Standard Operating Procedure

Chemical Environmental Management System (CEMS)

School and department:	School of Molecular Sciences		
SOP preparation date:	8/1/2022	**SOP approval date:**	9/9/2022

Laboratory locations covered by this SOP – building and room number
All SMS laboratories ordering hazardous materials that must go through intake at Chemical Receiving in Physical Sciences G-wing

Type of SOP	☒ Process	☐ Hazardous chemical	☐ Hazardous class

Purpose

To provide start-to-finish instructions for hazardous materials procurement and disposal of waste.

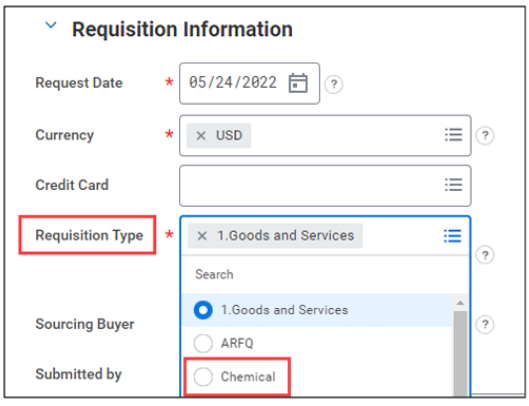
Procurement

Chemical Requisition Process

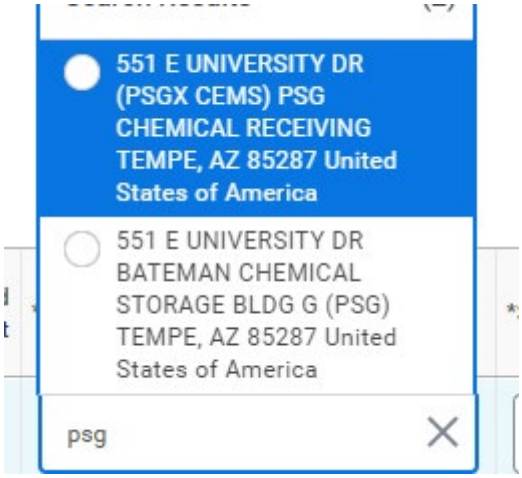
Chemical orders should be placed in Workday (https://www.myworkday.com/asu/d/home.html)

Chemical purchases must be on a separate PO from supplies, consumables, biologicals, etc.

- Select the requisition type to Chemical

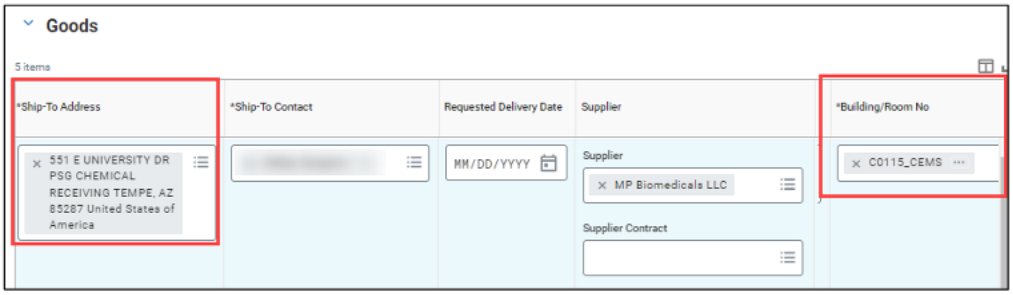


- All chemicals must have a Ship To address for Chemical Receiving
  - Type PSG and select the address: 551 E UNIVERSITY DR (PSGX CEMS) PSG CHEMICAL RECEIVING TEMPE, AZ 85287

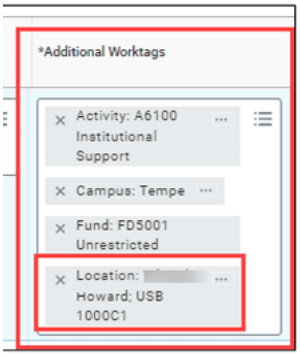


  - For all RADIOACTIVE materials select the address: 971 S PALM WALK (ECD) ENGINEERING CENTER D-WING TEMPE, AZ 85287

- Select the Building/Room # for final delivery location:
  - For final delivery to BDA choose à C0115_CEMS
  - For final delivery to PSG choose à C0215_CEMS
  - For final delivery to ISTB4 choose à C0815_CEMS
  - For RADIOACTIVE material choose à your lab building/room number



- In the Additional Worktags section, select the Lab Location, PI Name, and Room Number:



- Complete your Workday Requisition and submit. Check for errors listed and refer to https://www.asu.edu/purchasing/pdf/New-Chemical-Requisition-Process-Quick-Guide.pdf if you encounter any problems.

- **If you are purchasing other materials (i.e. consumables, biologicals, etc.) use Goods and Services for the requisition type.**

    - Email CEMS (askEHS@asu.edu) or Laura (Laura.Gibble@asu.edu) if there are further questions about purchasing biologicals.

Chemical Receipt

Shipment Delivery to Chemical Receiving

- All **chemicals** will be centrally received by ASU Materials Management.
    - When ASU Materials Management receives the chemical item, it will:
        - Open the package and view the contents to confirm that the correct chemical was sent and that there is no damage.
        - Enter the chemical item and quantity in the new CEMS Chemical Management System based on the PI, Building/Room# entered on the line and adhere a barcode to the chemical container.
        - If the purchase order number is not visible on the shipping label, they will write the PO number on the box for you.
        - Will place a delivery label on every package to let people know that the chemical has been through CEMS receiving.

Delivery to Final Delivery Location

- ASU Materials Management will deliver the chemical packages to the respective final delivery location selected during the procurement process.
  - C0115_CEMS will be delivered to the BDA receiving area
  - C0215_CEMS will be delivered to the PSG receiving area
  - C0815_CEMS will be delivered to the ISTB4 labs

- ASU Materials Management scans their tracking barcode to confirm delivery to the final delivery location.

Chemical Pickup/Delivery to PI

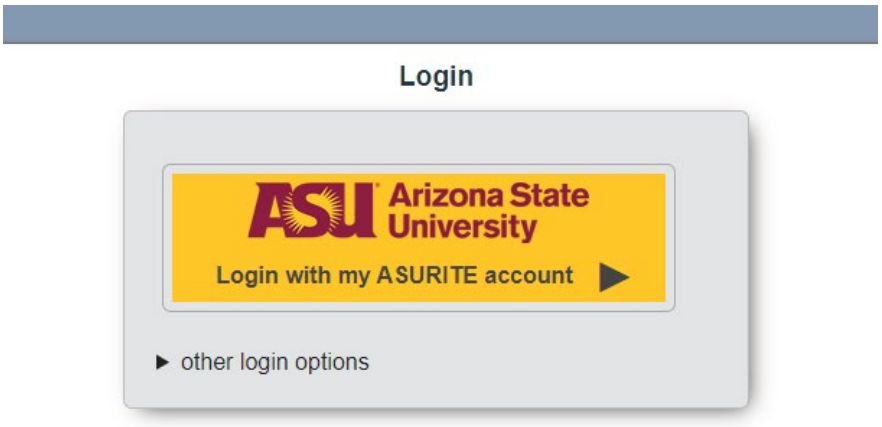
- For chemical pickup for the Biodesign A, B, and C buildings, follow the protocol for the BDA receiving area
- For chemical pickup for Goldwater, ISTB5, Physical Sciences A-H, follow the protocol for the PSG receiving area
  - Chemicals will be handed off to PSG receiving after CEMS Receiving
  - Packages will be checked in and a PSG receiving representative will email the PI with notification that their package(s) have arrived for pickup
  - PI will send lab personnel to pick up the package(s) from the PSG receiving area

Preceding information is subject to change.

Inventory and Laboratory Management through CEMS

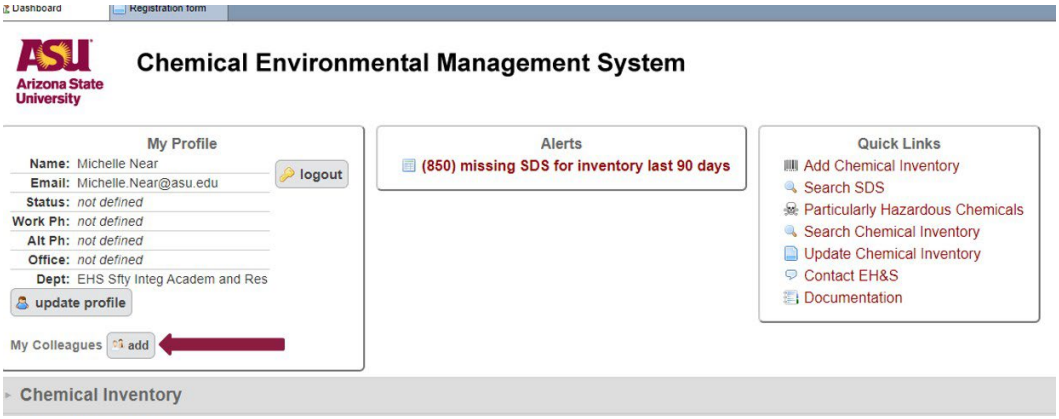
CEMS Login

All lab personnel must log in to CEMS through Single-Sign-On with their ASURITE by clicking on the Gold ASU button at https://cfo.asu.edu/cems .

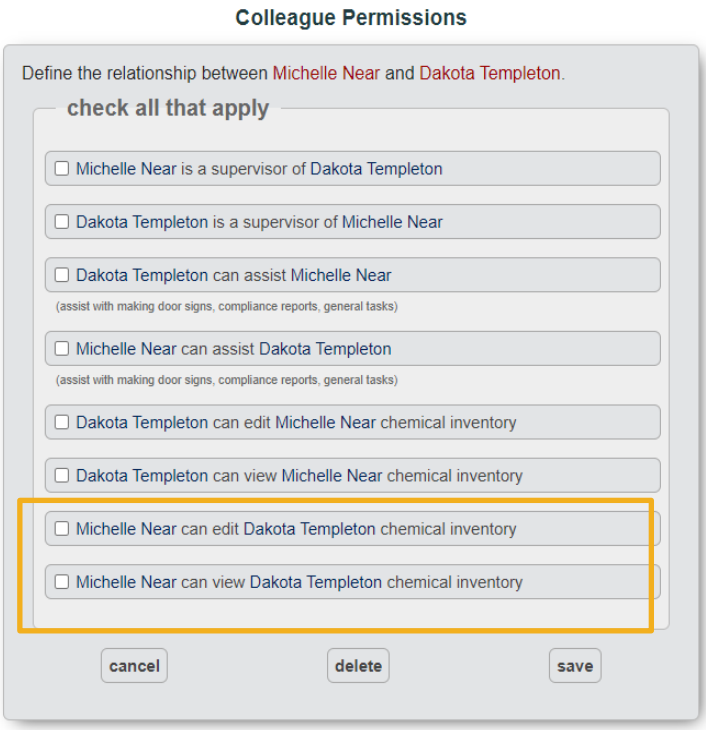


Add group members to your lab group

- Click on “Add” next to My Colleagues.
- Choose the User to add to your group.

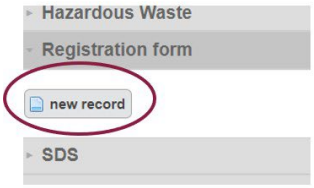


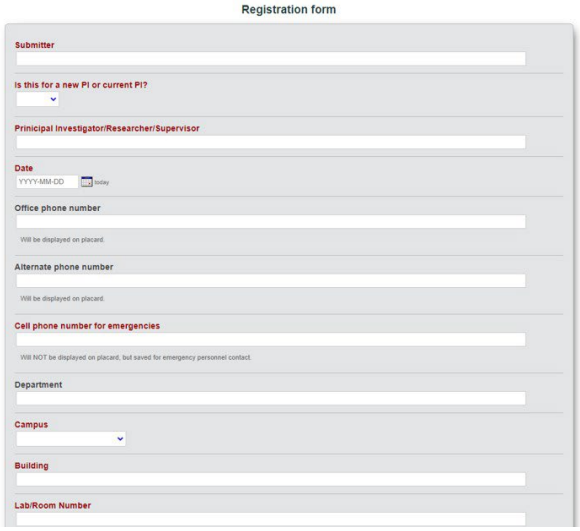
- Select the appropriate permissions for the user (i.e. postdoc, lab manager, may need editing access to chemical inventory; undergrad researchers may only need to view chemical inventory). And SAVE.



Register or update lab registration

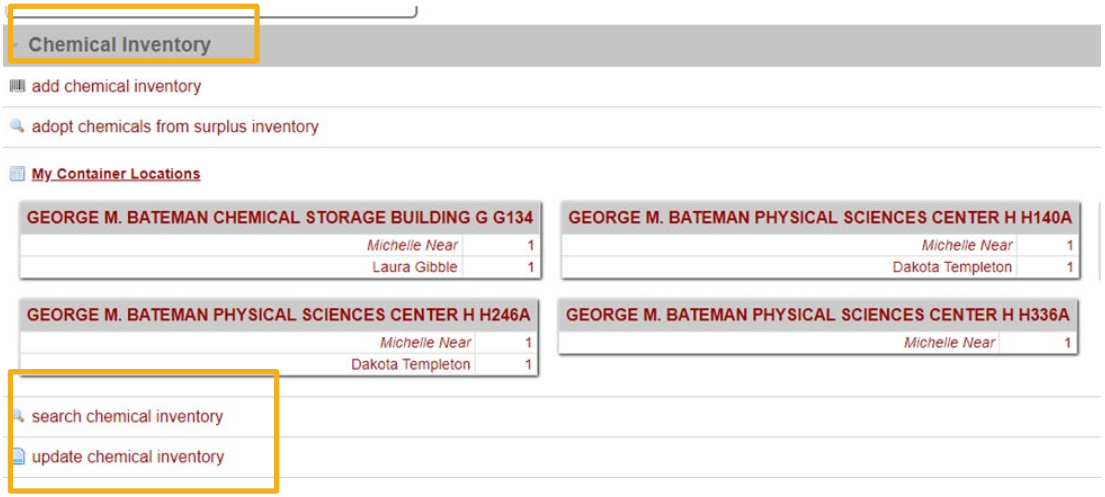
- Lab registration is updated on an annual basis. During your annual lab safety consultation, the PI and EHS will check the lab registration is updated.
- To renew a lab registration or register a new lab space, select “New Record” from under the Registration form drop down
    - Fill in all of the required information on the registration form. Click Submit.





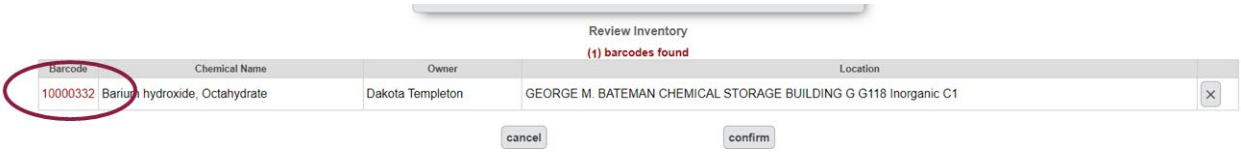
Chemical inventory searching and editing

- ASU Materials Management adds chemicals to your inventory via the “add chemical inventory” link in CEMS.

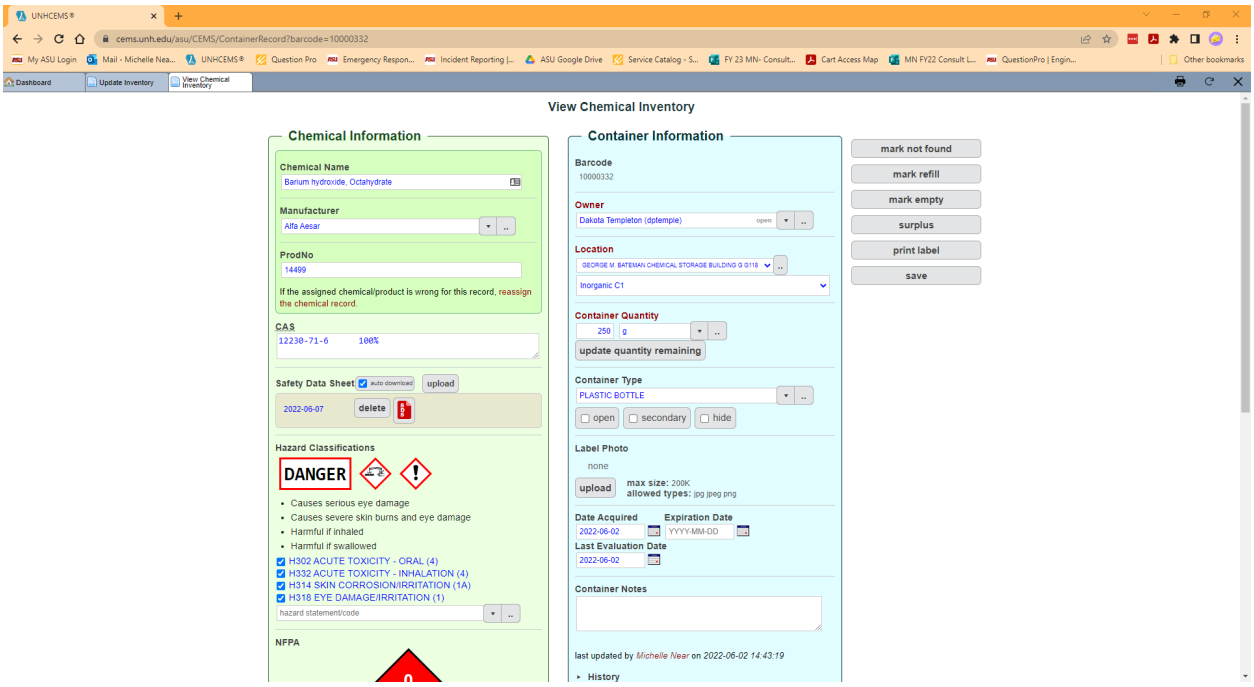


- You can search the current chemical database at ASU by clicking the “search chemical inventory” link.

- You can update or edit details to your chemical inventory by clicking the “update chemical inventory” link. PIs can also check CEMS entries by Materials Management for accuracy by following these instructions.
    - Enter or scan the barcode number into the field on the page.
    - Scroll to the bottom of the next page and click on the barcode link for the chemical you are updating.



- On the following page you can update various fields for the chemical:
    - Location, sublocation
    - Container quantity
    - Expiration date



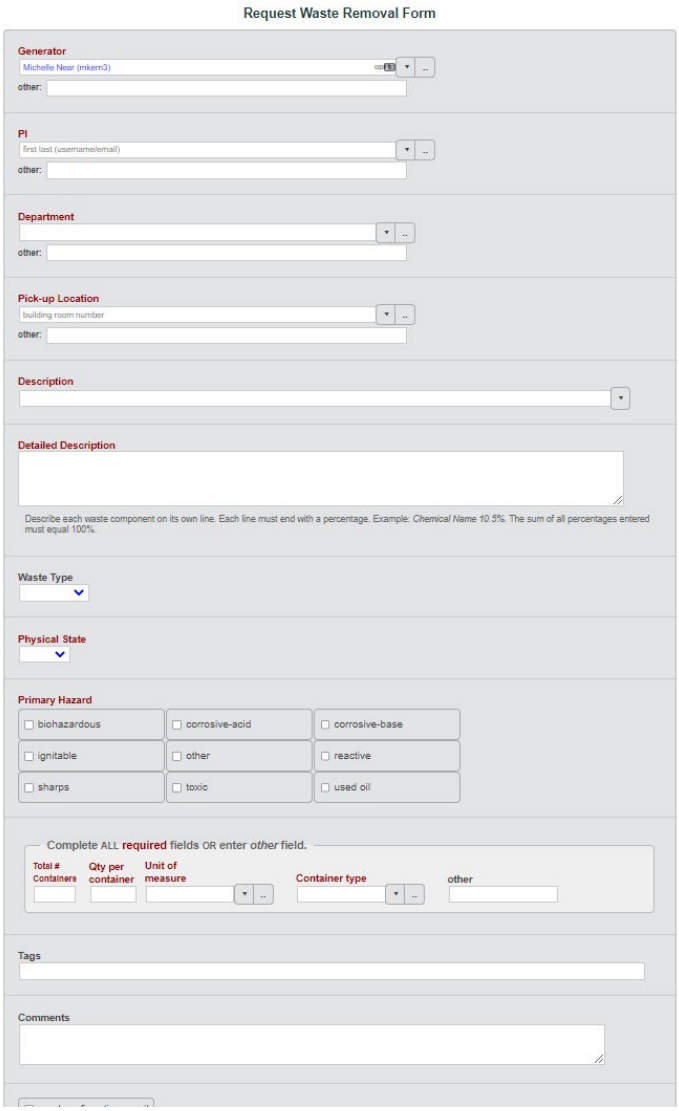
- Remember to click SAVE
- **Note: at this time it is not required for PIs to submit updated chemical inventory lists annually.**

Hazardous Waste Pickup Requests

To have a waste container picked up

- Click “request waste removal” under the Hazardous Waste menu

- Fill the waste information in the fields on the following page:
    - Generator: Your ASURITE if it did not autofill
        - Other: enter PI Phone number
    - PI Name
    - Department
    - Location
    - Description (short description of waste, i.e. Titration Lab Waste)
    - Detailed Description (including percentages of waste totaling 100%)
    - Physical State
    - Primary Hazard
    - Container information
    - Tag Number(s)



- Removal of chemical from your inventory
    - If chemical bottles have been emptied:
        - Remove the barcode from that container and adhere to a paper for HazWaste to take when they pick up waste.

      OR
        - Update your chemical inventory for this barcode and select “mark empty.”

Additional Information

EHS provided training videos: https://cfo.asu.edu/cems

Tips for success: https://www.asu.edu/ehs/documents/CEMS-Inventory-Management.pdf

Chemical requisition process: https://www.asu.edu/purchasing/pdf/New-Chemical-Requisition-Process-Quick-Guide.pdf

I have read and understand the content of this SOP. Please fill out the information below and email a signed copy to SMSsafety@asu.edu .

Employee name	ASU affiliate no.	Signature	Date