

COLLEGE OF LIBERAL ARTS AND SCIENCES

RMS Manual

College of Liberal Arts and Sciences' resource management tool.



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issued: 2/22/2024

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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



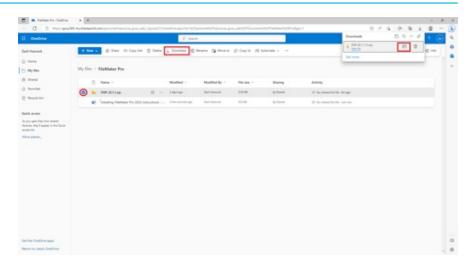
Windows Installer

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).



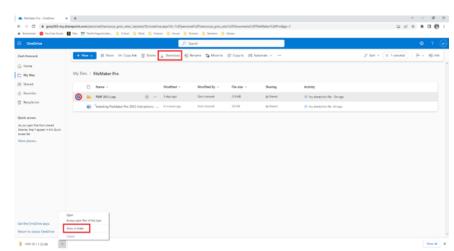
Step 2: Installing FileMaker Pro 2023

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 ²GVSU 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

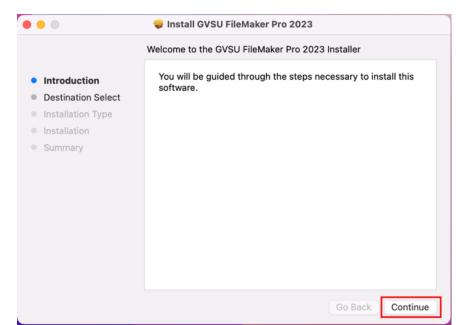
Step 2: Installing FileMaker Pro 2023 (Figures 2-4 below)

-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.

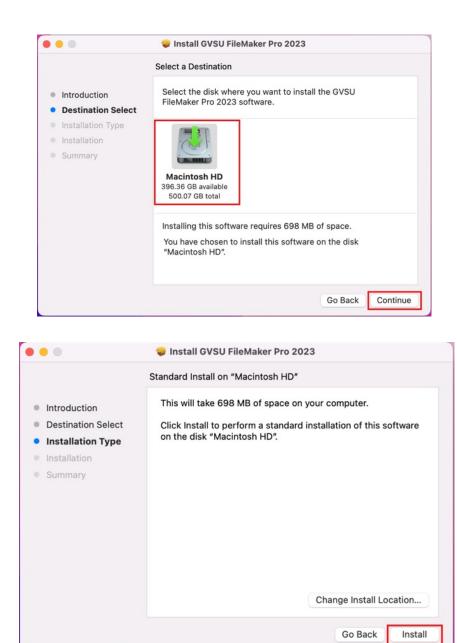


On the Destination Select screen, choose the main drive if there is more than one option, then click Continue.

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

On the Installation Type screen, click

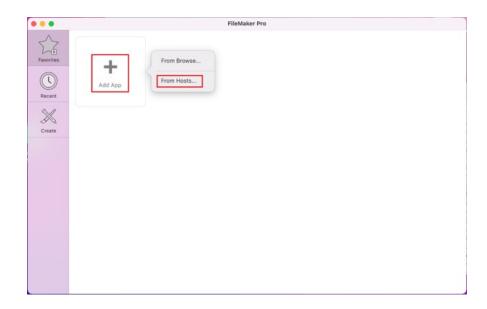
Install. Click Finish once it's done.



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.



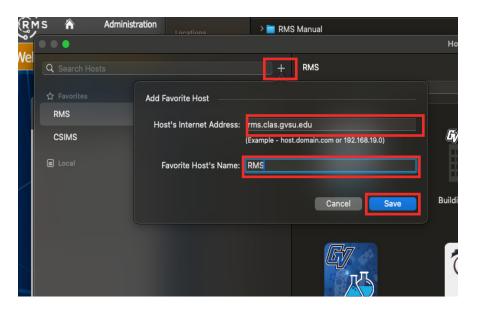
In the resulting window, click the + button next to the Search Hosts field.

Fill in the fields with the following:

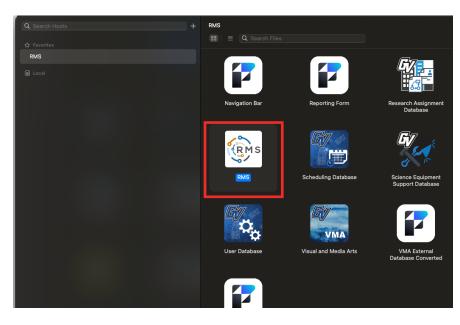
Host's Internet Address: **rms.clas.** gvsu.edu

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" |
| | |
| | |
| O Othe | |
| O Othe | |
| O Othe | |
| Other | er hancocza |
| Other | er hancocza |
| Other pplication Delete | er hancocza |
| Other pplication Delete Noti Use | er hancocza cached temp files: Delete ify me when an update is available |
| Other pplication Delete Noti Use | er hancocza |
| Other Other Delete Noti Use | er hancocza |

Scanner Programming

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



Erase All Rules



Begin New Rule



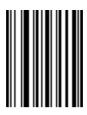
Send Data Up To Character



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



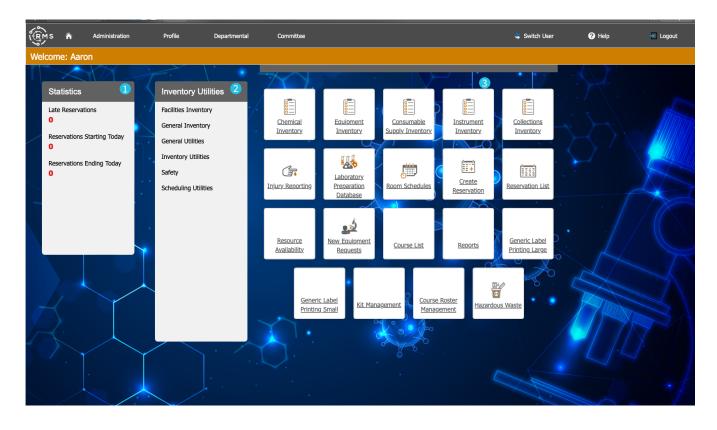
Depreciation Schedule for equipment replacement planning.

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 ^a 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 ^a 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

| | ailed 💙 View As: 듣 | | Previe | ew | | | | | | | | | | ' | Aa Edit Layout |
|---|------------------------------|--------------------------|--|--|--|------------------------------|-------------|--------|--------|----------------------------------|--|--|----------------------|-------------------|----------------|
| RMs A | Administration | Profile | | Depa | artme | ntal | Committee | | | | Switch | User | Help | | Logout |
| | | Resource | Deta | ails | | | | | | SDS | | | | 2 | < Back |
| 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., A. , 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) |
| | | | | Used | in Pr | ep? Yes | | | | | | er or ows mess or accords | | | |
| | | | | | | | | | | | | | | | |
| Bottle Status | Barcode Numb | per Buildinç | 3 | Room | Lo | ocation | Container S | Size | | Availability | Date Received | Date Deleted | | | |
| Deleted | 3379 | PAD | | RF37 9 | ~ | Location | 1 | L | ~ | On Shelf | 7/2/2004 | 2/15/2016 | • | | Î |
| Deleted | 3383 | PAD | | RF37 9 | × 1 | | 1 | L | ~ | On Shelf | 7/2/2004 | 1/28/2005 | • | $\mathbf{\nabla}$ | Ē |
| | 2204 | PAD | | RF37 9 | ~ | | 1 | L | ~ | On Shelf | 7/2/2004 | 10/3/2005 | • | | Î |
| Deleted | 3381 | TAD | | | | | 1 | L | \sim | On Shelf | 7/2/2004 | 1/25/2005 | Ū. | 7 | Ē |
| Deleted | 3381 | PAD | ~ | RF37 9 | × I | | 1 | - | | | .,_, | -,, | | | - |
| | | | | q | | | - | L | ~ | On Shelf | | 1/13/2005 | Ð. | 7 | Ī |
| Deleted | 3382 | PAD | ~ | q | ~ 1 | | 1 | | ~ | | 7/2/2004 | | 0 | \ | <u> </u> |
| Deleted Deleted | 3382 3380 | PAD PAD | ~ ~ | RF37 Q RF37 | ~ ~ | | 1 | L | | On Shelf | 7/2/2004 7/2/2004 | 1/13/2005 | - | | |
| Deleted Deleted Deleted | 3382 3380 3378 | PAD PAD PAD | | RF37 Q RF37 Q | 1 1 1 1 | | 1 | L | ~ | On Shelf On Shelf | 7/2/2004 7/2/2004 1/31/2005 | 1/13/2005 III 1/21/2005 III | • | W | İ |
| Deleted Deleted Deleted Deleted Deleted | 3382 3380 3378 3594 | PAD PAD PAD PAD | <!--</td--><td>RF37 9 RF37 9 RCOV F 379</td><td>~ ~ ~ </td><td>Location Location FRE2</td><td>1 1 1</td><td>L L</td><td>~</td><td>On Shelf On Shelf On Shelf</td><td>7/2/2004 7/2/2004 1/31/2005 1/31/2005</td><td>1/13/2005 1/21/2005 12/4/2006</td><td>0</td><td>₩ ₩</td><td></td> | RF37 9 RF37 9 RCOV F 379 | ~ ~ ~ | Location Location FRE2 | 1 1 1 | L L | ~ | On Shelf On Shelf On Shelf | 7/2/2004 7/2/2004 1/31/2005 1/31/2005 | 1/13/2005 1/21/2005 12/4/2006 | 0 | ₩ ₩ | |

| 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

| yout: Chemicals Det | ecords tailed ~) View As: 🔲 🚍 | Show ■ ■ (| All Previev | | Record Delet | e Record | Sort | Share | łew Window Find | | | | | A ^a Edit Lay |
|--|---|---|---|--|--|---|----------------------------|---------------------|--|--|--|-------------------------|--|-------------------------|
| RMS A | Administration | Profile | | Depa | rtmental | Committee | | | | 💲 Sw | itch User | ? Help | - | Logout |
| | I | Resource | Detail | s | | | | | SDS | 1 | | | | < Ba |
| 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 |
| | Å, 4 , Å, | | | Stora | ge Code Red | | | | Total Amount 30.5 | | GHS Hazard Summa | and vapour Harmful if : | swallowed May | (Ì) |
| | •• | | | | | | | | 2 | | cause drowsiness or dizziness | s | | × |
| | | | | Used | in Prep? Yes | | | | • | | | | | 3 |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| Bottle Status | Barcode Number | Building |) R | oom | Location | Container | Size | | Availability | Date Receiv | ed Date Deleted | . 4 | 5 | 6 |
| Bottle Status Deleted | Barcode Number 3379 | Building | | F37 | Location | Container | Size | ~ | Availability On Shelf | Date Receiv 7/2/2004 | ed Date Deleted | 4 | 5 | |
| | | | ∨ R q | F37 | Location Location Location | 1 | Size L L | ~ | | | | | - | 6 |
| Deleted | 3379 | PAD | ~ R 9 ~ R 9 | F37 | LocationLocation | 1 | L | | On Shelf | 7/2/2004 | 2/15/2016 1/28/2005 | | | 6 |
| Deleted Deleted Deleted Deleted | 3379 3383 | PAD | V R V R V R | F37 F37 F37 | LocationLocation | 1 1 1 | L | × | On Shelf On Shelf | 7/2/2004 7/2/2004 | 2/15/20161/28/2005 | | \vee \vee | 6 |
| Deleted Deleted Deleted Deleted | 3379 3383 3381 | PAD PAD PAD | × R q × R q × R q × R q × R q | F37 F37 F37 | Location Location Location Location | 1 1 1 1 | L L | ~ ~ | On Shelf On Shelf On Shelf | 7/2/2004 7/2/2004 7/2/2004 | 2/15/2016 1/28/2005 10/3/2005 | | \\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\ | |
| Deleted Deleted Deleted Deleted | 3379 3383 3381 3382 | PAD PAD PAD PAD | <pre>> R q > R q q R q q R q q R q R q q R qq R q</pre> | F37 F37 F37 F37 F37 F37 | Location Location Location Location | 1 1 1 1 1 | L L L | × × × | On Shelf On Shelf On Shelf On Shelf | 7/2/2004 7/2/2004 7/2/2004 7/2/2004 | 2/15/2016 1/28/2005 10/3/2005 1/25/2005 1/13/2005 | | | |
| Deleted Deleted Deleted Deleted Deleted Deleted | 3379 3383 3381 3382 3380 | PAD PAD PAD PAD PAD | R R R R R R R R R R R R R R R R R R R R R R R R R R | F37 F37 F37 F37 F37 F37 | Location Location Location Location Location | 1 1 1 1 1 | L L L | × × × | On Shelf On Shelf On Shelf On Shelf On Shelf | 7/2/2004 7/2/2004 7/2/2004 7/2/2004 7/2/2004 7/2/2004 | 2/15/2016 1/28/2005 10/3/2005 1/25/2005 1/13/2005 1/13/2005 1/21/2005 | | | |
| Deleted Deleted Deleted Deleted Deleted Deleted Deleted | 3379 3383 3381 3382 3380 3378 | PAD PAD PAD PAD PAD PAD | Rg Rg <td>F37 F37 F37 F37 F37 F37</td> <td>Location Location Location Location Location Location</td> <td>1 1 1 1 1 1</td> <td>L L L L L</td> <td></td> <td>On Shelf On Shelf On Shelf On Shelf On Shelf</td> <td>7/2/2004 7/2/2004 7/2/2004 7/2/2004 7/2/2004 7/2/2004 7/2/2004 7/2/2004</td> <td> 2/15/2016 1/28/2005 10/3/2005 1/25/2005 1/13/2005 1/21/2005 1/21/2005 1/21/2005 </td> <td></td> <td></td> <td></td> | F37 F37 F37 F37 F37 F37 | Location Location Location Location Location Location | 1 1 1 1 1 1 | L L L L L | | On Shelf On Shelf On Shelf On Shelf On Shelf | 7/2/2004 7/2/2004 7/2/2004 7/2/2004 7/2/2004 7/2/2004 7/2/2004 7/2/2004 | 2/15/2016 1/28/2005 10/3/2005 1/25/2005 1/13/2005 1/21/2005 1/21/2005 1/21/2005 | | | |
| Deleted Deleted Deleted Deleted Deleted Deleted Deleted Deleted | 3379 3383 3381 3382 3380 3378 33594 | PAD PAD PAD PAD PAD PAD PAD | <pre>> Rg P P P P P P P P P P P P P P P P P P P</pre> | F37 F37 F37 F37 F37 F37 F37 COV | Location Location Location Location Location Location Location FRE2 | 1 1 1 1 1 1 1 1 1 | L L L L L L | | On Shelf On Shelf On Shelf On Shelf On Shelf On Shelf | 7/2/2004 7/2/2004 7/2/2004 7/2/2004 7/2/2004 7/2/2004 7/2/2004 7/2/2004 1/3/2005 | 2/15/2016 1/28/2005 10/3/2005 1/25/2005 1/13/2005 1/21/2005 1/21/2005 2/4/2006 | | | |

| 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.

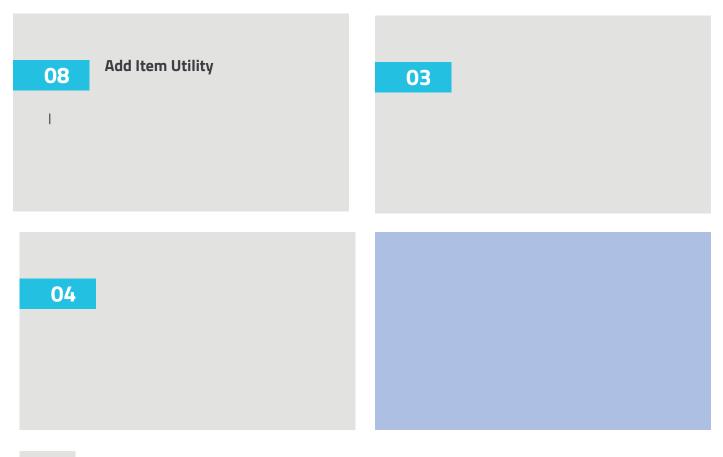
| | SDS Label Utility | |
|-----------------------|----------------------------|-------------------|
| | SDS Label 1.5 x 2.5 | |
| | SDS Label 2.5 x 2.5 | |
| | SDS Label 2.5 x 4 | |
| | | |
| ind Item with Scanner | Labels | 🛉 Add Resource Ut |

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 ^a 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 | | | | |
| | Grand Tool | | Requested | \$5,238.00 | Total Supported | | Details | | | | |
| | | 1001 | Requested | \$3,230.00 | Total Supported | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | Tetel | Requested | \$5,238.00 | Total Supported | _ | | | | | |
| | | 100 | Requested | <i>457250100</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 ^a (Edit Layout) |
| | | | | A |
| 🥀 🕅 S 🏠 Administrat | × | | | p 🗾 Logout |
| | 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 | () |
| Search Functions | | 4073.00 | 0 0000 | G Search |
| Fiscal Year Unit Priority Desc | Location Facility Upgrade | i 4 | | 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 | |
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| | Fisher co | pm/shop/products/orion-star-a211-ph- enchtop-meter/p-4529651#?keyword=ph% | Document Document | Delete |
| | | 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 | |
| \$ | A١ | NT | | Laptop Charger Dell Latitude 7420 Type C | \$23.00 | 1 | \$23 | | 1 |
| 42 | | | | n Decision | | | 0 | | |
| \$ | Ce | ommit | ee Publisi | n Comments | | | | | 2 |
| \$ | | | | | | | | | |
| * | | | | | | | | | |
| \$ | | | | | | | | | |
| \$ | | | | | | | | | |
| \$ | | | | | | | | | |
| 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 ? |
|------------------|---|-----------------------|--------------------------|-------------------------|-------------------------------|--------------------------------|
| 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

| < > | College of Li Safety | unsorted) w As: | is and Sciences: Sheet Database | Q J3 ⊡ Find Sort Share | | | | | | Q. | AA Edit Layout |
|--------|-----------------------------------|--------------------|-------------------------------------|---------------------------|-------------------------|-------------------------|-------|------------------------------|------|---------------|--------------------|
| Search | Q Search Chemical Inventory | Q Sear | rch SDS Q Search GHS Q Search ew | Lab Q Search MSDS Rep | conting Hazard Codes | Elists | Close | | | | |
| Unit | Department | ID | Chemical Name | CAS Number | Contai | SDS ners Flag On Fil | | SDS Last Bo Date Received | | Update SDS | |
| CLAS | CLAS | 1 | Shower | | t MSDS 6 | | | 6/28/2023 | | Update | Create SDS File |
| CLAS | CLAS | 2 | Viewlinc Logger (COM 1) | | t MSDS 3 | | | 3/14/2017 | 5.01 | Update | Create SDS File |
| 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)

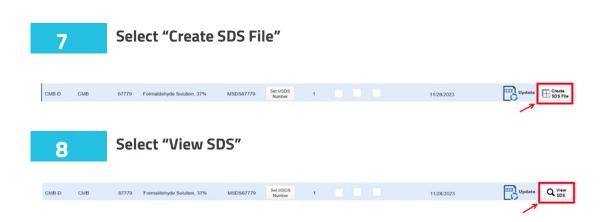
| | igure A | | | | Q _ ↓1 Find Sort | ▲ Share | | | | | | | | | Q, | _ |
|-----|----------------------------------|---|---|--|--|--|--|-------------|---------------|----------------|---------------|---|---|--|--|------------------|
| MSD | College o | | s and Sciences: Sheet Dat | abase | | | | | | | | | | | | A ^a (|
| Ľ | / | | | | | | | | | | | | | | | |
| ar | ch Q ^{Searcl} Invent | n ical tory Q Sear Revi | ew Q Search (ew Complia | GHS Q Search Lab | Q Search MSDS Only | Reporting | Codes | | atory | Clos | | | | | | |
| | Department | ID | Chemical Name | | CAS Number | | Contain | ers Flag | SDS On Fil | SDS e Exemp | SDS t Date | Last Bot Received | te GHS Date Compli | iant SC | | |
| | CHM | 24260 | BENZALDEHYI | DE | 100-52-7 | Set MSDS Number | 5 | | × | | 9/9/2021 | 11/20/2023 | | - E | Update | |
| | CHM | 25692 | TRIFLUOROAC | CETIC ACID | 76-05-1 | Set MSDS Number | 5 | | х | | 9/29/2020 | 11/20/2023 | | | Update | Q via |
| | VMA | 67378 | Rotary "0.0" Gre | 0850 | MSDS67378 | Set MSDS Number | 1 | | | | 1 | 9/21/2023 | | | Update | Q Vie |
| | 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 |
| | VMA | 67410 | Spraymaster Ch | hemically Resistant ue brown Patina | MSDS67410 | Set MSDS Number | 1 | | | | | 9/26/2023 | | | Update | Q Vie |
| | 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 |
| | VMA | 67768 | Alphathane NB | | | Set MSDS | 1 | | | | | 11/27/2023 | | | Update | Creat SDS |
| | | | | | | | | | | | | | | | | |
| | CAS Search S | igma | ©. | CAS Search Google | | Number | rch Google | | S |)Name Se | arch Chembool | | CAS Searc | ch Chembook | | |
| | CAS Search Si | igma Figui | | | | 🚱 Name Sea | rch Google | 1 | ¢ |)Name Se | arch Chembooi | 1021/2023 | CAS Searc | - | o > | ¢ e |
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6

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"



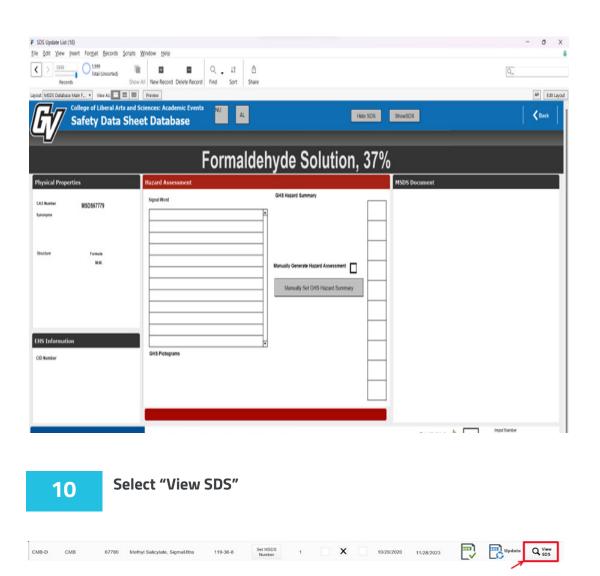
A new SDS needs to be uploaded, even if the fields were previously filled in. Research and find a SDS, then download to your files. DO NOT MOVE ON TO *STEP 10*: PROCEED TO *STEP 15*

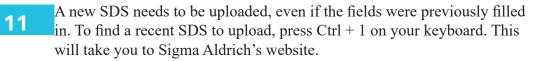
*Tips for researching SDS:

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)



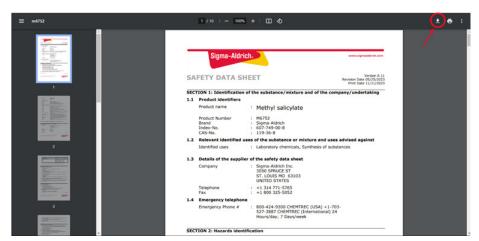


| SDS Update List (18) | | | - o × |
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| Kecords Sho | W All New Record Delete Record Find Sort Share | | Q., |
| Layout: MSDS Database Main F * View As | Preview | | All Edit Layout |
| College of Liberal Arts and Safety Data She | | Hide SDS | Show505 |
| | METH | YL SALICYLATE | |
| Physical Properties | Hazard Assessment | | MSDS Document 10/29/2020 |
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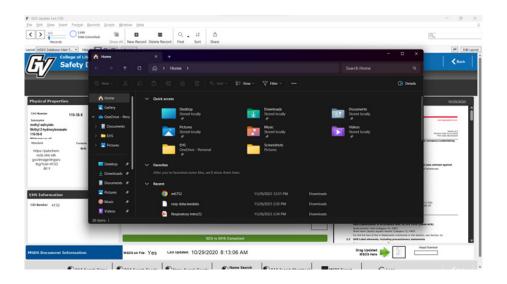
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17 The Hazard Assessment section should automatically fill in. However, the information must be checked for accuracy. To begin this process, select "hide SDS".

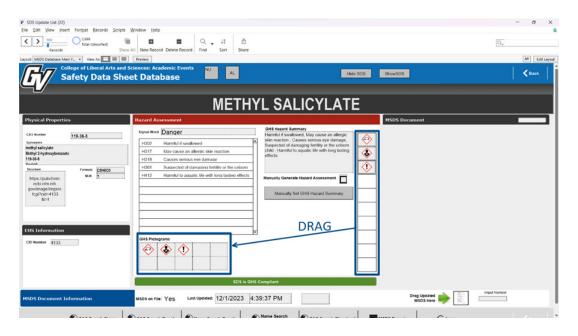
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To refresh the page, select the "<" button, which shold take you to a different SDS. Then press the ">" button to return to your SDS. The document on the right should no longer be there.

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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. |

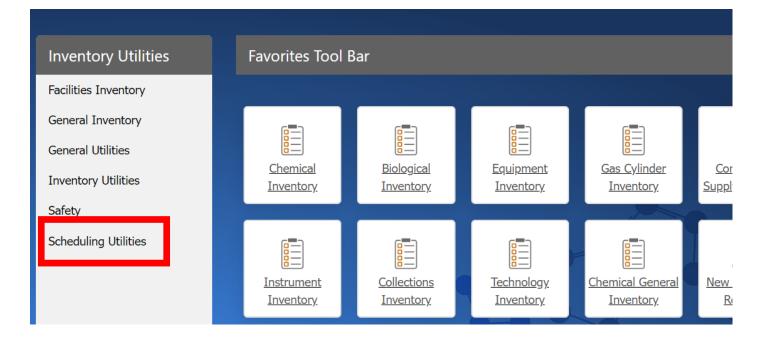


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Select the "Back" button to go back to the home screen of SDS that need updating. Don't be avlarmed if your updated SDS chemical is still listed-it may take a day to disappear from the list.

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Scheduling Utilties



Select Room Scheduling to reserve a room for a course.

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| Room | Course | Instruc | | Equipment Dashboard | | |
| elect rooms to | view: | | Equip | ment Replacement Sch | nedule | |
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| | | | | Faculty/Staff Roster | | |
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2 View rooms in calendar.

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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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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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| 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.

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| 68642 | SCB 2001 | MKT 370 | MKT 370-Paul Lane Sec 01 (35/35) SCB 2 | | | ~ [| | 2/20/2024 | 8:50 PM | МКТ | View 🔶 |
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| 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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| 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 |
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| RMS (ms.clas.gvsu.edu) | | | - 0 × |
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How to Create a New Label

1 Select "New Record"

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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 | [~] сня | ~ | View 🔶 |
| 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 | [×] сня | ~ | View 🔶 |
| мв 🎽 | HAZWSTE17 | schoenje | Trash Bag / Biohaz. Large Red Floor Container | | Gel Waste - EtBr - Solid | | 1/8/2024 | Accumulating | ~ сня | ~ | View 🔶 |
| мв | HAZWSTE18 | schoenje | Glass | 11. | DNA/RNA Extraction Kits Inorganic Liquids | | 8/25/2023 | Accumulating | [~] сня | ~ | View 🔶 |
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| нм ~ | HAZWSTE26 | CHM Stkrm | | | Hazardous Metals - As, Ba, Cd, Cr, Pb, | Se, Ag | 2/12/2024 | Waste Room | ~ | × | View 🔶 |
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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.

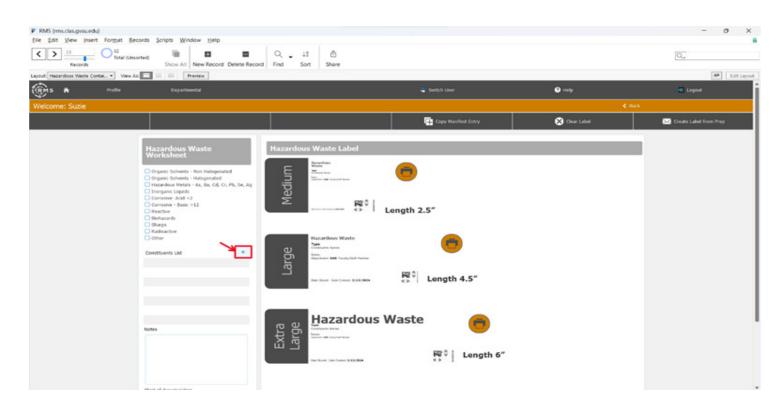
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| epart | Barcode | User | Container Type | Container Size | Hazardous Waste Type | | Accumulating Start Date | Status | | | |
| снм ~ | HAZWSTE15 | schoenje | Glass | 4L | Protein Gel Destain Organic Solvents - Non Halogenated | | 6/2023 | Accumulating | [~] сня | ~ | View 🏓 |
| смв ~ | HAZWSTE16 | schoenje | Glass | 4L | DNA/RNA Extraction Kits Inorganic Liquids | | 8/25/2022 | Accumulating | СНS | ~ | View 🚽 |
| смв | HAZWSTE17 | schoenje | Trash Bag / Biohaz. Large Red Floor Container | | Gel Waste - EtBr - Solid | | 1/8/2024 | Accumulating | ✓ сня | ~ | View 🚽 |
| смв | HAZWSTE18 | schoenje | Glass | 11. | DNA/RNA Extraction Kits Inorganic Liquids | | 8/25/2023 | Accumulating | сня | ~ | View 🚽 |
| снм ~ | HAZWSTE25 | CHM Stockrm | Glass | 20L | Organic Solvents - Non Halogenated | | | Accumulating | ~ | ~ | View 🚽 |
| снм ~ | HAZWSTE26 | CHM Stkrm | | | Hazardous Metals - As, Ba, Cd, Cr, Pb, Se | , Ag | 2/12/2024 | Waste Room | ~ | × | View 🚽 |
| снм ~ | HAZWSTE27 | CHM Stkrm | | | Hazardous Metals - As, Ba, Cd, Cr, Pb, Se | , Ag | 2/12/2024 | Waste Room | ~ | ~ | View 🚽 |
| снм ~ | HAZWSTE28 | CHM Stkrm | | | Corrosive- Acid <2 | | 2/13/2024 | Waste Room | ~ | ~ | View 🚽 |
| 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.

| Cile Edit | | mat Becords Sc 12 Total (Unsorted) | oripts Window Help | a. 11 6 | | | | | | Q., | |
|-----------|-----------|--|--|----------------|---|--------|----------------------------|--------------------|------------------|--------------|-------------|
| | Records | | Show All New Record Delete Record Fi | nd Sort Share | | | | | | | AA Edit Lay |
| (R) s | | Profile | Departmental | | | | 🔩 Sw | itch User | 🛛 Help | 1000 | ogout |
| | | Showing: / | | | | Search | | | | | ۹ |
| 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 | сня | ~ | View 🚽 |
| мв | HAZWSTE17 | schoenje | Trash Bag / Biohaz. Large Red Floor Container | | Gel Waste - EtBr - Solid | | 1/8/2024 | Accumulating | сня | ~ | view = |
| мв | HAZWSTE18 | schoenje | Glass | 11. | DNA/RNA Extraction Kits Inorganic Liquids | | 8/25/2023 | Accumulating | СНS | ~ | 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 | ~ | Ň | View = |
| нз | HAZWSTE30 | John Doe | Plastic | 5 gal | | | 2/13/2024 | Accumulating | | 2 | View = |
| 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 | | | x 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) | + ~ | |
| | | | |
| | | | |

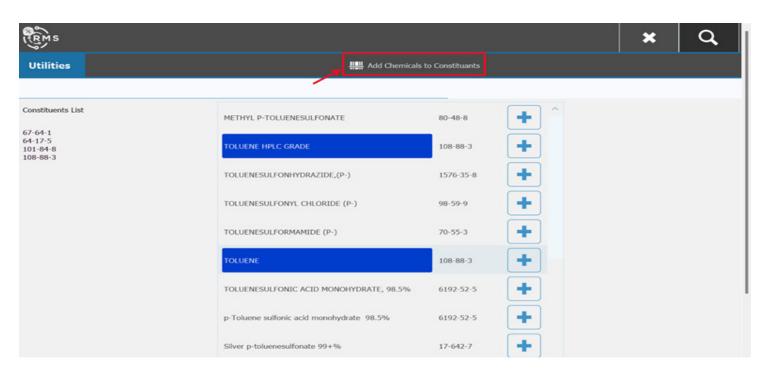
You may search for your chemical by name in box 1 or by CAS number in box 2.

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

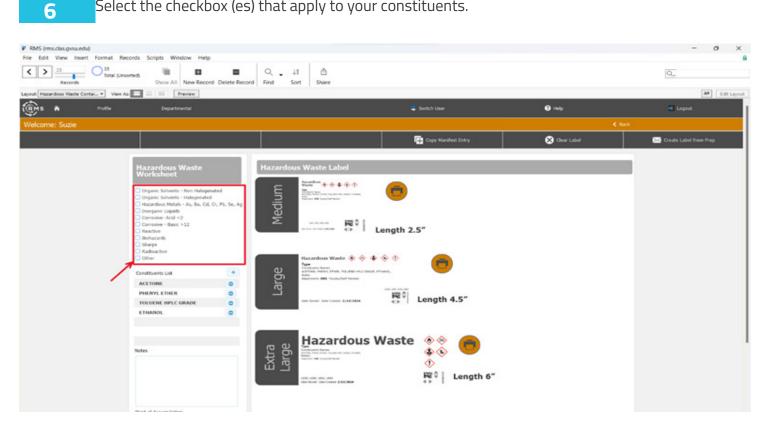
4 Once you've found the desired chemical, select the "+" button to add the chemical to the constituents list. Note that you may add multiple constituents at a time by selecting the search icon after each chosen chemical.

| 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 | + | | |

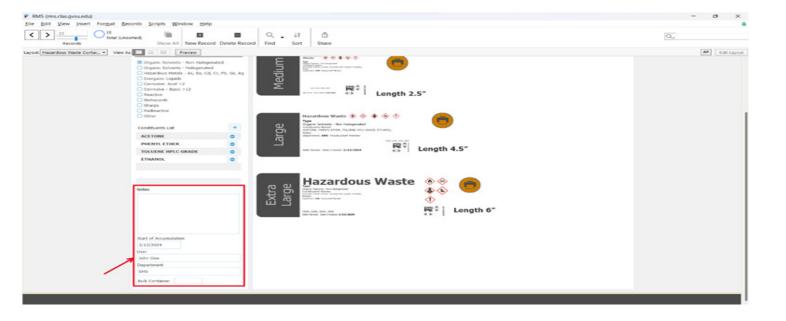
Once all desired chemicals are selected (CAS numbers are listed on the left hand side) select "Add Chemicals to Constituents".



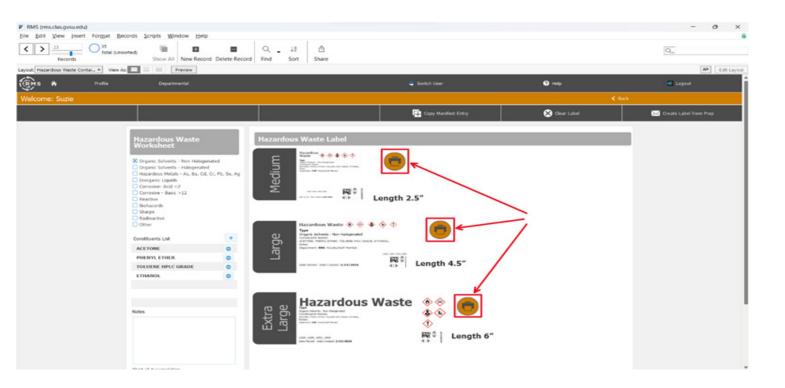
Select the checkbox (es) that apply to your constituents.



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.



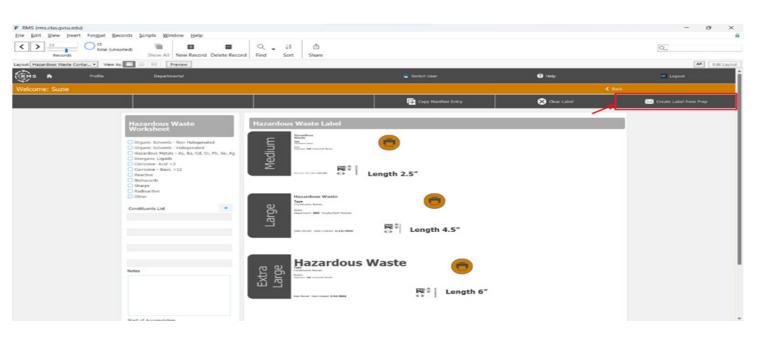
8 Select the printer icon next to the desired label size to print.



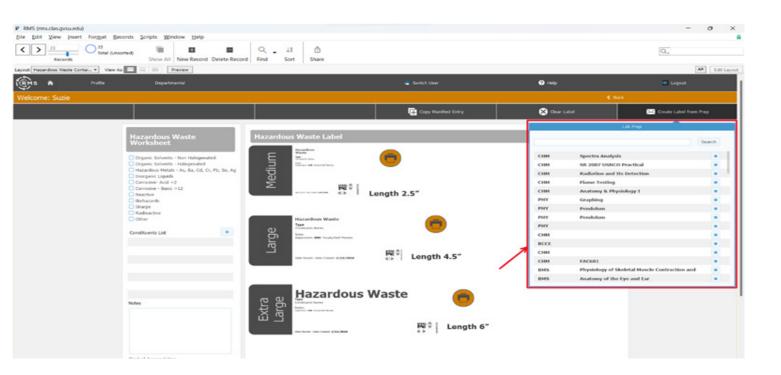
How to Add Constituents from a Laboratory Prep List

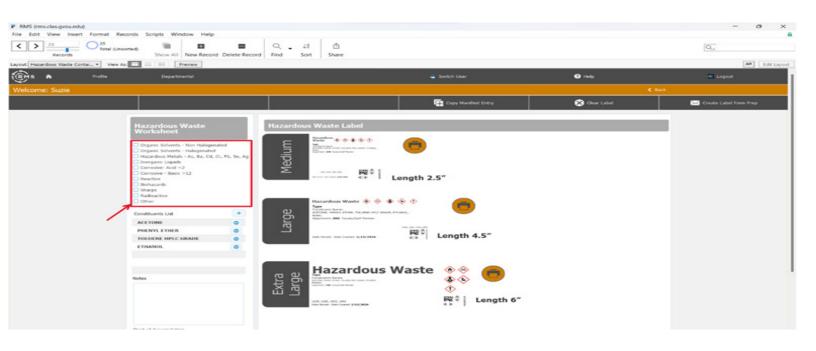
1

Select the "Create Label from "Prep" button.

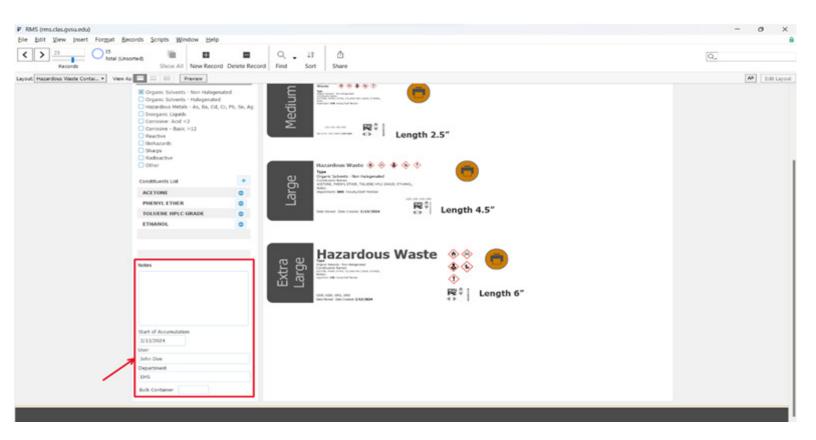


2 Select one or more options from the dropdown menu.

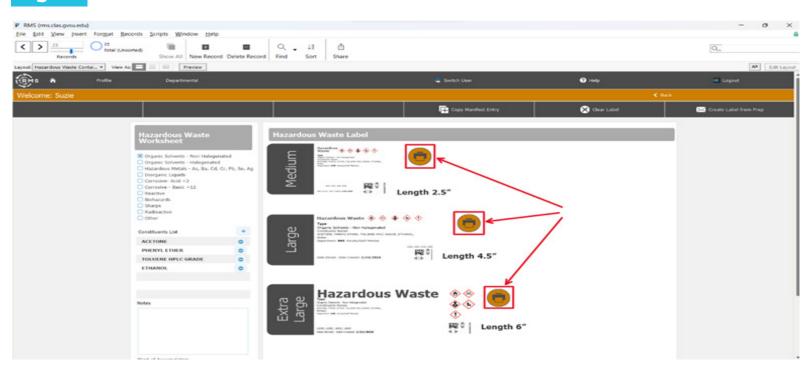




4 Scroll down to finish editing your label. Ensure that the fields "Start of Accumulation", "User" and "Department" are correct. You may also add any desired notes into the "Notes" section. These can be accessed at any point for your later reference and will be viewed by EHS staff when bulking.



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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| < > | n 0 | 17 Total (Unsorted) | 6 0 0 I | 0. 11 0 | | | | | Q., | |
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| (R) s | • | Profile | Departmental | | | 😅 Sw | Rch User | Help | 1 | Logout |
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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 | [~] 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. | |
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| 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 | [~] сня | ~ | View 🚽 |
| ив ~ | HAZWSTE16 | schoenje | Glass | 4L | DNA/RNA Extraction Kits Inorganic Liquids | | 8/25/2022 | Accumulating | [~] сня | ~ | View 🚽 |
| 1В ~ | HAZWSTE17 | schoenje | Trash Bag / Biohaz. Large Red Floor Container | | Gel Waste - EtBr - Solid | | 1/8/2024 | Accumulating | [×] сня | × | View = |
| 1B ~ | HAZWSTE18 | schoenje | Glass | 11. | DNA/RNA Extraction Kits Inorganic Liquids | | 8/25/2023 | Accumulating | [~] 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 🔿 |
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View the constituents in the "Hazardous Waste Label" box.

