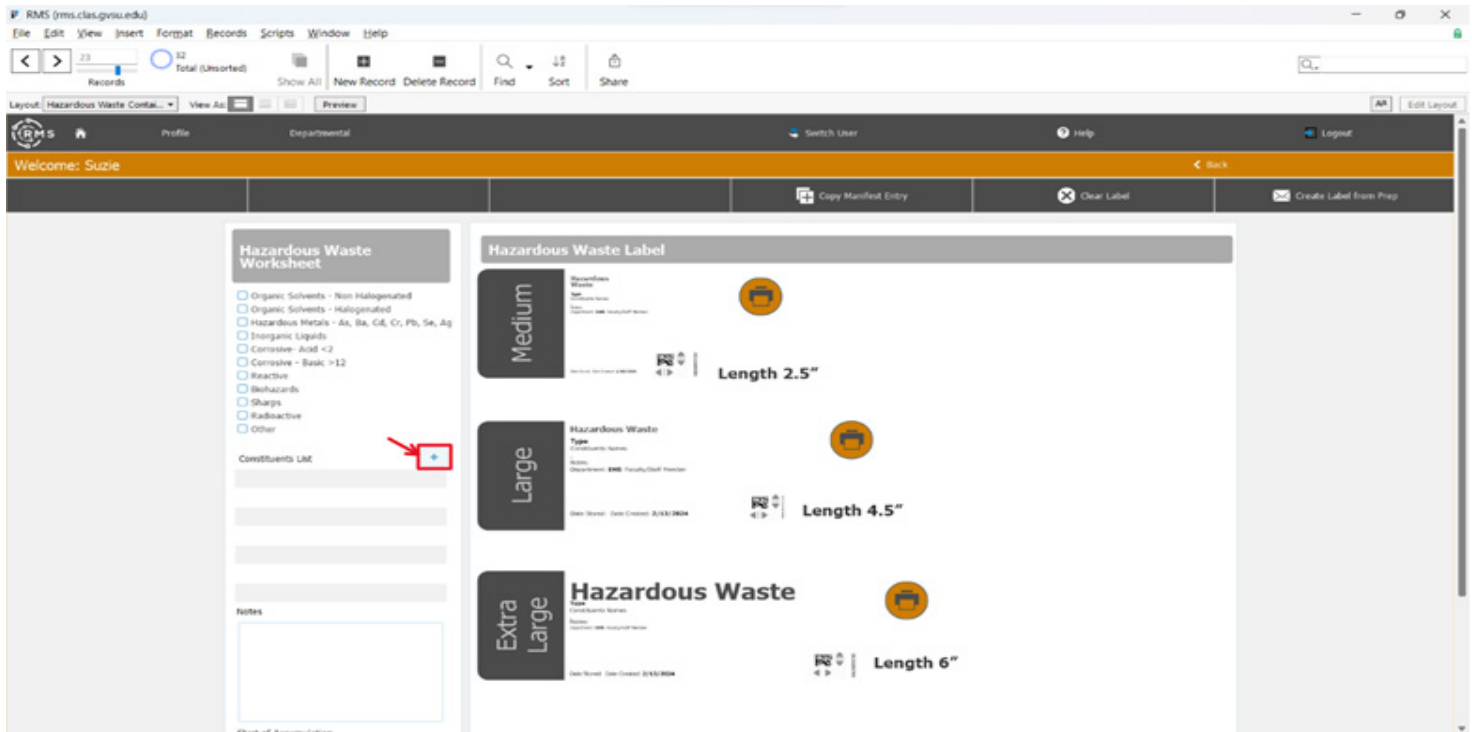
3

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

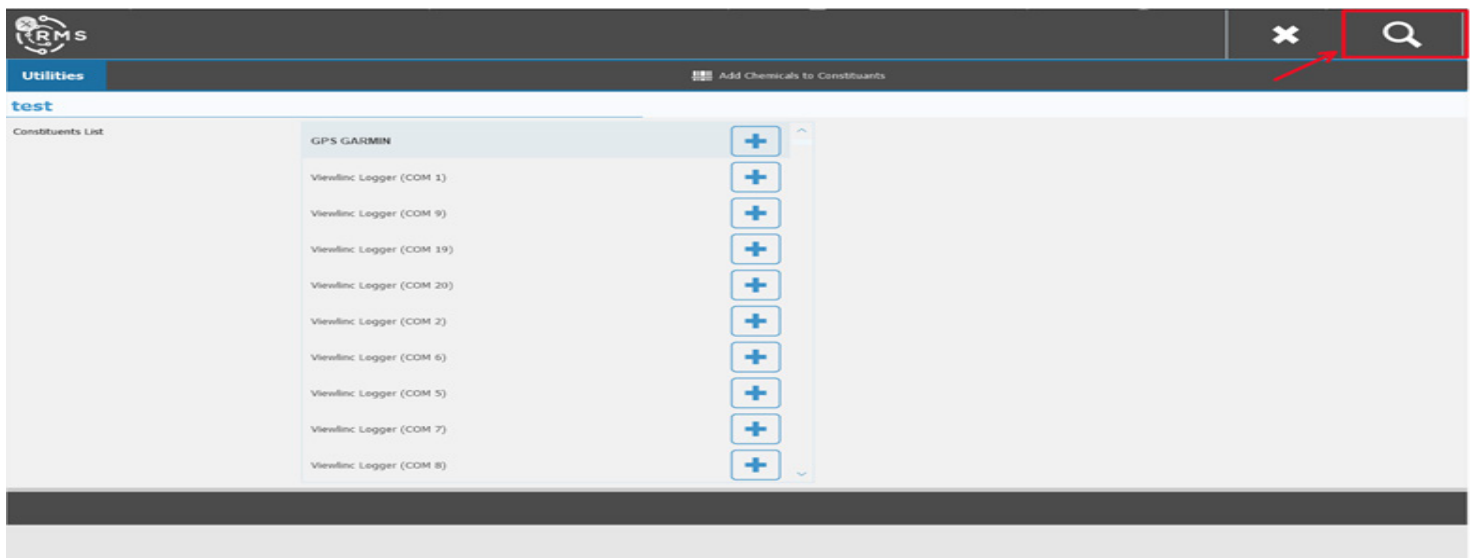
Depart	Barcode	User	Container Type	Container Size	Hazardous Waste Type	Accumulating Start Date	Status	CHS	View
CHM	HAZWSTE15	schoenje	Glass	4L	Protein Gel Destain Organic Solvents - Non Halogenated	6/2023	Accumulating	CHS	View
CMB	HAZWSTE16	schoenje	Glass	4L	DNA/RNA Extraction Kits Inorganic Liquids	8/25/2022	Accumulating	CHS	View
CMB	HAZWSTE17	schoenje	Trash Bag / Biohaz. Large Red Floor Container		Gel Waste - EtBr - Solid	1/8/2024	Accumulating	CHS	View
CMB	HAZWSTE18	schoenje	Glass	1L	DNA/RNA Extraction Kits Inorganic Liquids	8/25/2023	Accumulating	CHS	View
CHM	HAZWSTE25	CHM Stockrm	Glass	20L	Organic Solvents - Non Halogenated		Accumulating		View
CHM	HAZWSTE26	CHM Stkrn			Hazardous Metals - As, Ba, Cd, Cr, Pb, Se, Ag	2/12/2024	Waste Room		View
CHM	HAZWSTE27	CHM Stkrn			Hazardous Metals - As, Ba, Cd, Cr, Pb, Se, Ag	2/12/2024	Waste Room		View
CHM	HAZWSTE28	CHM Stkrn			Corrosive- Acid <2	2/13/2024	Waste Room		View
CHM	HAZWSTE29	CHM STKRM			Other	2/13/2024	Waste Room		View
EHS	HAZWSTE30	John Doe	Plastic	5 gal		2/13/2024	Accumulating		View

# How to Add Constituents Manually

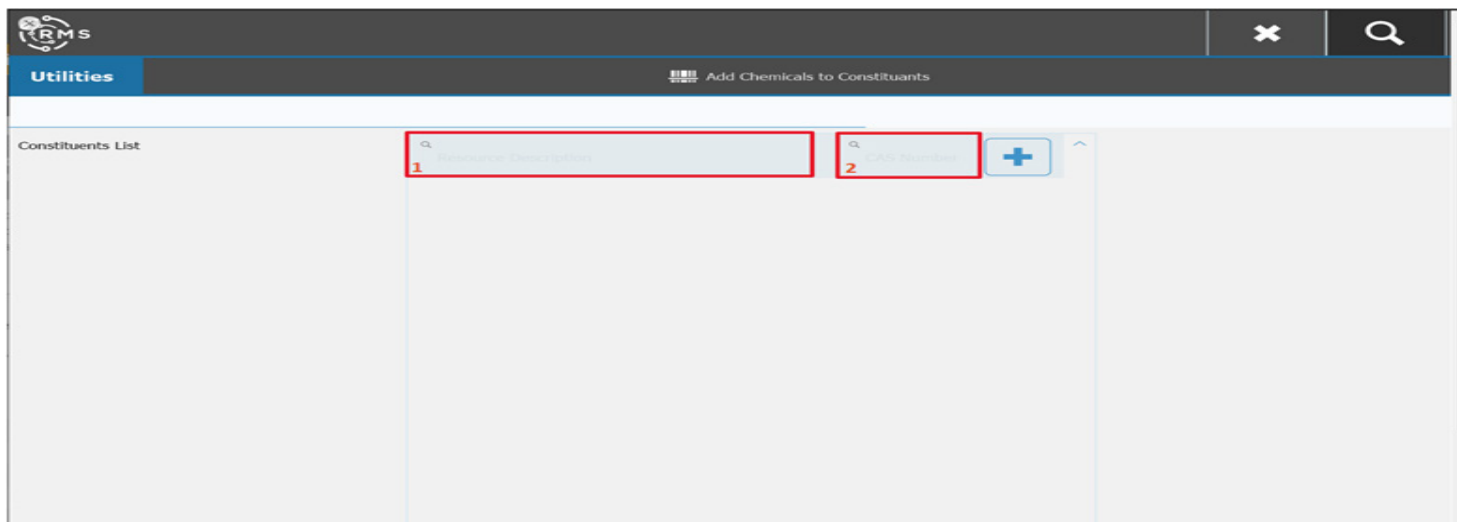
1 Select the "+" button to add constituents of waste manually



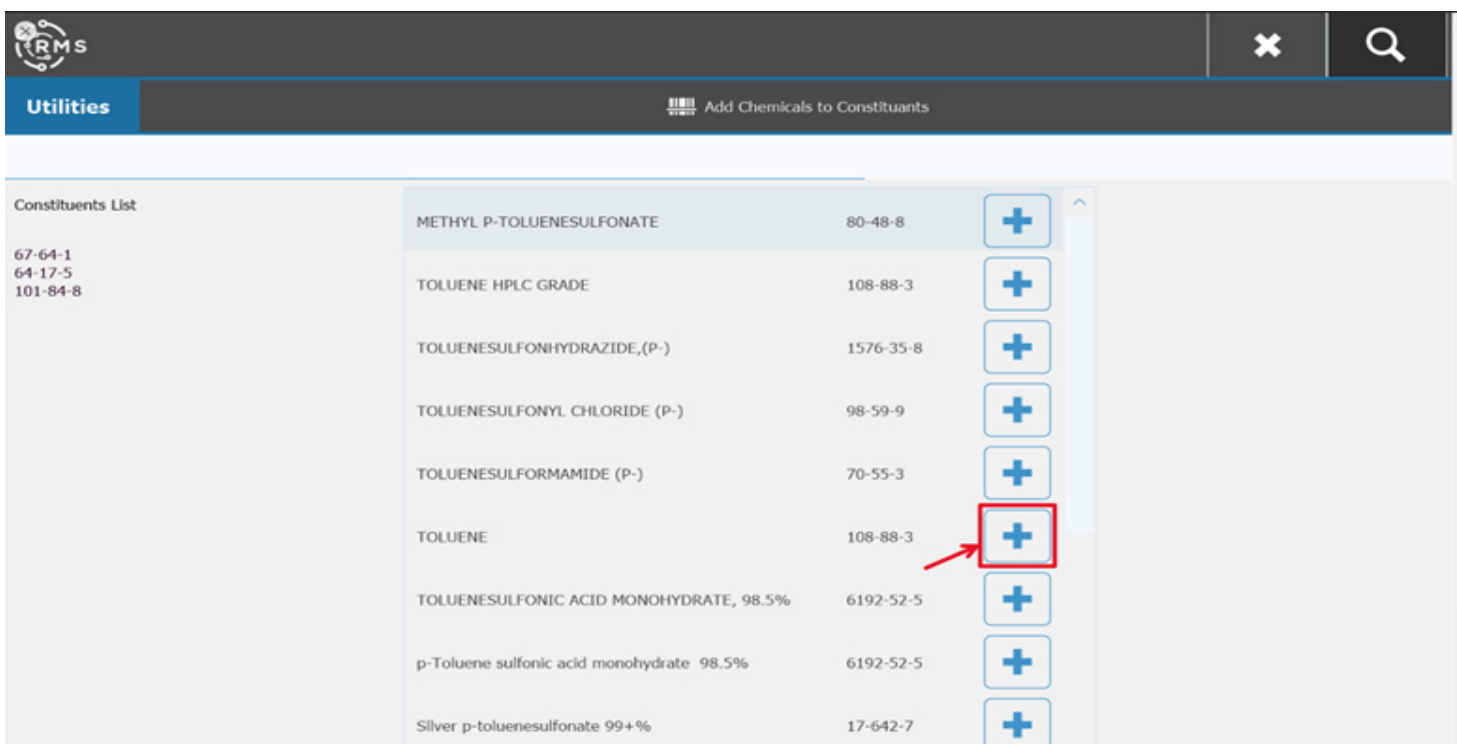
2 Select the search icon to look for the chemical in Grand Valley's Safety Data Sheet Database



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



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.



5

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

The screenshot shows the RMS interface. At the top, there is a navigation bar with 'Utilities' and a button labeled 'Add Chemicals to Constituents' which is highlighted with a red box and a red arrow. Below this is a table of constituents. On the left, a list of CAS numbers is shown: 67-64-1, 64-17-5, 101-84-8, and 108-88-3. The main table lists various chemicals with their CAS numbers and a '+' button to add them to the constituents list.

Chemical Name	CAS Number	Action
METHYL P-TOLUENESULFONATE	80-48-8	+
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	+

6

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

The screenshot shows the RMS interface with the 'Hazardous Waste Worksheet' and 'Hazardous Waste Label' sections. The 'Hazardous Waste Worksheet' has a list of checkboxes for hazard classification, with a red box around the list and a red arrow pointing to the 'Other' checkbox. The 'Hazardous Waste Label' section shows three label templates: Medium (Length 2.5"), Large (Length 4.5"), and Extra Large (Length 6").

**Hazardous Waste Worksheet**

- Organic Solvents - Non Halogenated
- Organic Solvents - Halogenated
- Hazardous Metals - As, Ba, Cd, Cr, Pb, Se, Ag
- Inorganic Liquids
- Corrosive - Acid <2
- Corrosive - Basic >12
- Reactive
- Biohazards
- Sharpe
- Radioactive
- Other

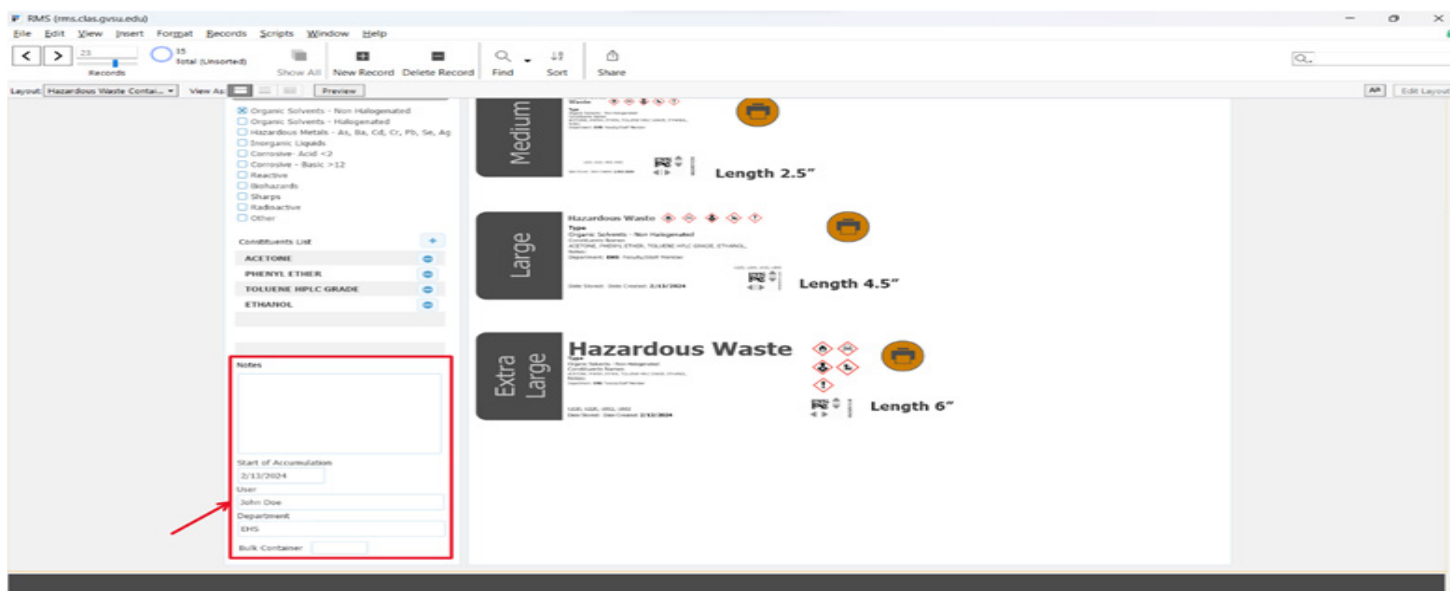
**Constituents List**

- ACETONE
- PHENYL ETHER
- TOLUENE HPLC GRADE
- ETHANOL

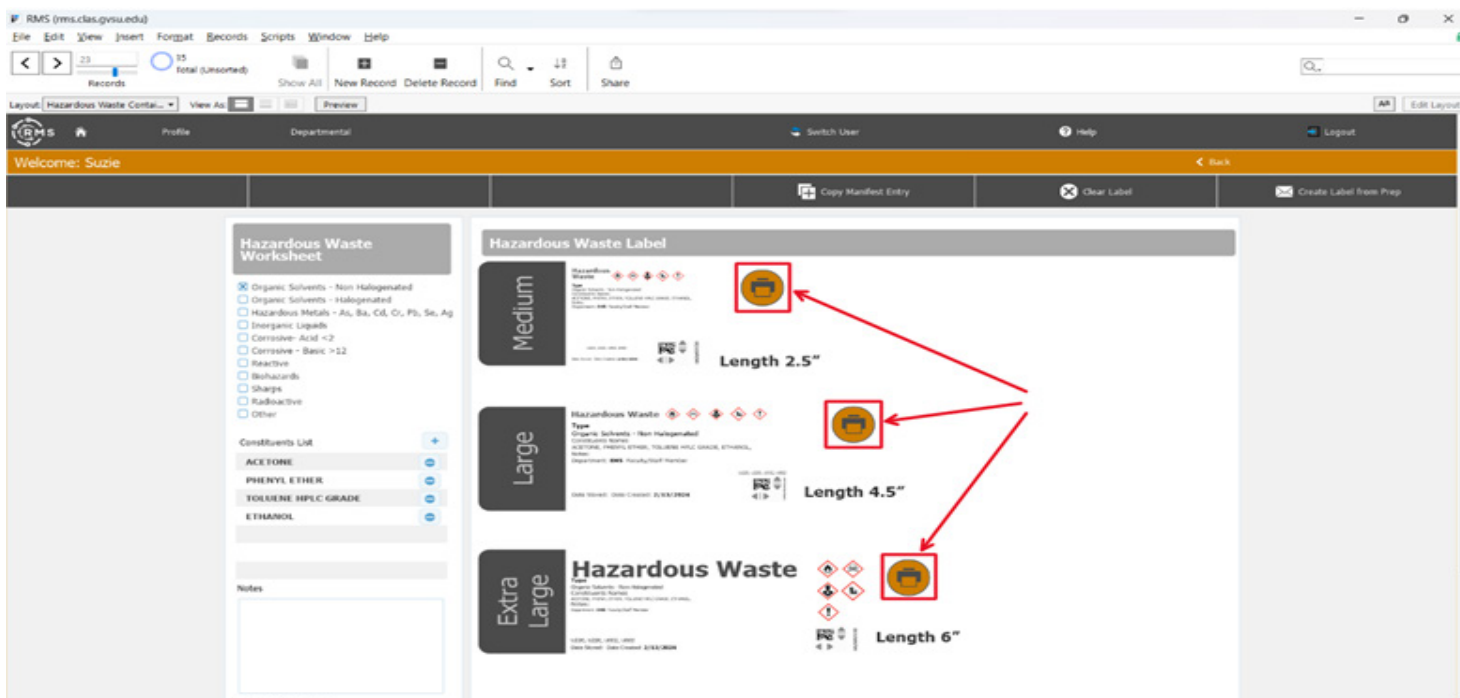
**Hazardous Waste Label**

- Medium: Length 2.5"
- Large: Length 4.5"
- Extra Large: Length 6"

7 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.

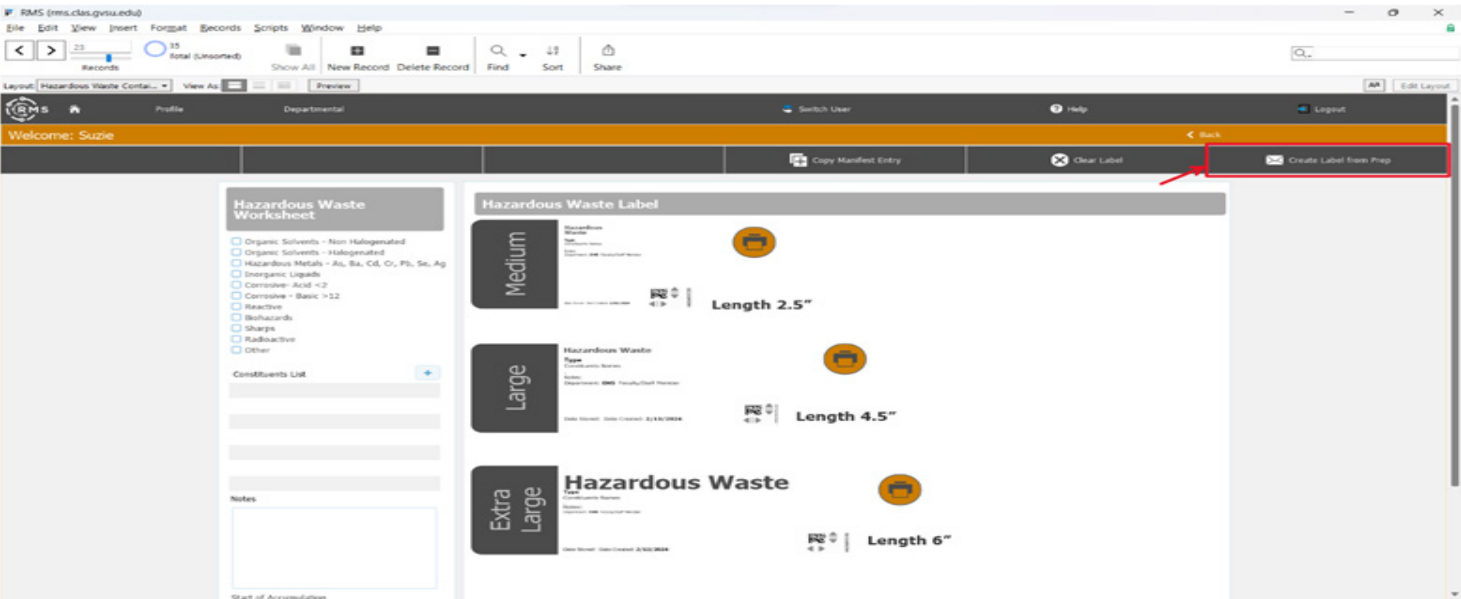


8 Select the printer icon next to the desired label size to print.

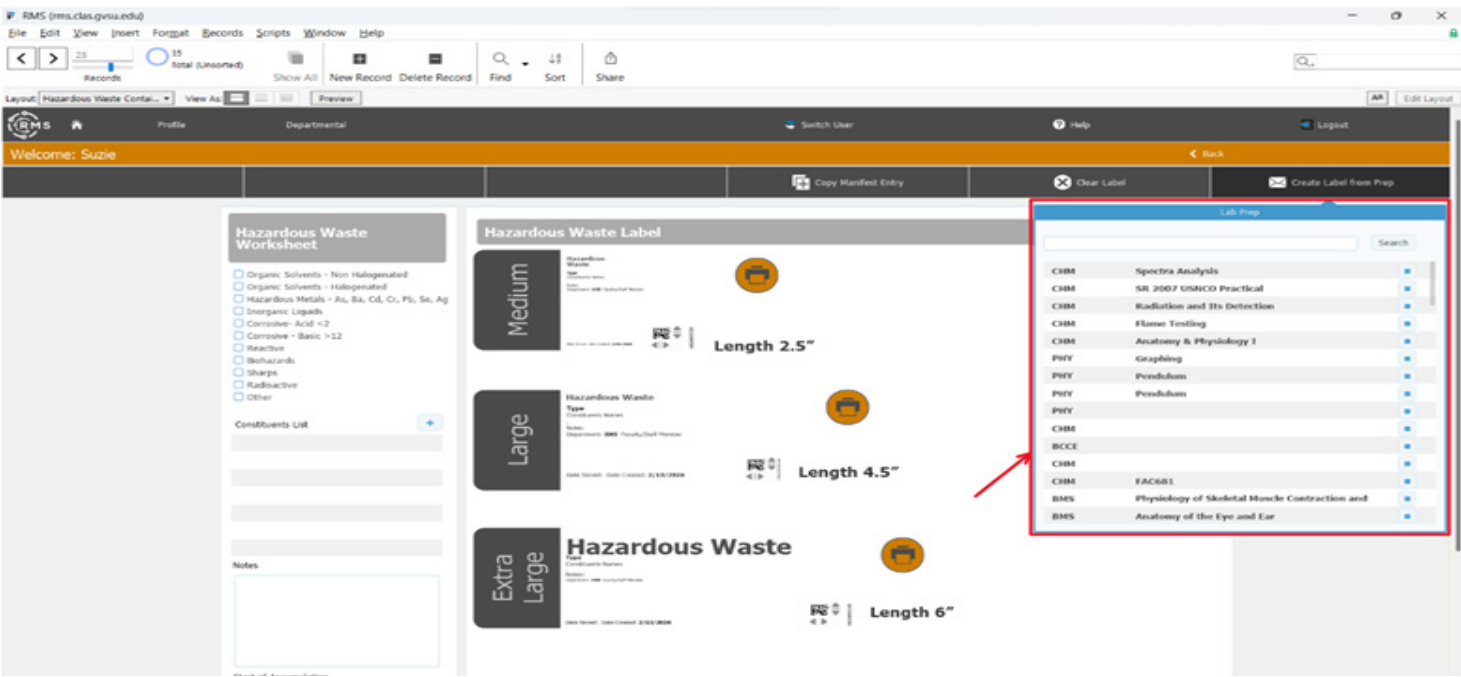


# How to Add Constituents from a Laboratory Prep List

1 Select the "Create Label from "Prep" button.



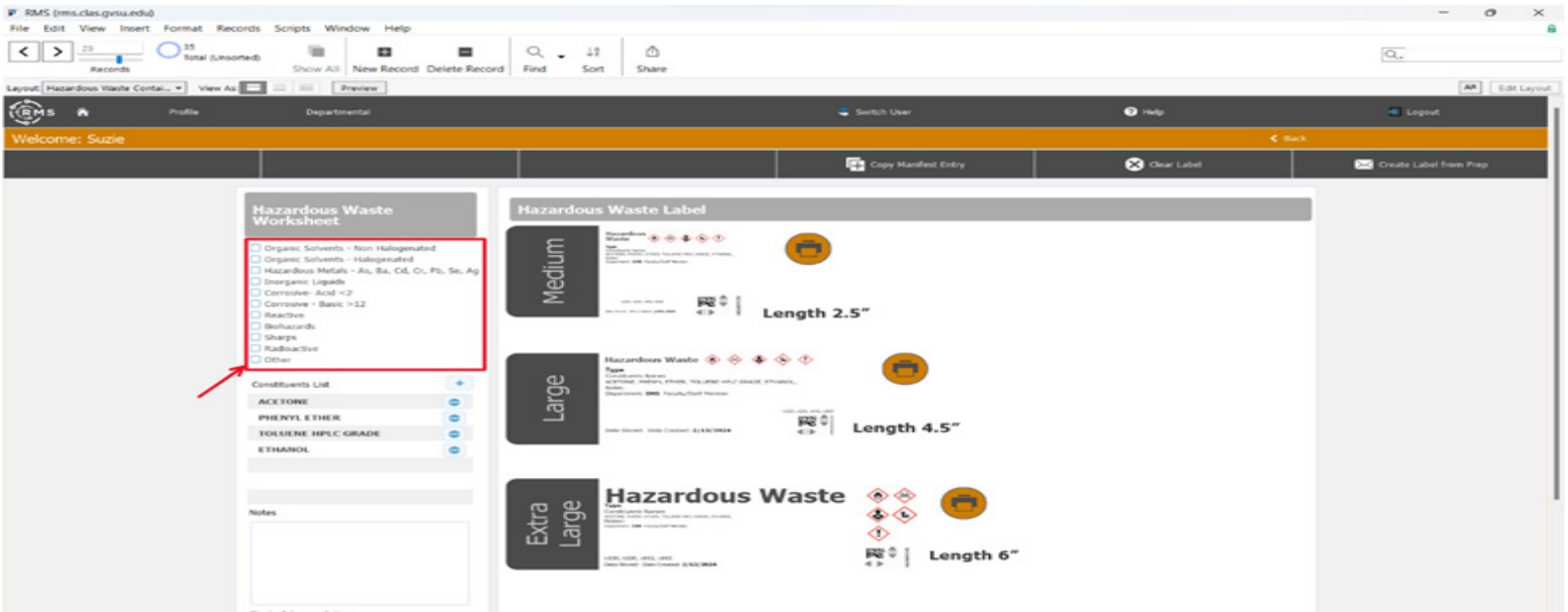
2 Select one or more options from the dropdown menu.





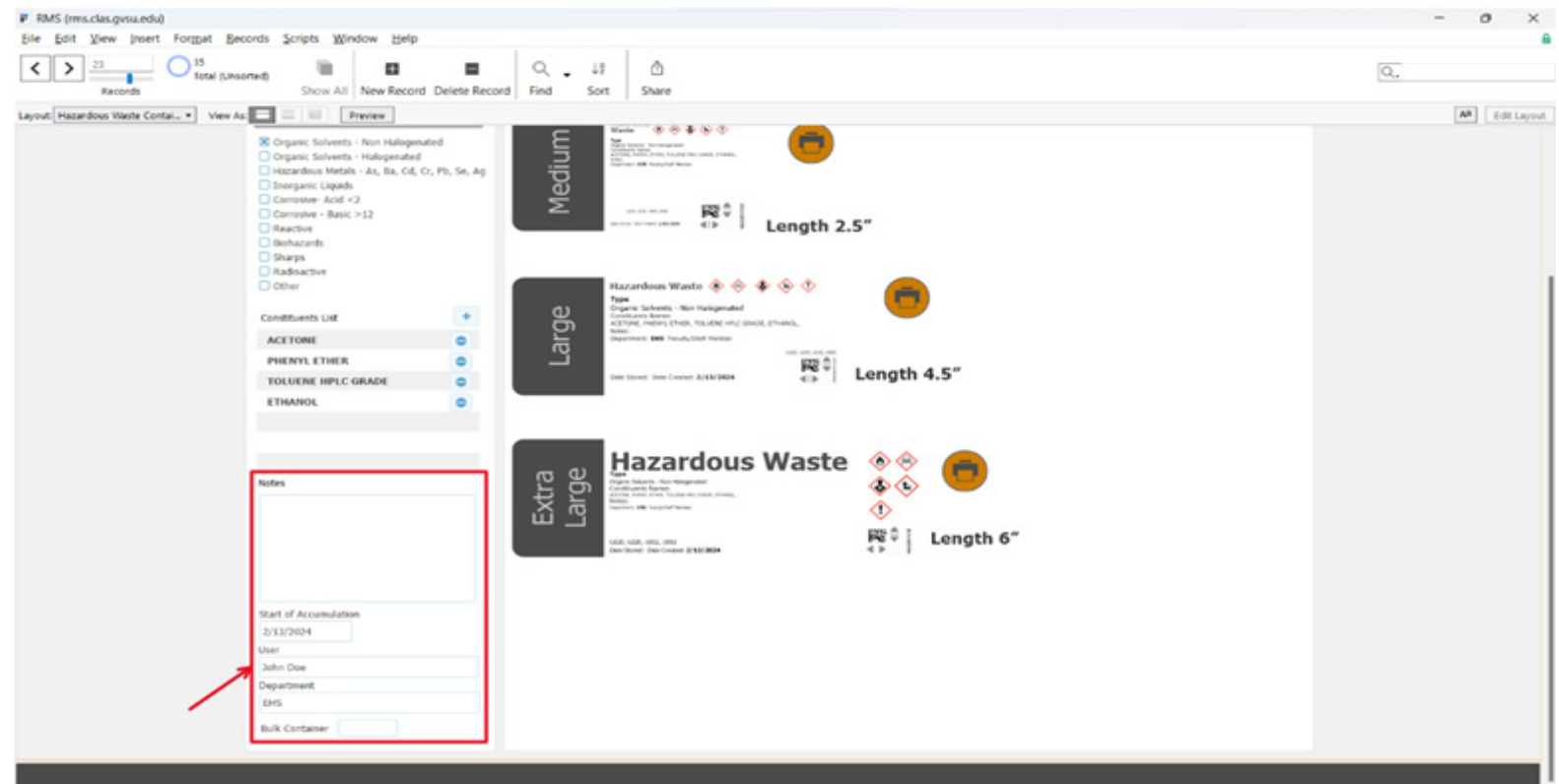
3

Once chemicals are added to the constituents list, select the checkbox (es) that apply to your constituents.

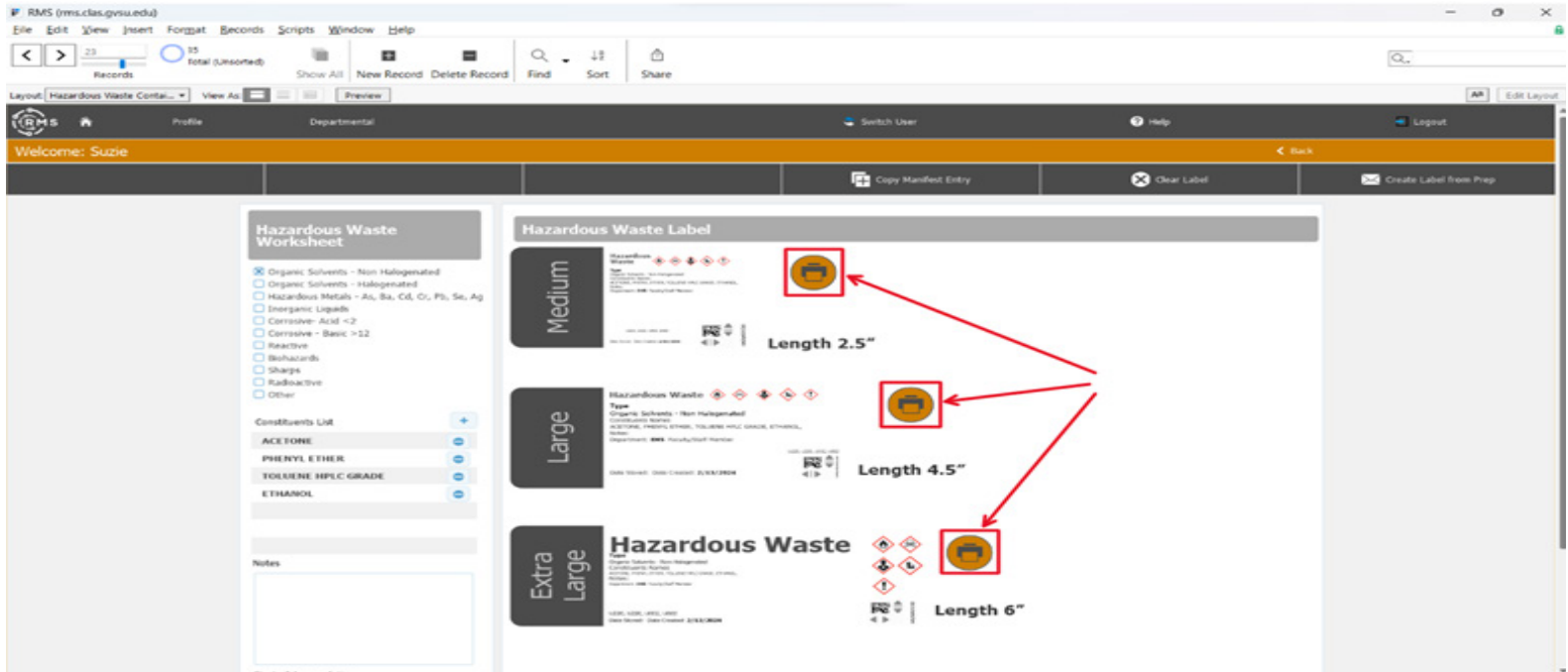


4

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.



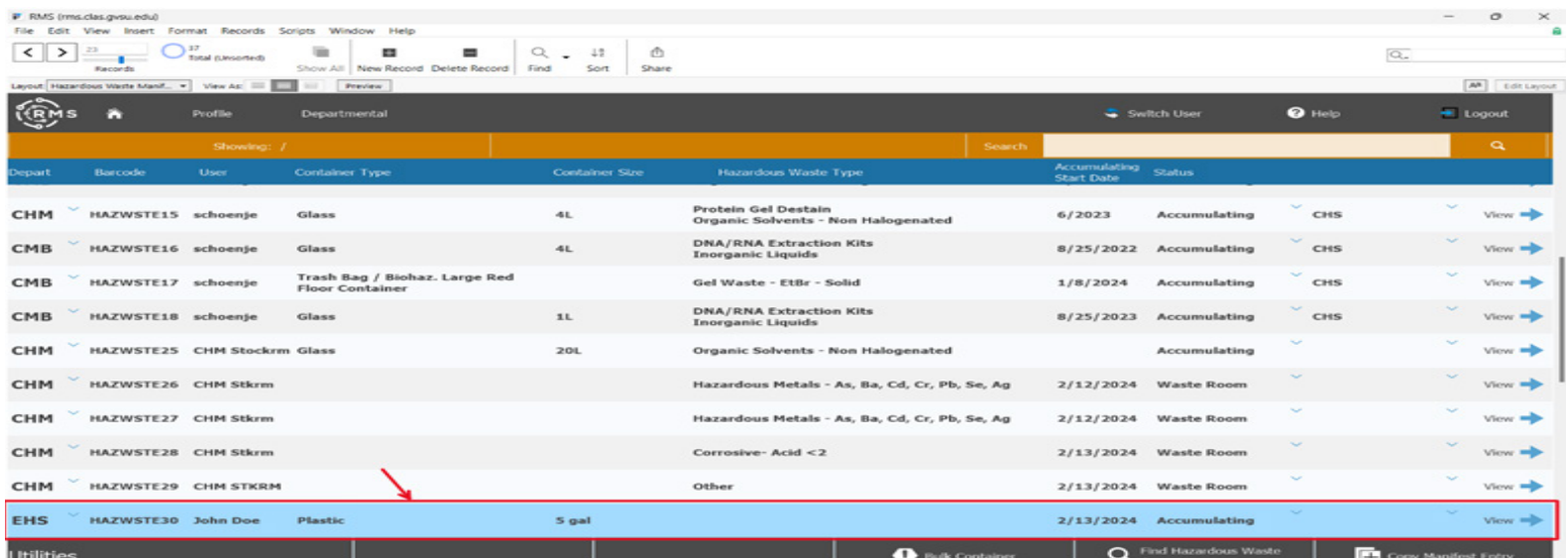
5 Select the printer icon next to the desired label size to print.



## 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 appointment. 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.

1 Highlight the label for the satellite container to be bulked.



## 2 Select "Bulk Container"

The screenshot shows the RMS software interface with a table of hazardous waste containers. The table has columns for Depart, Barcode, User, Container Type, Container Size, Hazardous Waste Type, Accumulating Start Date, and Status. The row for HAZWSTE30 is highlighted in blue. Below the table, there is a 'Bulk Container' button highlighted with a red box and an arrow pointing to it.

Depart	Barcode	User	Container Type	Container Size	Hazardous Waste Type	Accumulating Start Date	Status
CHM	HAZWSTE15	schoenje	Glass	4L	Protein Gel Destain Organic Solvents - Non Halogenated	6/2023	Accumulating
CMB	HAZWSTE16	schoenje	Glass	4L	DNA/RNA Extraction Kits Inorganic Liquids	8/25/2022	Accumulating
CMB	HAZWSTE17	schoenje	Trash Bag / Biohaz. Large Red Floor Container		Gel Waste - EtBr - Solid	1/8/2024	Accumulating
CMB	HAZWSTE18	schoenje	Glass	1L	DNA/RNA Extraction Kits Inorganic Liquids	8/25/2023	Accumulating
CHM	HAZWSTE25	CHM Stockrm	Glass	20L	Organic Solvents - Non Halogenated		Accumulating
CHM	HAZWSTE26	CHM Stkrn			Hazardous Metals - As, Ba, Cd, Cr, Pb, Se, Ag	2/12/2024	Waste Room
CHM	HAZWSTE27	CHM Stkrn			Hazardous Metals - As, Ba, Cd, Cr, Pb, Se, Ag	2/12/2024	Waste Room
CHM	HAZWSTE28	CHM Stkrn			Corrosive- Acid <2	2/13/2024	Waste Room
CHM	HAZWSTE29	CHM STKRM			Other	2/13/2024	Waste Room
EHS	HAZWSTE30	John Doe	Plastic	5 gal		2/13/2024	Accumulating

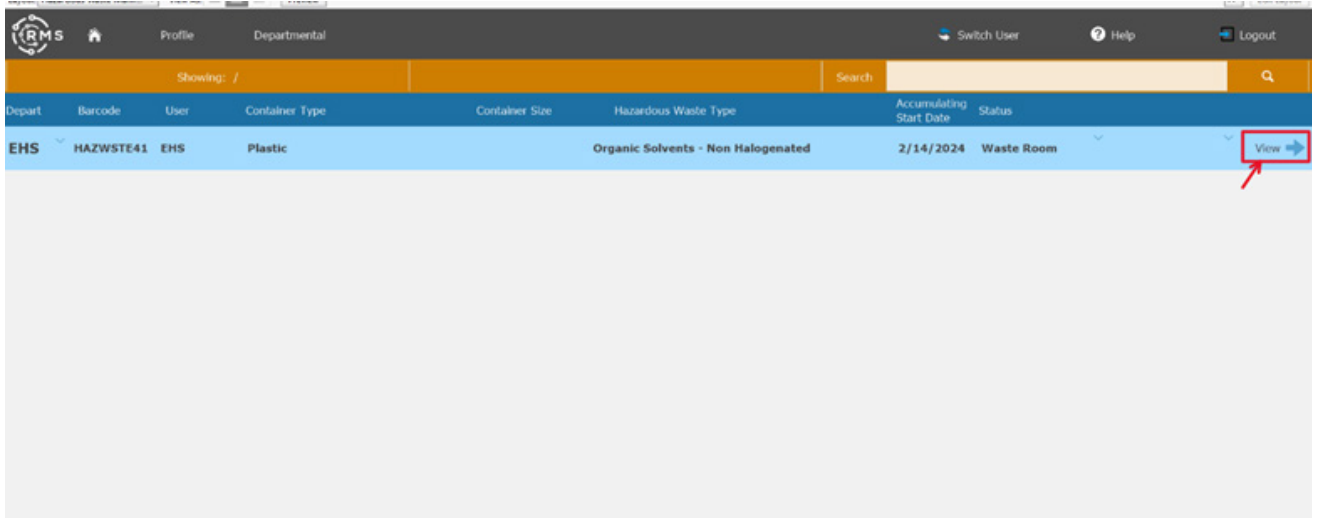
## 3 Select "Yes" in prompted box.

The screenshot shows a message dialog box with the text "Are you sure you want to bulk this container". There are two buttons: "No" and "Yes". The "Yes" button is highlighted with a red box and an arrow pointing to it.

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

The screenshot shows a "Barcode Scan" dialog box. It contains the text "Please type in the barcode or scan the barcode." and a "Barcode Input" text field. There are two buttons: "Cancel" and "OK". The "OK" button is highlighted.

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



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

