



CHEM myLab User Guide: Inventory module

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myLab Basics – New Web Version

Logging into myLab

Note

If you use a shared computer to access myLab, you must login to the computer with your own credentials and then completely logout of the computer before the next user assumes control.

1. Access myLab through <https://mylab.mcgill.ca>
2. If prompted, enter your **McGill username** and **password**
 - myLab is part of Single Sign On (SSO). If you are already logged in to another application which uses SSO, you will NOT be prompted to log-in.

Note

If **off-campus**, you must be connected to McGill's VPN to access myLab

- For instructions on installing and launching the VPN, refer to this knowledge base article: https://mcgill.service-now.com/itportal?id=kb_article&sysparm_article=KB0010687
- For any problems connecting to the VPN, contact the IT Service Desk (login to start a chat): <https://mcgill.ca/itsupport>

Security protocols

ALL users logging into the myLab Web Application must do so using their Active Directory @mcgill or @mail.mcgill email credentials (the same as you currently use to login to Windows).

Individual (named user) login will:

1. Secure access to the application
2. Introduce a single-sign on (SSO) user experience
3. Facilitate provisioning access
4. Enhance auditing data (specifically who is viewing or editing what)

Basics of getting started with myLab and navigating the myLab interface

Consult the **myLab User Guide: Basics** for information on these topics:

- myLab Homepage - PI Overview explained | CHEM modules explained
- Basic Navigation – Help | Screen export (Options) vs McGill customized reports | Scrolling in a grid view | Returning to the menu screen within a module | Returning to the homepage of myLab
- Additional Help –Display options, exporting screen data, and saving customized settings

User Guides are available in the [IT Knowledge Base](#).

Logging out of myLab

To logout of myLab, on any menu screen where your name is displayed (top right corner), click the down arrow next to your name and select **Logout** from the displayed options.



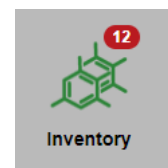
Note

If you used a shared computer to access myLab, you must logout of the computer as well. It is not enough to just logout of the myLab Web Application.

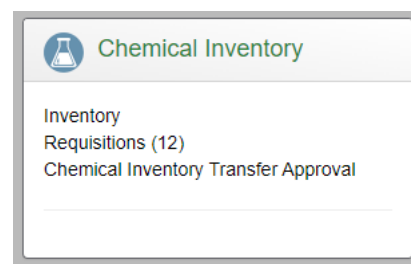
Inventory Module – New Web Version

To access this module, click the **Inventory** icon on the myLab homepage

- The number of items ordered through MMP which have not yet been added to the inventory or removed from the listing of Current Open POs (Requisitions) in myLab, is displayed in a **red circle** above the icon



Several menu items are available under the heading **Chemical Inventory**



Menu item	Used for
Inventory	<ul style="list-style-type: none"> ▪ Viewing a listing of chemicals in your inventory (current, disposed, by lab location...) ▪ Updating # of Containers and Container Size for an item in the inventory grid view ▪ Adding chemicals from non-MMP purchases to your current inventory ▪ Removing a chemical from your inventory ▪ Activating a removed chemical – adding a disposed chemical back to your current inventory listing ▪ Sharing/unsharing chemicals in your inventory ▪ Viewing shared chemicals from the inventory of other CHEM PIs within your Department + requesting a chemical transfer ▪ Transferring your inventory between your labs ▪ Viewing Safety Data Sheets (SDS) ▪ Viewing chemical inventory reports
Requisitions	<ul style="list-style-type: none"> ▪ Adding chemicals ordered from MMP to your inventory ▪ Removing an item/removing ALL items from the listing of Current Open POs
Chemical Inventory Transfer Approval	<ul style="list-style-type: none"> ▪ Approving/denying a chemical transfer request

If you are both a CHEM and RAD User, you will see two menu listings on this screen

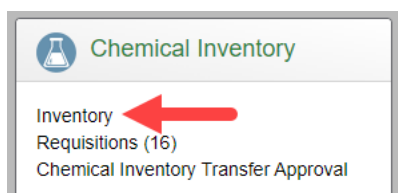
The screenshot shows a user interface for EHS (Environmental Health and Safety). At the top, there is a header with the EHS logo and the text 'EHS Home'. Below this, there are two main menu listings. The first is 'RAM Inventory', which includes options for 'Ram Receipt Entry', 'Disposal/Add Usage', 'Package Receipt Survey (1)', and 'View In-Lab Waste Containers'. Below this listing is a section titled 'Reports' with several report titles: 'McGill - Inventory of Unsealed Isotopes', 'McGill - Vial Usage History Summary', 'McGill - Waste Container Inventory - Summary', and 'McGill - Container Report by Isotope'. The second menu listing is 'Chemical Inventory', which includes 'Inventory Requisitions (211)' and 'Chemical Inventory Transfer Approval'.

Inventory (Chemical Inventory): Viewing information about the chemicals in your inventory and adding/ updating/removing items

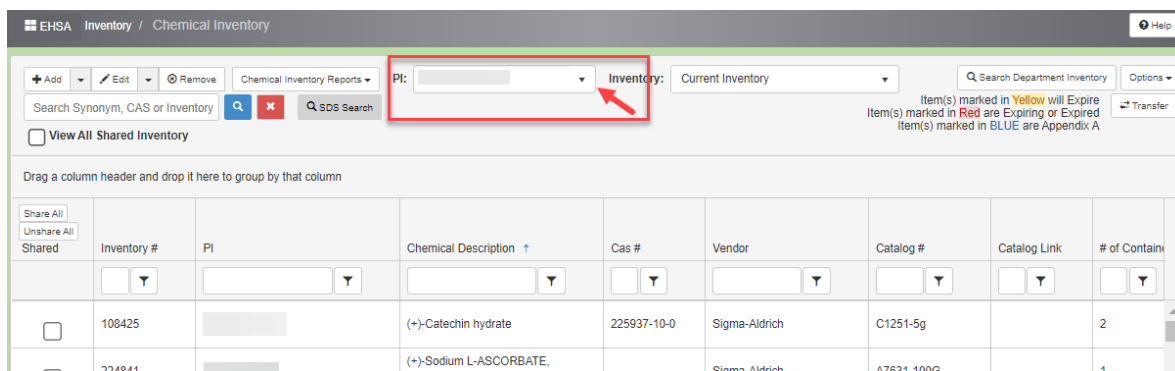
1. Click the **Inventory** icon on the myLab homepage



2. Click **Inventory** under the Chemical Inventory heading




3. All current inventory associated to the **PI** named at the top of the grid are displayed

The screenshot shows the ESHA Inventory / Chemical Inventory interface. At the top, there are search and filter options, including a 'PI' dropdown menu and an 'Inventory:' dropdown menu. Below these is a table with columns: Inventory #, PI, Chemical Description, Cas #, Vendor, Catalog #, Catalog Link, and # of Containers. The table contains two rows of data. A red box highlights the 'PI' dropdown menu, and a red arrow points to the 'Inventory:' dropdown menu.

Inventory #	PI	Chemical Description	Cas #	Vendor	Catalog #	Catalog Link	# of Containers
108425		(+)-Catechin hydrate	225937-10-0	Sigma-Aldrich	C1251-5g		2
224841		(+)-Sodium L-ASCORBATE,		Sigma-Aldrich	A7631-100G		1

To view a listing associated to a different PI - click the down arrow next to the field and make a selection

The number of items in the inventory is displayed at the bottom right corner of the window

The image shows the bottom right corner of the inventory window. It displays '500 items per page' and '1 - 264 of 264 items'. A red box highlights the '1 - 264 of 264 items' text.



Tip

Be sure to verify which **Inventory** is displayed on the screen (the default is *Current Inventory*).

If you changed the selection from Current Inventory, leave this menu item, and return again to this screen, the system will remember your last selection.

The screenshot shows the EHS Inventory system interface. The 'Inventory:' dropdown menu is open, showing options: Current Inventory, Disposed Inventory, Expiring Inventory, Expired Inventory, Appendix A Inventory, Current Inventory Not in Catalog, and MACDONALD-STEWART BUILDING. A red arrow points to the 'Current Inventory' option. The background shows a search bar and a table with columns for Inventory #, PI, Chemical Description, Cas #, and Catalog Link.

Note

- If the **same chemical** is part of the inventory in **multiple labs**, the chemical will be listed multiple times in the grid of *current inventory* since each inventory item references one lab location.
- If the **same chemical** was purchased from **different Vendors**, the chemical will be listed multiple times in the grid since each inventory item references one Vendor.

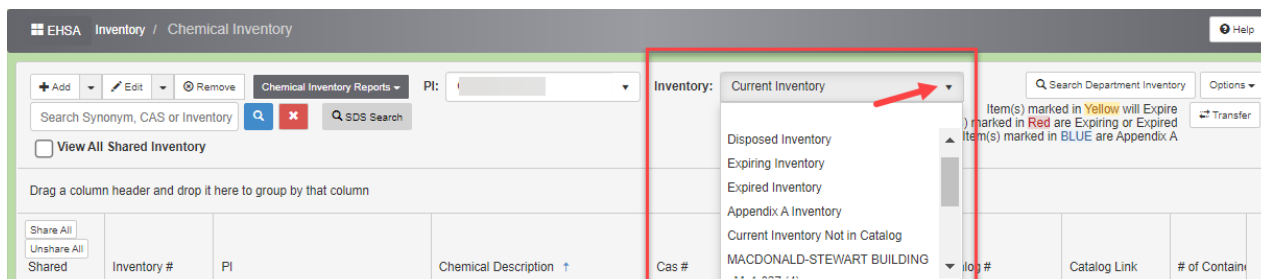
In this section:

- [Viewing a listing of chemicals in your inventory \(current, disposed, by lab location...\)](#)
- [Updating # of Containers and Container Size for an item in the inventory grid view](#)
- [Adding chemicals from non-MMP purchases to your current inventory](#)
- [Removing a chemical from your inventory](#)
- [Activating a removed chemical – adding a disposed chemical back to your current inventory listing](#)
- [Sharing/unsharing chemicals in your inventory](#)
- [Viewing shared chemicals from the inventory of other CHEM PIS within your Department](#)
- [Transferring your inventory between your labs](#)
- [Viewing Safety Data Sheets \(SDS\)](#)
- [Viewing chemical inventory reports](#)

Click the EHS icon (top-left corner) to exit this menu option

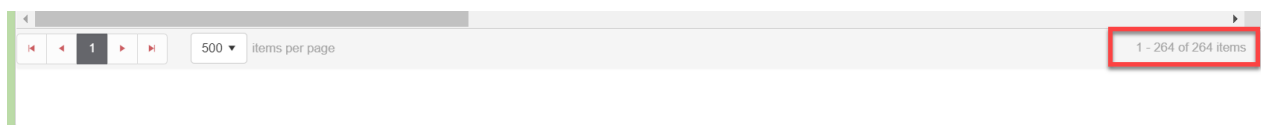
Viewing a listing of chemicals in your inventory (other than Current Inventory)

1. In the Chemical Inventory screen, make a selection by clicking on the down arrow next to the **Inventory** field



The screenshot shows the 'EHS Inventory / Chemical Inventory' interface. The 'Inventory' dropdown menu is open, showing options: Current Inventory, Disposed Inventory, Expiring Inventory, Expired Inventory, Appendix A Inventory, Current Inventory Not in Catalog, and MACDONALD-STEWART BUILDING. A red arrow points to the dropdown arrow next to 'Current Inventory'. The table below has columns for Inventory #, PI, Chemical Description, Cas #, Vendor, Catalog #, Catalog Link, and # of Containers.

Based on the selected Inventory listing, a count of the number of items in that inventory is displayed at the bottom right corner of the window

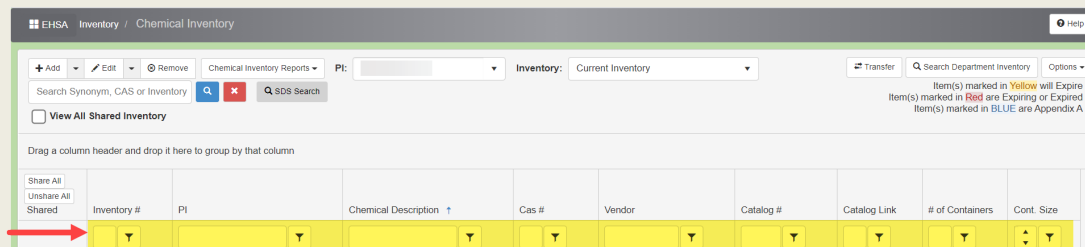


The screenshot shows the bottom right corner of the window. The text '1 - 264 of 264 items' is displayed in a red box. The page also shows '500 items per page' and navigation arrows.



Tip

Use a **filter** to narrow down the results on screen – enter a search term in the box under the column heading. Click the funnel icon next to the search box to select a filter option. The default filter option is “Contains”. The default filter option for Date fields is “Is equal to”. (More information about filters may be found in the myLab User Guide: Basics. User Guides are available in the [IT Knowledge Base](#).)



The screenshot shows the 'EHS Inventory / Chemical Inventory' interface. The 'Inventory' dropdown menu is open, showing options: Current Inventory, Disposed Inventory, Expiring Inventory, Expired Inventory, Appendix A Inventory, Current Inventory Not in Catalog, and MACDONALD-STEWART BUILDING. A red arrow points to the dropdown arrow next to 'Current Inventory'. The table below has columns for Inventory #, PI, Chemical Description, Cas #, Vendor, Catalog #, Catalog Link, # of Containers, and Cont. Size.



To see **inventory for a specific lab**, rather than use a filter, select the lab location by clicking on the down arrow next to the Inventory field at the top of the window.

EHS Inventory / Chemical Inventory

+ Add Edit Remove Chemical Inventory Reports PI: [] Inventory: Current Inventory

Search Synonym, CAS or Inventory [Q] [X] [Q] SDS Search

View All Shared Inventory

Drag a column header and drop it here to group by that column

Inventory #	PI	Chemical Description
MACDONALD-STEWART BUILDING : Ms1-027 (4)		
MACDONALD-STEWART BUILDING : Ms1-044 (216)		
MACDONALD-STEWART BUILDING : Msb-058 (43)		
TECHNICAL SERVICES BUILDING		

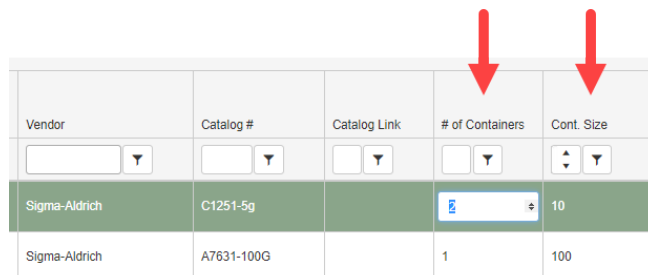


If you change the selection for the *Inventory* field, leave this menu item, and return again to this screen, the system will remember your last selection - the default listing of *Current Inventory* will not be displayed.

Updating # of Containers and Container Size for an item in the Current Inventory grid view

In the Chemical Inventory screen, on-screen data entry is possible within the fields of # of Containers and Cont. Size

1. Find the item (row) in the grid
2. Click inside the cell to make an update
3. Use the up and down arrows to make a new selection
4. The information is automatically saved



Vendor	Catalog #	Catalog Link	# of Containers	Cont. Size
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sigma-Aldrich	C1251-5g		10	10
Sigma-Aldrich	A7631-100G		1	100

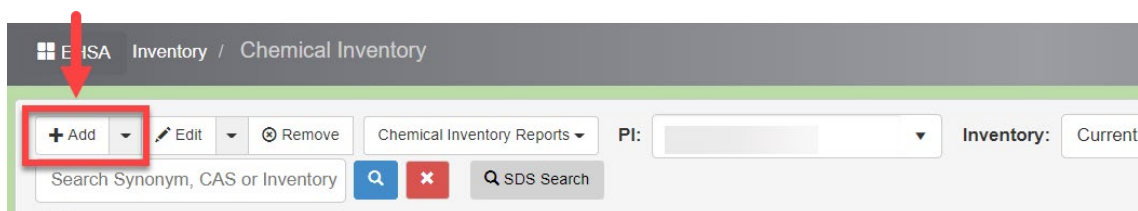
Adding chemicals from non-MMP Purchases to your inventory

Only chemicals purchased from sources other than MMP are added to myLab inventory using the steps below. To add items from MMP POs, [follow these instructions](#).

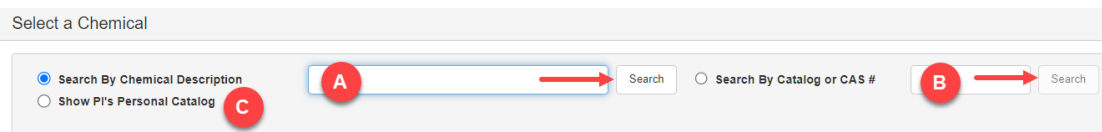


If you **ordered a chemical already in your lab inventory and from the same Vendor**, once received, rather than adding the chemical using the *steps below*, **update the # of Containers and Cont Size** in the grid view of your current inventory ([instructions](#)).

1. In the Chemical Inventory screen, click **Add** near the top of the window



2. The Select a Chemical window opens
3. You have three options to search for a chemical to add to your inventory



A & B: Click the **radio button** (circle) in front of the field label, enter search criteria in the box and click **Search**. Search results will display

C: Click the **radio button** (circle) in front of the field label, a listing of all chemicals in your inventory will display

4. Find the chemical to add from the displayed results. Click **Select** at the beginning of the row for that item

Select a Chemical

Search By Chemical Description acetone Search
 Search By Catalog or CAS # Search

Show PI's Personal Catalog **Not Found in Catalog**

	CAS #	Synonym	Vendor Name	Catalog #	Primary Name	Multiple Ingredients?	Chemical #	NFPA Information
Primary Name: NO								
Chemical Description: acetone								
<input type="button" value="Select"/>		acetone	ACP Chemicals	A-0543	<input type="checkbox"/>	<input type="checkbox"/>		NEPA 704 Codes Health: N/A Flame: N/A Reactivity: N/A HMIS Health: N/A Flame: Physical: Chronic Health:
<input type="button" value="Select"/>		acetone	Sigma-Aldrich	650501	<input type="checkbox"/>	<input type="checkbox"/>		NEPA 704 Codes Health: N/A Flame: N/A Reactivity: N/A HMIS Health: N/A Flame: Physical: Chronic Health:

If no search results appear OR you do not find the correct chemical to add to your inventory, click **Not Found in Catalog** (right-side of the window)

- The Add Chemical Inventory screen is displayed. If you selected a chemical in the previous step, information from that record is populated on this screen.

Do not remove the checkmark from the first field – Auto-Generate Inventory #...

EHSA Inventory / Chemical Inventory / Add Chemical Inventory Save Cancel Help

Basic Information

Auto-Generate Inventory # / Barcode # (User will be prompted to enter inventory / barcode #'s if unchecked when clicking 'Save')

Requisition #

*Researcher *Permit #

PO #

Shared

- At minimum, fill in the required fields marked with a red *

Depending on the field, there are various ways to enter data:

- Click the down arrow next to the field and make a selection from the listing
- Use the up and down arrow keys to select a value or enter a value
- Click the calendar icon to select a date

Sections to review/complete

Basic Information

Basic Information

Auto-Generate Inventory # / Barcode # (User will be prompted to enter inventory / barcode #'s if unchecked when clicking 'Save')

Requisition #

*Researcher *Permit #

PO #

Shared

Chemical Information

Chemical Information

*Chemical Description

Found in Catalog Not in Catalog

Cas # Chemical Number

*# of Containers *Cont. Size *Unit of Measure

Physical State Concentration %

Some chemicals may have more than one Chemical Abstract Service (CAS) number. To enter those additional CAS #s:

- Click the **blue icon**
- The section will expand
- Click **Add**
- Enter the required information and click **Save**

Once added, entries may be edited and deleted - select an entry (click in the row to highlight it) and then click a button (Edit or Delete)

- Vendor Information - if you selected a chemical in Step 4, information from that record is populated in this section

Vendor Information

*Vendor

Catalog #

- Location & Storage Information

Location & Storage Information

*Location

Physical Location

- Dates - Receipt date may be back dated if necessary

Dates

Receipt Date

Order Date

Open Date

Expiration Date

Last Reviewed Date

- Chemical Information

Chemical Information

Chemical Formula Molecular Weight

- Record Addition Information – your information is displayed as the person logged in to mylab

Record Addition Information

Added By

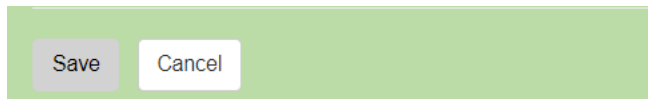
Name

Phone #

Email

- Comments

7. Click **Save** at the bottom or top of the window to add this record to your inventory

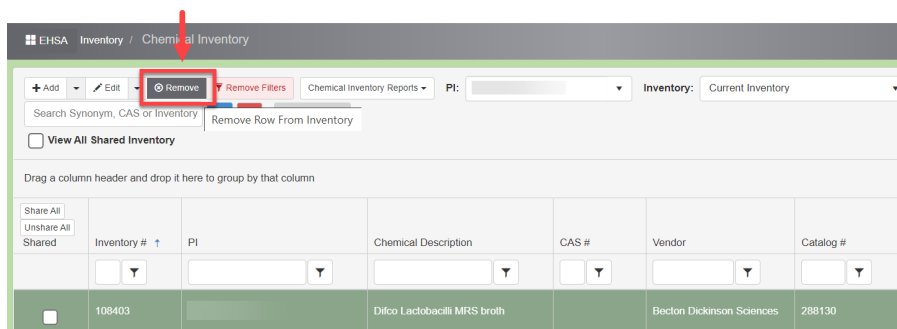


Click Cancel to exit this screen without saving your changes

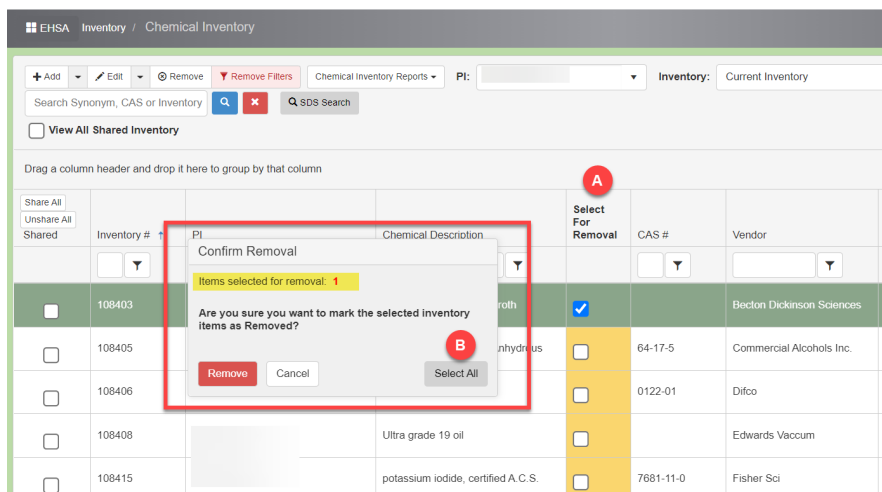
8. The chemical has now been added to your inventory and the inventory listing on the screen has been refreshed – the added entry (row) is shaded in green

Removing a chemical from your inventory

1. In the Chemical Inventory screen, find the item (row) to remove in the grid view and click in it (the row will be shaded in green)
2. Click **Remove** near the top of the window



3. A Confirm Removal window will open and an additional column is now displayed in the grid view – *Select for Removal*
 - A. For each additional inventory item (row) you wish to remove at this time, click the box under the Select for Removal column. As you select more items, the # of items selected for removal is updated
 - B. To remove all items displayed on this screen, click Select All



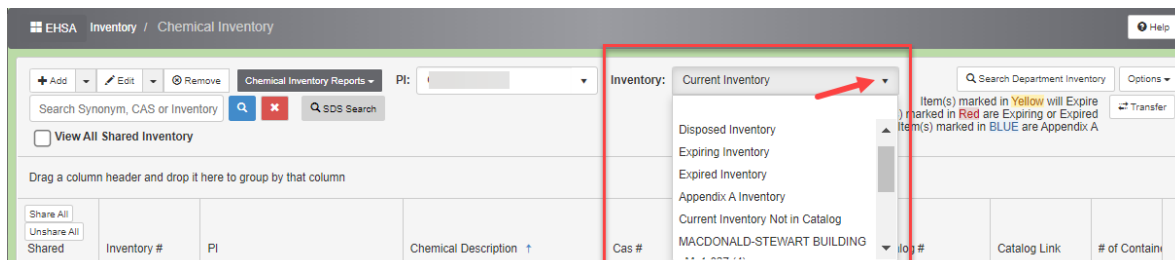
4. Click **Remove** in the Confirm Renewal window

To close the window without removing any items, click Cancel

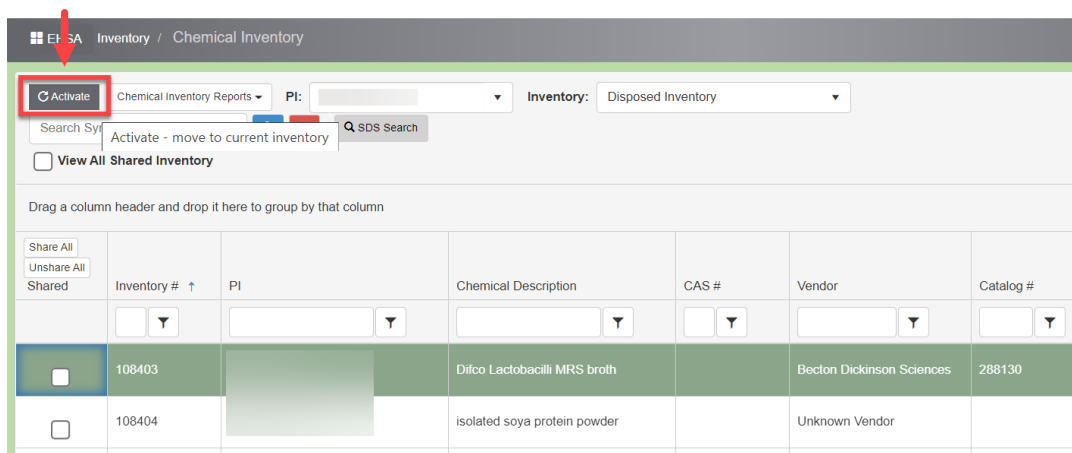
5. The inventory listing is refreshed and the removed items will now only appear in the *Disposed Inventory* listing. [To view this listing, click the down arrow next to the **Inventory** field at the top of the screen and select **Disposed Inventory**.]

Activating a removed chemical to move it back to your current inventory listing

1. In the Chemical Inventory screen, click the down arrow next to the **Inventory** field and select **Disposed Inventory**

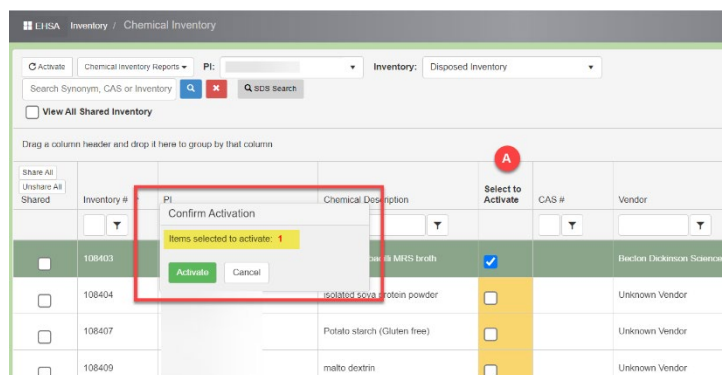


2. The screen is refreshed. Find the item (row) to add back to your inventory in the grid view and click in it (the row will be shaded in green)
3. Click **Activate** near the top of the window



4. A Confirm Activation window- will open and an additional column is now displayed in the grid view – *Select to Activate*

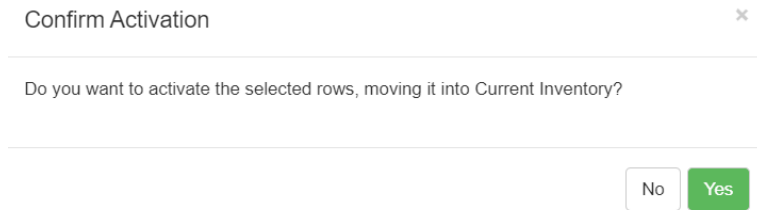
- A. For each additional inventory item (row) you wish to add back at this time, click the box under the Select to Activate column. As you select more items, the # of items selected to activate is updated



5. Click **Activate** in the Confirm Activation window

To close the window without adding back any items, click Cancel

6. A Confirm Activation window will open



Confirm Activation ×

Do you want to activate the selected rows, moving it into Current Inventory?

7. Click **Yes**
8. Both Confirmation Activation windows will close (Step 4 and Step 6). The disposed inventory listing is refreshed and the activated items will no longer appear on the screen, they are once again in your *current inventory listings*. [To view these listings, click the down arrow next to the **Inventory** field at the top of the screen and make a selection.]

Sharing/Unsharing chemicals in your inventory

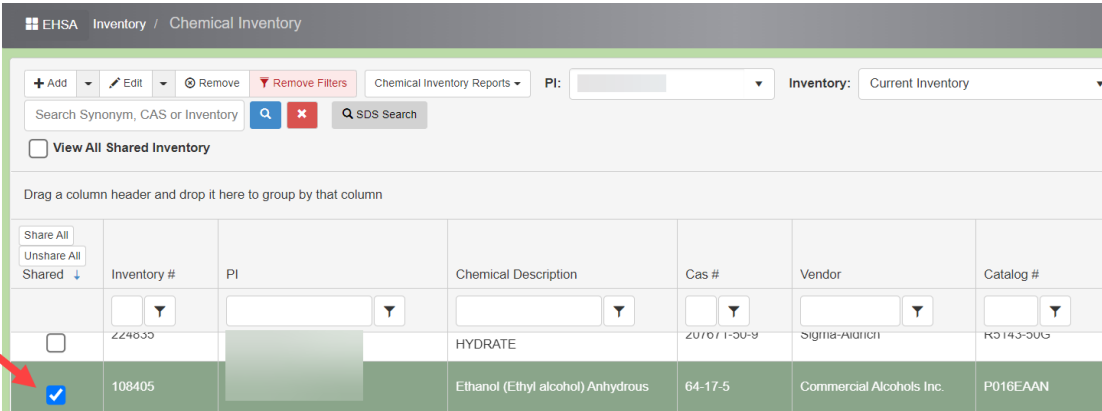
Sharing inventory means you are letting other CHEM PIs in your Department see the chemicals you have in your possession. This visibility allows them to request chemicals from you through myLab.

In this section:

- [Sharing a chemical](#)
- [Sharing ALL chemicals in your Current Inventory](#)
- [Unsharing a chemical](#)
- [Unsharing ALL chemicals in your Current Inventory](#)

Sharing a chemical

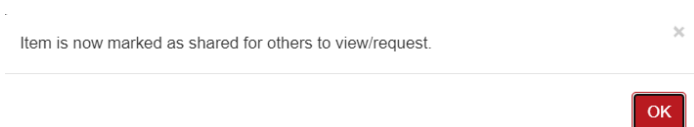
1. In the Chemical Inventory screen, for the item to “Share”, click the checkbox at the beginning of the row



The screenshot shows the ESHA Chemical Inventory interface. At the top, there are navigation and search options. Below that is a table with columns: Share All, Unshare All, Shared, Inventory #, PI, Chemical Description, Cas #, Vendor, and Catalog #. The row for 'Ethanol (Ethyl alcohol) Anhydrous' is highlighted in green, and a red arrow points to the checkbox in the 'Share All' column for this row.

Share All	Unshare All	Shared	Inventory #	PI	Chemical Description	Cas #	Vendor	Catalog #
<input type="checkbox"/>			224633		HYDRATE	207071-00-9	Sigma-Aldrich	R0143-003
<input checked="" type="checkbox"/>			108405		Ethanol (Ethyl alcohol) Anhydrous	64-17-5	Commercial Alcohols Inc.	P016EAA

2. A confirmation message will appear. Click OK to close the window.



The screenshot shows a confirmation message dialog box with the text: "Item is now marked as shared for others to view/request." and an "OK" button.

3. For each subsequent item to share in this session, click the checkbox at the beginning of the row. No confirmation message will appear on the screen (as in Step 2) – items will be automatically saved as shared.

Sharing ALL chemicals in your Current Inventory

1. In the Chemical Inventory screen, click the button **Share All** (*this only works in the grid view of the **Current Inventory***)

The screenshot shows the 'EHS Inventory / Chemical Inventory' interface. At the top, there are navigation and search options. Below that, a 'View All Shared Inventory' checkbox is present. A message says 'Drag a column header and drop it here to group by that column'. The main table has columns: Inventory #, PI, Chemical Description, Cas #, Vendor, and Catalog #. A 'Share All' button is highlighted with a red box, and a red arrow points to it from the left.

2. A confirmation window will open. Click **Yes** to mark all items in your current inventory as Shared. (Click No to cancel)

The dialog box is titled 'Share All Inventory' and contains the text 'Update All Inventory Records for () to Shared?'. At the bottom, there are two buttons: 'No' and 'Yes'.

3. If you clicked Yes, the current inventory grid is refreshed, and all items in the inventory now have a checkmark to denote they are shared.

The screenshot shows the 'EHS Inventory / Chemical Inventory' interface after the 'Share All' action. The 'Share All' button is highlighted with a red box and a red arrow. The 'Shared' column in the table now contains blue checkmarks for all items. The table data is as follows:

Inventory #	PI	Chemical Description	Cas #	Vendor	Catalog #
108405		Ethanol (Ethyl alcohol) Anhydrous	64-17-5	Commercial Alcohols Inc.	P016EAAAN
108422		Chloroform (HPLC solvent)	67-66-3	J.T. Baker	9175-03
108436		Gold (III) chloride trihydrate	1696-25-4	Sigma-Aldrich	520918-1g
108445		Resazurin sodium salt	62758-13-8	Sigma-Aldrich	R7017

Unsharing a chemical

1. In the Chemical Inventory screen, find the item to “Unshare” and click the checkbox at the beginning of the row – this removes the checkmark. The item will be automatically saved and will no longer be shared.

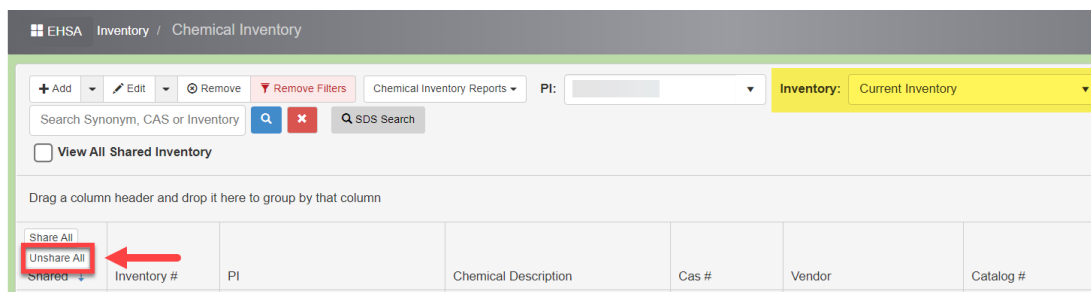


Tip

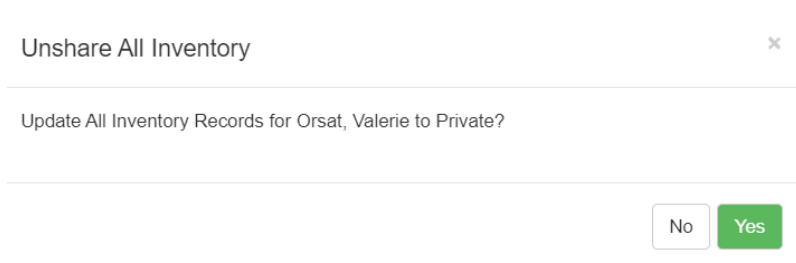
If you **shared a chemical by mistake** and would like to unshare it, you will need to *exit* the Inventory menu item first and then come back to the Chemical Inventory screen. If you click the checkbox to mark an item as shared and then unclick the box, all in one sitting, the item is still marked as shared.

Unsharing ALL chemicals in your Current Inventory

1. In the Chemical Inventory screen, click the button **Unshare All** (*this only works in the grid view of the Current Inventory*)



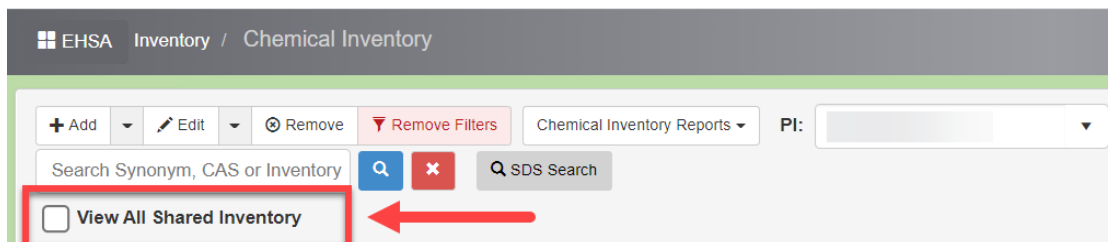
2. A confirmation window will open. Click **Yes** to update all items in your current inventory and mark them as Private. (Click No to cancel)



3. If you clicked Yes, the current inventory grid is refreshed, and all items in the inventory no longer display a checkmark in the Shared column

Viewing shared chemicals from the inventory of other CHEM PIs within your Department

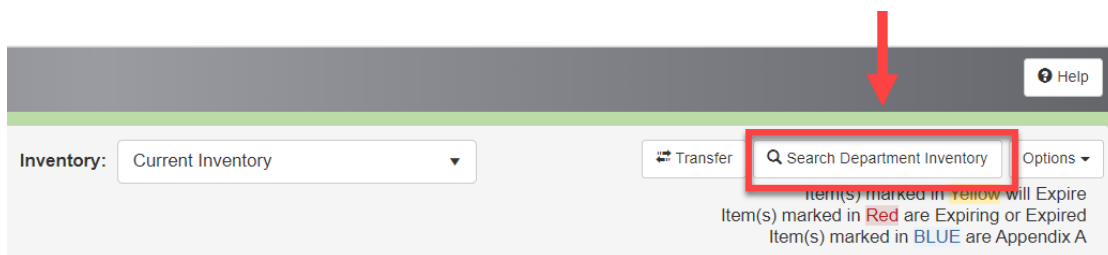
1. In the Chemical Inventory screen, click the box **View All Shared Inventory** near the top of the window



The current inventory grid is refreshed displaying only shared items from other CHEM PIs within your Department

OR

Click the **Search Department Inventory** button on the top right side of the screen

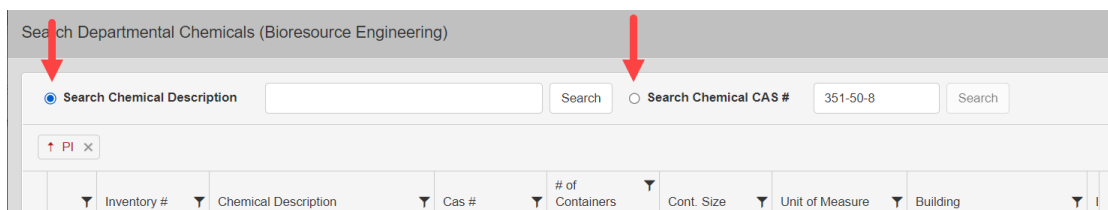


You have two options to search for a chemical

- By default, **Search Chemical Description** is selected: Enter search terms next to the field and click Search

OR

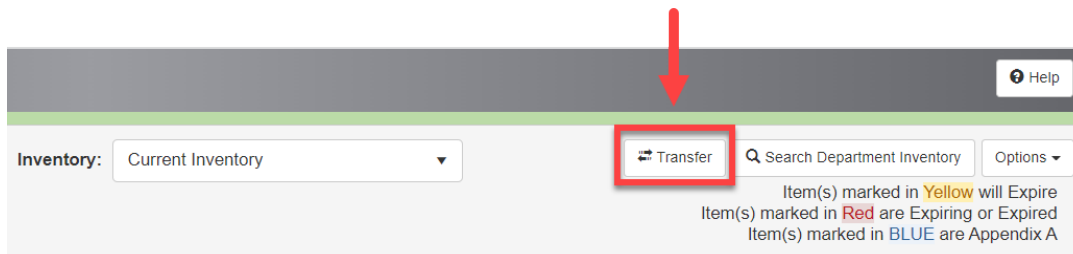
- To **Search Chemical CAS #**: Click the radio button (circle) in front of the field label, enter the CAS # in the search box and click Search



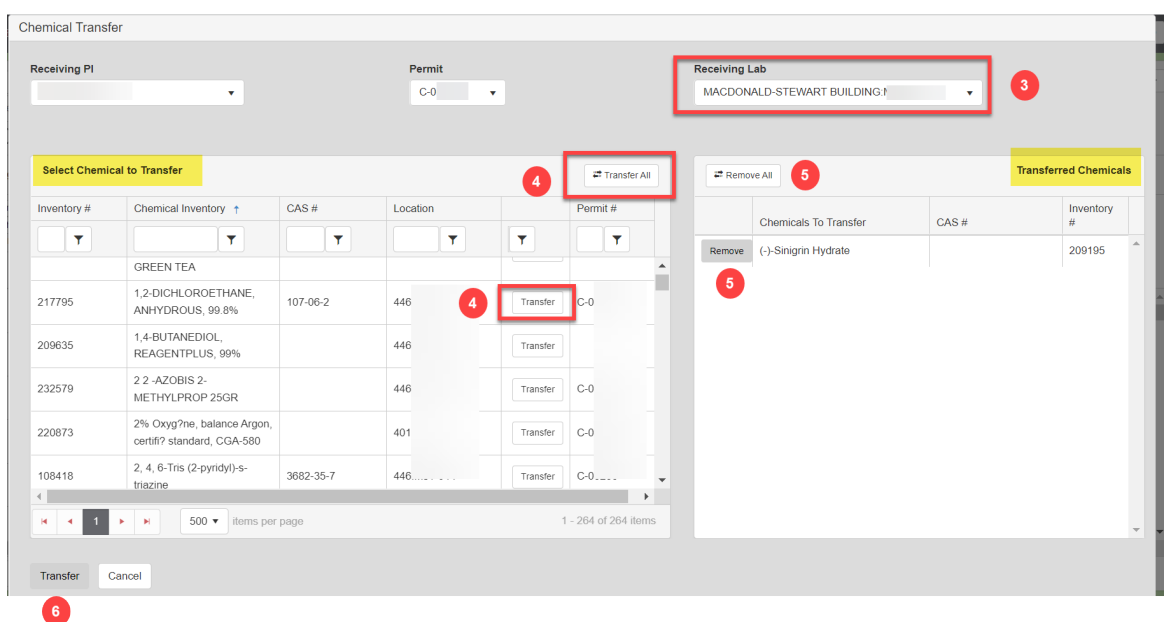
To request a chemical transfer for a shared chemical – [follow these instructions](#)

Transferring your inventory between your labs

1. In the Chemical Inventory screen, click the **Transfer** button on the top right side of the screen to transfer chemicals from the displayed inventory



2. The Chemical Transfer window will open



3. Select the **Receiving Lab** - click the down arrow next to the field and make a selection from the listing of your labs
4. In the *Select Chemical to Transfer* section, find the chemical(s) to transfer in the table and click the **Transfer** button next for each chemical to transfer

OR

To transfer all the listed chemicals to the selected receiving lab, click the **Transfer All** button

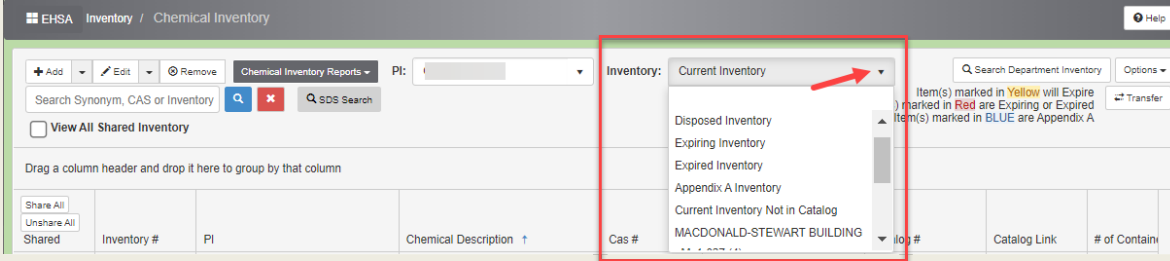
- Once you click the button (Transfer or Transfer All), the chemical(s) will appear under the section *Transferred Chemicals*

5. To remove a chemical added to the listing of *Transferred Chemicals*, click the **Remove** button next to it OR click **Remove All**

6. Once you have selected all the chemicals to transfer, click **Transfer** at the bottom of the window
7. The inventory grid is refreshed and the location of the transferred chemicals updated

Tip

To transfer all chemicals from one lab, display the **Inventory** for that lab on the screen before clicking the Transfer button. This way, you may use the Transfer All button in the Chemical Transfer screen (Step 4).



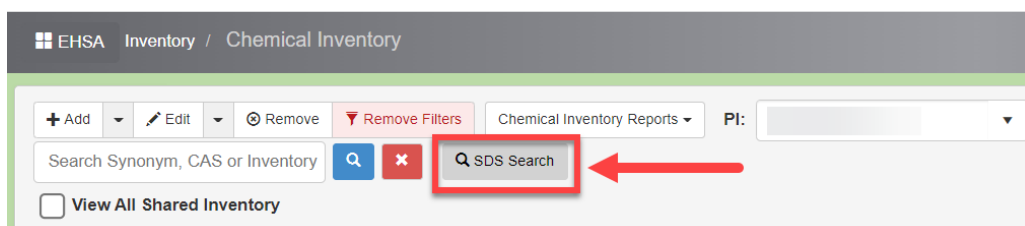
The screenshot shows the EHS Inventory / Chemical Inventory interface. At the top, there are navigation buttons: '+ Add', 'Edit', and 'Remove'. Below these are search fields for 'Search Synonym, CAS or Inventory' and 'SDS Search'. A 'View All Shared Inventory' checkbox is present. The main area features a table with columns for 'Inventory #', 'PI', 'Chemical Description', 'Cas #', 'log #', 'Catalog Link', and '# of Containers'. A dropdown menu for 'Inventory:' is open, showing options: 'Current Inventory', 'Disposed Inventory', 'Expiring Inventory', 'Expired Inventory', 'Appendix A Inventory', and 'Current Inventory Not in Catalog'. A red arrow points to the dropdown arrow next to 'Current Inventory'. To the right of the dropdown, there is a note: 'Item(s) marked in Yellow will Expire', 'Item(s) marked in Red are Expiring or Expired', and 'Item(s) marked in BLUE are Appendix A'. A 'Transfer' button is visible in the top right corner.

Safety Data Sheets (SDS) Database Search

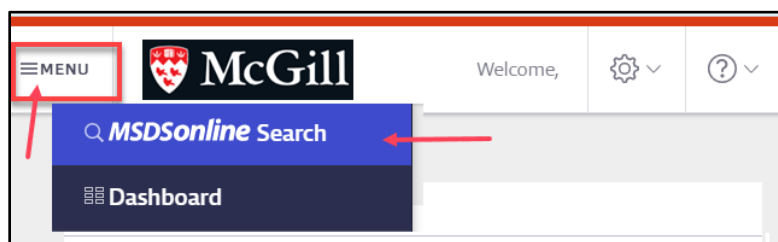
Safety Data Sheets (SDS) are technical bulletins that provide chemical, physical, and toxicological information about each controlled product, as well as information on precautionary and emergency procedures. By law the SDS information must be updated at least every 3 years. They must be readily accessible to anyone who works with, or who may otherwise be exposed to, those products. McGill has a portfolio of over 40,000 updated SDS documents through the MSDS online database.

Accessing the MSDS database:

1. In the Chemical Inventory screen, click the **SDS Search** button near the top of the window



2. A new tab will open with the MSDSonline Database. From the McGill Dashboard screen, click on the **Menu** link and then click **MSDSonline Search**.



All updates regarding the SDS database from the myLab officer can be found on the Dashboard screen.

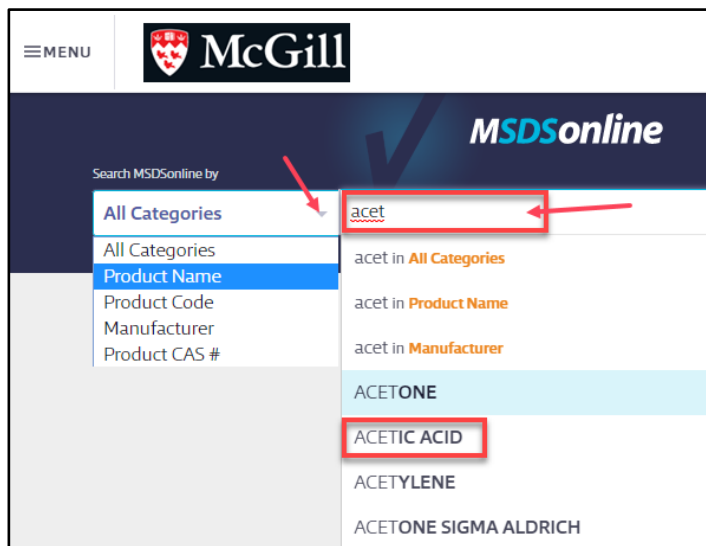
If no tab opens, look for a browser message to manage/allow pop-ups from this site and then repeat Step 1

Using MSDSonline Library

You may search for items from All Categories or select a category from the drop down list (product name or product code or manufacturer name or product CAS#) and enter a search item name or value in the text box to search.

When you start typing in the item name or value in the box, you will see a list of matching results on the screen. For example, as soon as you start type in **acet**, it is suggesting me a list of items that start with **acet** from the database. To select an item simply click on it.

For example, select **Acetic Acid** from the list.



The resulting screen displays that there are 12823 Acetic Acid items in the database. From here, you can use more criteria to narrow your search using the **Filters**.



Click the **Filters** button.

On the resulting Filter screen, specify the Manufacturer, Regulatory Format, Language and Revision Date.

Click **Apply**.

Filters [X]

Manufacturer
FAG Kugelfischer AG

Regulatory Format: US ANSI
Language: English
Revision Date: Less Than 2 Years

Apply Cancel

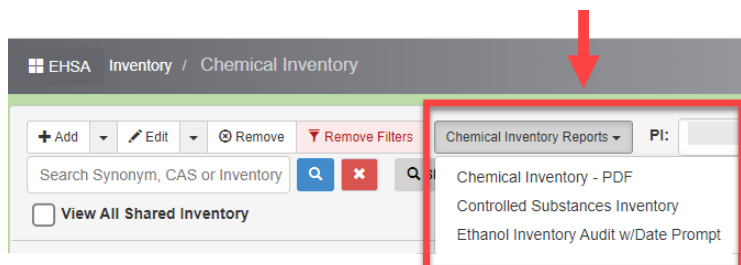
Note

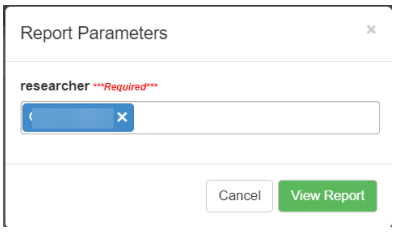
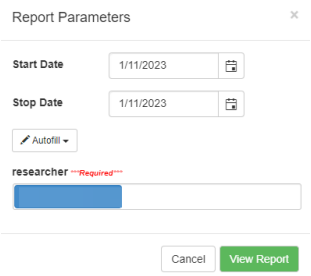
If you do not find your required SDS document in the MSDS online website, send an email with the following information to: mylab.ehs@mcgill.ca

- Chemical name
- Supplier name
- Catalogue number of the product
- Name of your PI

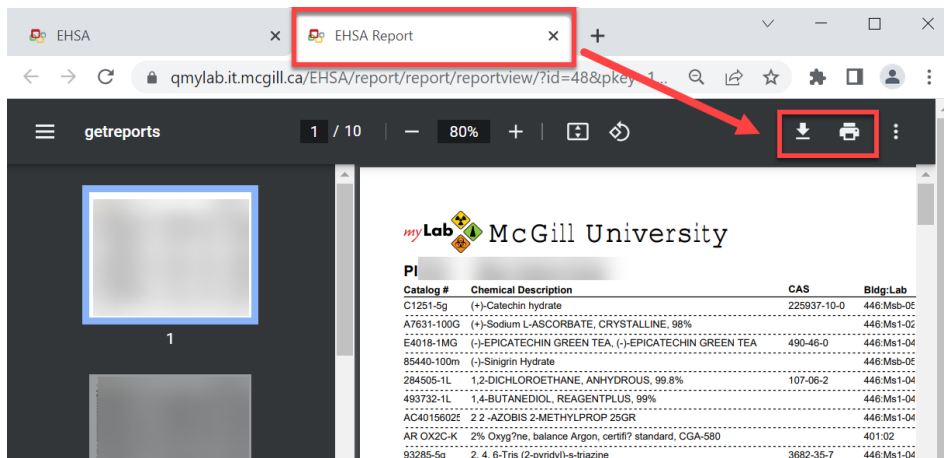
Viewing Chemical Inventory Reports

1. In the Chemical Inventory screen, click the **Chemical Inventory Reports** button near the top of the window and make a selection



Report Name	Notes
Chemical Inventory - PDF	<p>Once selected, the Report Parameters window will open displaying the name of the PI named at the top of the Chemical Inventory screen</p>  <p>Click View Report</p>
Controlled Substances Inventory	<ul style="list-style-type: none"> ▪ Before selecting this report, you must select a row (click in the row, it will be shaded in green) ▪ Only run this report if the PI named at the top of the Chemical Inventory screen has controlled substances in the inventory
Ethanol Inventory Audit w/Date Prompt	<ul style="list-style-type: none"> ▪ Only run this report if the PI named at the top of the Chemical Inventory screen is a permit holder for duty free ethanol <p>Once selected, the Report Parameters window will open displaying the name of the PI named at the top of the Chemical Inventory screen</p> <p>Edit the Start Date and Stop Date fields – make a selection using the calendar icon or type in a date (By default, it displays today's date. If you have already run the report today, the date selection last entered is displayed.)</p>  <p>Click View Report</p>

- The selected report will open in a new browser tab and is ready to download or print using the browser print function (screenshot below is using Chrome)



If no tab opens, look for a browser message to manage/allow pop-ups from this site and then start again at Step 1

- Close the browser tab displaying the report
- The Chemical Inventory screen is still open in a browser tab

Requisitions (Chemical Inventory): Adding chemicals purchased through MMP to your Inventory

When chemicals ordered through the McGill MarketPlace are received, they **MUST** be added to your inventory in myLab.

Only those who have **full access** to *myLab* will see their MMP purchases.

In this section:

- [Adding an item from an MMP PO to your inventory](#)
- [Removing an item/removing ALL items from the listing of Current Open POs](#)

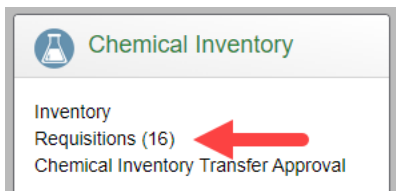
Adding an item from an MMP PO to your inventory

1. Click the **Inventory** icon on the myLab homepage



The number of items ordered through MMP which have not yet been added to the inventory or removed from the listing of Current Open POs in myLab, is displayed in a red circle above the icon

2. Click **Requisitions** under the Chemical Inventory heading



3. A listing of items from Current Open POs is displayed for all PIs you have access to view:
 - One item per row matching your MMP order
 - To only view items related to a particular PI, click the down arrow next to the PI field and make a selection.

EHSA Inventory / Chemical Order Fulfillment (readonly) Help

Current Open POs

PI: ****Show All Pls**** Options

Drag a column header and drop it here to group by that column

Requisition Number	PO #	Order Date	# of Containers	Split	Cont. Size	Unit of Measure	Location			Chemical Desc
158432729	P1041938	05-31-2022	1	Single	0	EA ()	MACDONALD-STEWART BUILDING:Ms1-097	+ Add To Inventory	✖ Remove	KAEMPFEROL
158432729	P1041938	05-31-2022	1	Single	0	EA ()	MACDONALD-STEWART BUILDING:Ms1-097	+ Add To Inventory	✖ Remove	RUTIN TRIHYD
158432729	P1041938	05-31-2022	1	Single	0	EA ()	MACDONALD-STEWART BUILDING:Ms1-097	+ Add To Inventory	✖ Remove	(-)-EPICATECH
158432729	P1041938	05-31-2022	1	Single	0	EA ()	MACDONALD-STEWART BUILDING:Ms1-097	+ Add To Inventory	✖ Remove	MYRICETIN, M
158432729	P1041938	05-31-2022	1	Single	0	EA ()	MACDONALD-STEWART BUILDING:Ms1-097	+ Add To Inventory	✖ Remove	QUINIC ACID,

- Find the item (row) to add to your inventory
- Update the fields for *Cont. Size* (Container Size) and *Unit of Measure*. You also have the option to update *# of Containers* and *Location*.:
 - Find the item (row) to edit in the grid view
 - Click inside the cell to make an update

EHSA Inventory / Chemical Order Fulfillment (readonly)

Current Open POs

PI: ****Show All Pls****

Drag a column header and drop it here to group by that column

Requisition Number	PO #	Order Date	# of Containers	Split	Cont. Size	Unit of Measure	Location
158432612	P1041942	05-31-2022	2	Single	EA ()	MACDONALD-STEWART BUILDING:Ms1-097	
158432612	P1041942	05-31-2022	4	Single	0	PK ()	MACDONALD-STEWART BUILDING:Ms1-097
158432612	P1041942	05-31-2022	1	Single	0	EA ()	MACDONALD-STEWART BUILDING:Ms1-097

- Use the up and down arrows to make a new selection or use the drop-down list which appears in the field
- The information is automatically saved

Note

By default, **Cont. Size** has a default value of 0, this needs to be adjusted.
Example: If the Unit of Measure is "EA()" [each], select "1" as the Cont. Size

The **Split** field is not being used.

- Once the item has been reviewed and updated, click the **+Add to Inventory** button for that item

EHSA Inventory / Chemical Order Fulfillment (readonly) Help

Current Open POs

PI: ****Show All Pis**** Options

Drag a column header and drop it here to group by that column

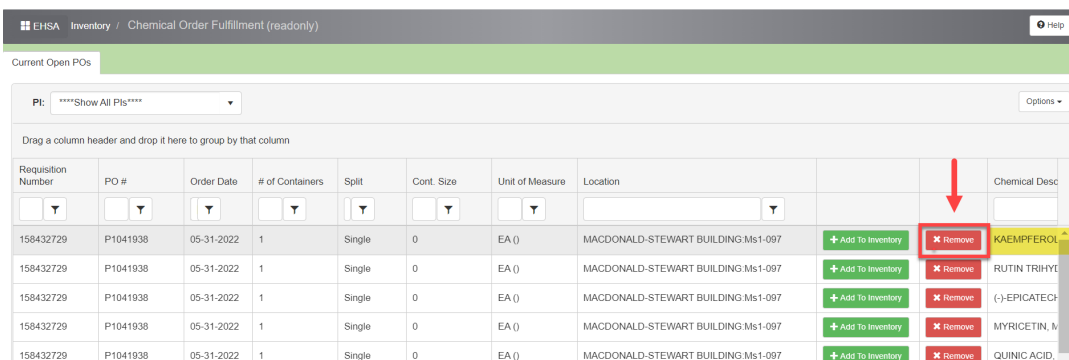
Requisition Number	PO #	Order Date	# of Containers	Split	Cont. Size	Unit of Measure	Location			Chemical Desc
158432729	P1041938	05-31-2022	1	Single	0	EA ()	MACDONALD-STEWART BUILDING-Ms1-097	+ Add To Inventory	✖ Remove	KAEMPFEROL
158432729	P1041938	05-31-2022	1	Single	0	EA ()	MACDONALD-STEWART BUILDING-Ms1-097	+ Add To Inventory	✖ Remove	RUTIN TRIHYD
158432729	P1041938	05-31-2022	1	Single	0	EA ()	MACDONALD-STEWART BUILDING-Ms1-097	+ Add To Inventory	✖ Remove	(-)-EPICATECH
158432729	P1041938	05-31-2022	1	Single	0	EA ()	MACDONALD-STEWART BUILDING-Ms1-097	+ Add To Inventory	✖ Remove	MYRICETIN, M
158432729	P1041938	05-31-2022	1	Single	0	EA ()	MACDONALD-STEWART BUILDING-Ms1-097	+ Add To Inventory	✖ Remove	QUINIC ACID,

- The listing in the grid view is refreshed and the item no longer appears. The item has been added to your inventory and now appears in your inventory listing.

Removing an item from the listing of Current Open POs

Items such as gloves, lab coats, safety glasses that you received and do not wish to add to the *myLab* inventory or items that are on back order etc. may be removed from the listing of Current Open POs.

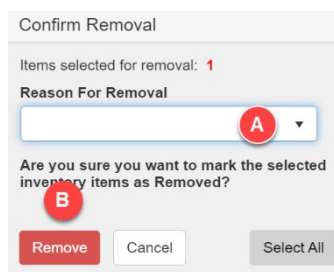
1. Find the item (row)
2. Click the **X Remove** button for that item



Requisition Number	PO #	Order Date	# of Containers	Split	Cont. Size	Unit of Measure	Location		Chemical Desc
158432729	P1041938	05-31-2022	1	Single	0	EA ()	MACDONALD-STEWART BUILDING Ms1-097	+ Add To Inventory	X Remove KAEMPFEROL
158432729	P1041938	05-31-2022	1	Single	0	EA ()	MACDONALD-STEWART BUILDING Ms1-097	+ Add To Inventory	X Remove RUTIN TRIHYD
158432729	P1041938	05-31-2022	1	Single	0	EA ()	MACDONALD-STEWART BUILDING Ms1-097	+ Add To Inventory	X Remove (-)-EPICATECH
158432729	P1041938	05-31-2022	1	Single	0	EA ()	MACDONALD-STEWART BUILDING Ms1-097	+ Add To Inventory	X Remove MYRICETIN, M
158432729	P1041938	05-31-2022	1	Single	0	EA ()	MACDONALD-STEWART BUILDING Ms1-097	+ Add To Inventory	X Remove QUINIC ACID,

3. A Confirm Removal window will open

- A. Select a **Reason for Removal** – click on the down arrow under the field and select **Other**
- B. Click **Remove**



Confirm Removal

Items selected for removal: 1

Reason For Removal

Are you sure you want to mark the selected inventory items as Removed?

Remove Cancel Select All

4. The listing in the grid view is refreshed and the item no longer appears

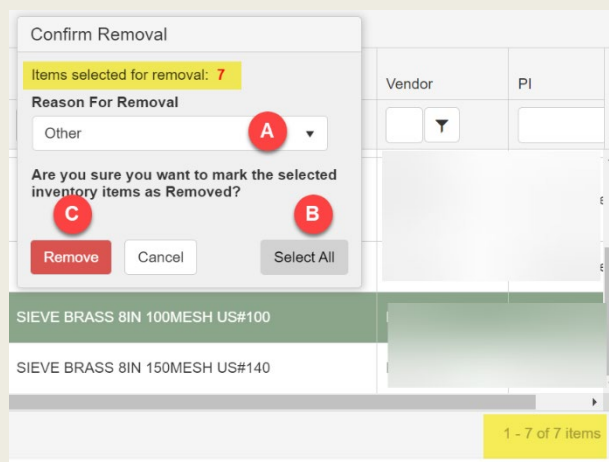


Tip

To remove **ALL** displayed items (rows), in Step 3:

- A. Select a **Reason for Removal - Other**
- B. Click **Select All**
- C. Click **Remove**

This action CANNOT be undone. Once you *Select All* and *Remove*, no items will be displayed on the screen.



Confirm Removal

Items selected for removal: 7

Reason For Removal

Other

Are you sure you want to mark the selected inventory items as Removed?

Remove Cancel Select All

SIEVE BRASS 8IN 100MESH US#100

SIEVE BRASS 8IN 150MESH US#140

1 - 7 of 7 items

Inventory & Chemical Inventory Transfer Approval (Chemical Inventory): Requesting and Approving Chemical Transfer Requests

myLab allows Principal Investigators (PI) to view shared chemical inventory records of other CHEM PIs in their Department and request chemical transfers through the Inventory menu item. They may also check the status of their request(s) through the Inventory menu item.

When a CHEM PI makes a chemical transfer request for a shared chemical in your inventory, you receive an email notification. You must then approve or deny the transfer request using either the Inventory or the Chemical Inventory Transfer Approval menu item.

In this section:

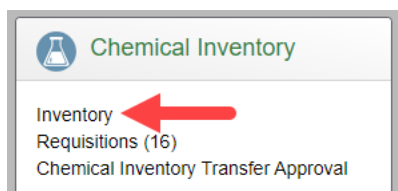
- [Requesting a chemical transfer from the inventory of a CHEM PI within your Department](#)
- [Approving/Denying a Transfer Request \[McGill & Onsite Systems Help\]](#)
- [Checking the status of your transfer request \[Onsite Systems Help\]](#)

Requesting a chemical transfer from the inventory of a CHEM PI within your Department [McGill & OnSite Systems Help]

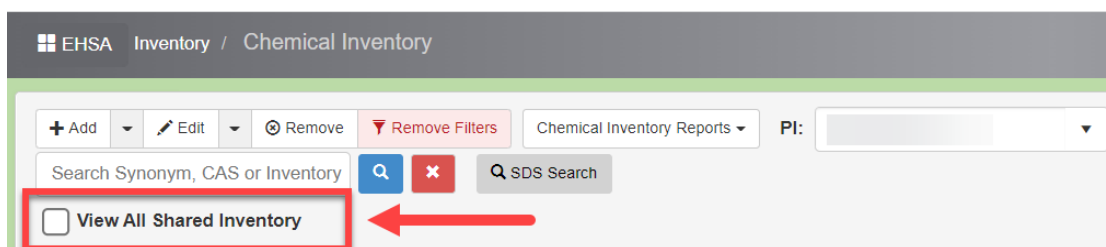
1. Click the **Inventory** icon on the myLab homepage



2. Click **Inventory** under the Chemical Inventory heading



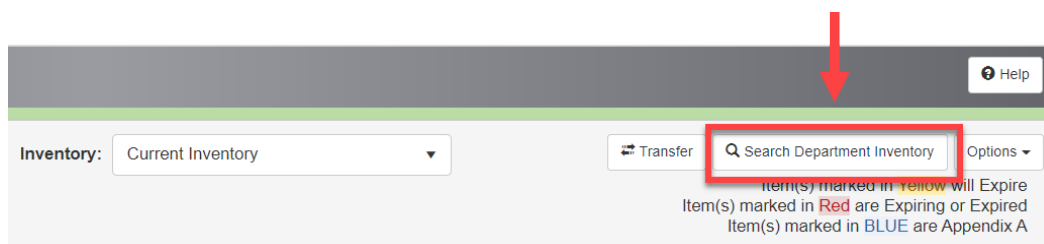
3. Click the box **View All Shared Inventory** near the top of the window



The current inventory grid is refreshed displaying only shared items from other CHEM PIs within your Department

OR

Click the **Search Department Inventory** button on the top right side of the screen

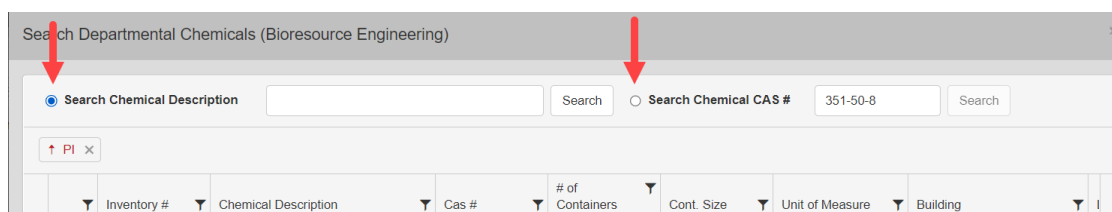


You have two options to search for a chemical:

- By default, **Search Chemical Description** is selected: Enter search terms next to the field and click Search

OR

- To **Search Chemical CAS #**: Click the radio button in front of the field label, enter the CAS # in the search box and click Search



4. Find the item you would like to request in the displayed results and click the **Request Chemical (Transfer)** button at the beginning of the row.

The screenshot shows a table with the following columns: Inventory #, PI, Chemical Description, Cas #, Vendor, and Catalog #. The first row has the following values: Inventory # 2502, PI (blank), Chemical Description 5(6)-carboxyfluorescein, Cas # 72088-94-9, Vendor Sigma-Aldrich, and Catalog # 21877. The second row has the following values: Inventory # 2503, PI (blank), Chemical Description silver hexafluorophosphate, Cas # 26042-63-7, Vendor Sigma-Aldrich, and Catalog # 45219. A red arrow points to the blue 'Request Chemical' icon in the first row.

Inventory #	PI	Chemical Description	Cas #	Vendor	Catalog #
2502		5(6)-carboxyfluorescein	72088-94-9	Sigma-Aldrich	21877
2503		silver hexafluorophosphate	26042-63-7	Sigma-Aldrich	45219

Depending upon the search option you chose in Step 3, the columns in the table may be displayed in a different order. However, regardless of search option used, the first column will have the blue *Request Chemical* icon.

5. The Request Chemical Transfer window will open pre-populated with information about the requested item and the receiving PI (you)

Request Chemical Transfer

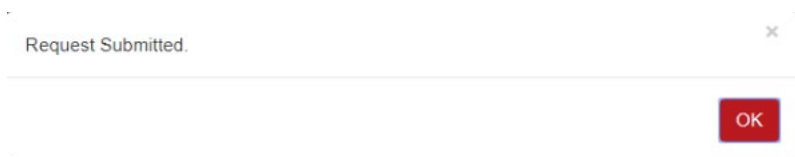
Researcher	[Redacted]	Inventory #	234069
Email	[Redacted]	# of Containers	1
Phone	[Redacted]	Cont. Size	10 ML
Location	MACDONALD-STEWART BUILDING Ms1-064	Chemical Description	Ethanol 70%

Receiving PI	Permit	Email CC:
[Redacted] ▼	C-0 ▼	[Redacted]@mcgill.ca
Receiving Lab	Reply To:	
MACDONALD-STEWART BUILDING:Ms1-044 ▼	[Redacted]@mcgill.ca	
	Additional Comments	
	[Redacted] 7	
	8 Request Transfer Cancel	

6. If blank, or incorrect, click the down arrow next to the **Receiving Lab** field and make a selection
7. [optional] Enter **Additional Comments** to be included in the transfer request email
8. Click **Request Transfer**

The Transfer Request function will send a transfer request email (see sample email below) to the PI with the inventory item in current inventory. The PI receiving the request will need to log into myLab and approve or deny the transfer request.

9. A Request Submitted confirmation appears. Click **OK** to close window.




Note

Formally requesting a chemical transfer through myLab means that you are requesting the **entire inventory item** – if the item has 3 containers, all 3 containers will be transferred. There is no option to transfer 1 container or a portion of a container.

Sample Transfer Request email

Chemical Transfer Request

 mylab.ehs@mcgill.ca
To: *PI with the inventory item [Receiving PI]*
Cc: *PI who requested the inventory item [Requestor]*

The following chemical has been requested for transfer.

Chemical Description: acetone
Ship Code: 0249154

Receiving PI

Receiving PI: [Redacted]
Receiving PI Email: [Redacted] [mcgill.ca](mailto:[Redacted]@mcgill.ca)
Receiving PI Phone #: [Redacted]
Receiving Location: 446:M: [Redacted]

Requested By

Requested By: [Redacted]

Requester Comments

Requester Comments: [Redacted]

Please visit your Chemical Inventory to approve or deny this request.

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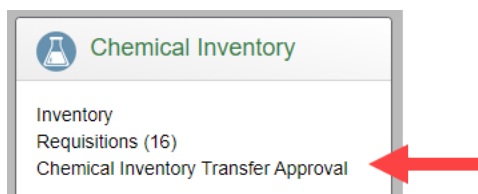
Approving/Denying a Transfer Request [McGill & Onsite Systems Help]

When a CHEM PI within your Department makes a chemical transfer request for a shared chemical in your inventory, you receive an email notification. You must then approve or deny the transfer request.

1. Click the **Inventory** icon on the myLab homepage

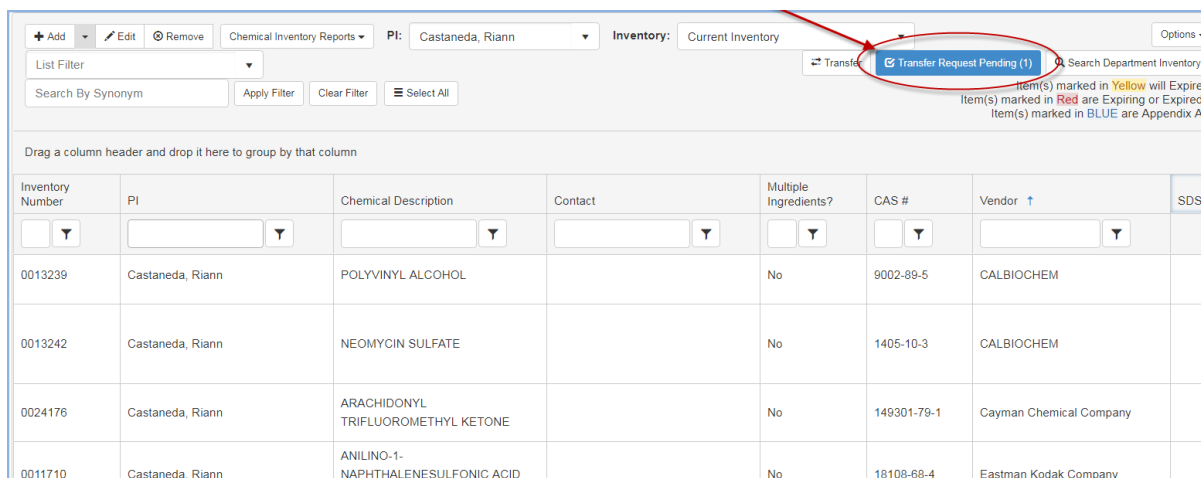


2. Click **Chemical Inventory Transfer Approval** under the Chemical Inventory heading



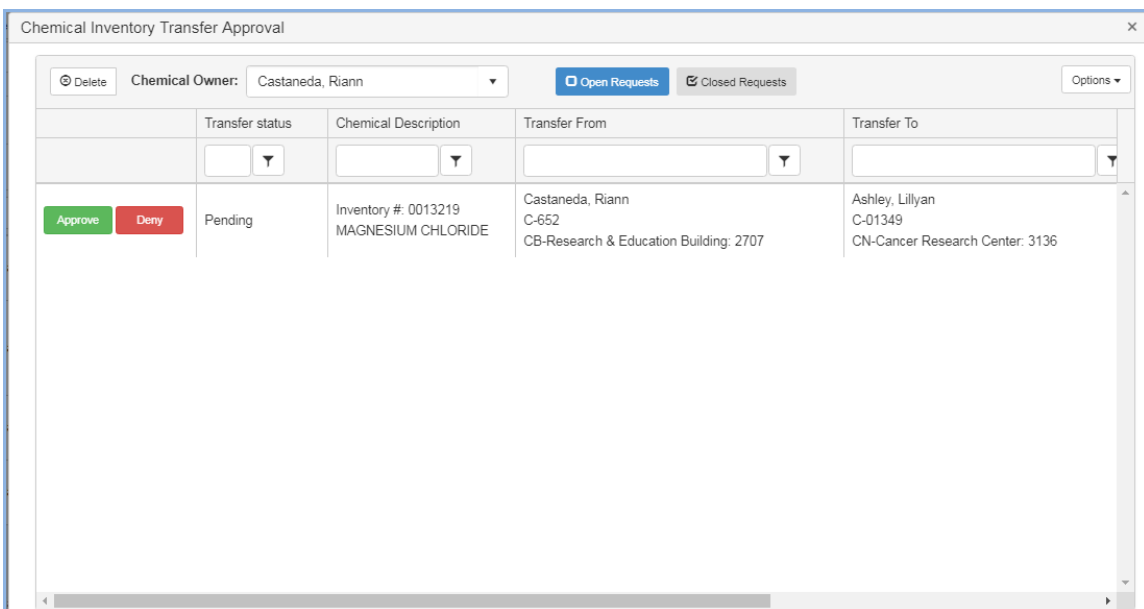
OR

Click **Inventory** under the Chemical Inventory heading and then click the **Transfer Request Pending** button near the top of the window. The button will show the number of pending requests

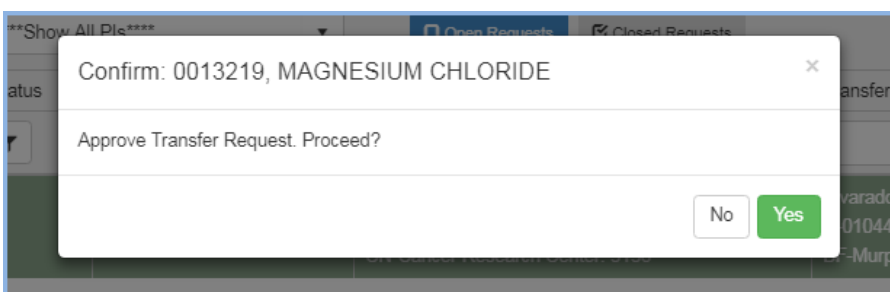
The image shows a screenshot of the Chemical Inventory Transfer Approval screen. At the top, there is a navigation bar with "Add", "Edit", "Remove", "Chemical Inventory Reports", "PI: Castaneda, Riann", "Inventory: Current Inventory", and "Options". Below this is a search bar with "List Filter" and "Search By Synonym". A red circle highlights a button labeled "Transfer Request Pending (1)". Below the search bar is a table with columns: Inventory Number, PI, Chemical Description, Contact, Multiple Ingredients?, CAS #, Vendor, and SDS. The table contains four rows of data.

Inventory Number	PI	Chemical Description	Contact	Multiple Ingredients?	CAS #	Vendor	SDS
0013239	Castaneda, Riann	POLYVINYL ALCOHOL		No	9002-89-5	CALBIOCHEM	
0013242	Castaneda, Riann	NEOMYCIN SULFATE		No	1405-10-3	CALBIOCHEM	
0024176	Castaneda, Riann	ARACHIDONYL TRIFLUOROMETHYL KETONE		No	149301-79-1	Cayman Chemical Company	
0011710	Castaneda, Riann	ANILINO-1-NAPHTHALENESULFONIC ACID		No	18108-68-4	Eastman Kodak Company	

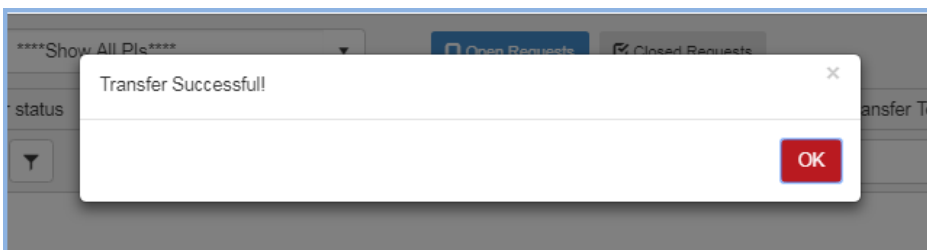
3. The Chemical Inventory Transfer Approval screen is displayed
4. The user can toggle between [Open Requests] (shown below) and any [Closed Requests] by clicking the appropriate button.



5. Click the **[Approve]** or **[Deny]** button on the request. When the **[Approve]** button is clicked, a Confirmation box will appear. Click **[Yes]** to proceed.



6. A Transfer Successful pop-up will appear. Click **[OK]** to close this confirmation message.



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Checking the status of your transfer request [Onsite Systems Help]

1. The PI that the inventory item has been transferred to can check on the status of Requested Transfers by clicking the **[Requested Transfers]** button (displayed when you go to the Inventory menu item).
2. The green check shows that the transfer has been approved.

Item(s) marked in Yellow will Expire
Item(s) marked in Red are Expiring or Expired

Inventory #	Chemical	Origin	Request Date
0013219	MAGNESIUM CHLORIDE	Castaneda, Riann	03-21-2019

Inventory Number	PI	Chemical Description	Contact	Multiple Ingredients?	SDS	CAS #	SDS Hub	Hazard Statement(s)	Vendor
38559	Ashley, Lillyan	2-PROPANOL		No	View	67-63-0	SDS Hub	H226: Highly Flammable liquid and vapour. H318: Causes serious eye irritation. H336: May cause drowsiness or dizziness.	Sigma-Aldrich

3. Here is an example of multiple requests in the Requested Transfers list. Any Red items are denied, Yellow items are Pending, and Green items are Approved.

Item(s) marked in Yellow will Expire
Item(s) marked in Red are Expiring or Expired

Inventory #	Chemical	Origin	Request Date
0029131	CYTOCHALASIN B	Higgins, Devina	03-25-2019
0013651	MAGNESIUM CHLORIDE	Burks, Rashod	03-25-2019
0834122	XYLENE	Bradford, Jaloni	03-22-2019

Inventory Number	PI	Chemical Description	Contact	Multiple Ingredients?	SDS	CAS #	SDS Hub	Hazard Statement(s)	Vendor
		(+/-)-A-TOCOPHEROL		No		10191-41-0		H317: May cause an allergic si	

4. The Requester will also receive an approval or denial email ([sample emails](#)).
5. The PI or Lab Manager will need to arrange to pick up and physically move the approved transfer inventory item to the receiving PI's lab.
6. The Requesting/Transferred to PI can search for and view the inventory item in her inventory.

Item(s) marked in Yellow will Expire
Item(s) marked in Red are Expiring or Expired
Item(s) marked in BLUE are Appendix A

Inventory Number	PI	Chemical Description	Contact	Multiple Ingredients?	SDS	CAS #	SDS Hub	Hazard Statement(s)	Vendor
0013219	Ashley, Lillyan	MAGNESIUM CHLORIDE		No		7786-30-3	SDS Hub		MALLI
0838547	Ashley, Lillyan	MAGNESIUM CHLORIDE		No		7786-30-3	SDS Hub		Sigma
0838545	Ashley, Lillyan	MAGNESIUM SULFATE		No		7487-88-9	SDS Hub		Sigma

7. The Transfer History is shown on the Inventory item detail

Contact Information

Contact:

Phone:

Email:

Record Addition Information

Added By:

Name:

Phone #:

Email:

Comments

Transferred from Castaneda, Riann Lab: C-652

Transfer History for : 0013219

Date ↓	Notes
03-21-2019	Inventory #: 0013219 transferred from PI: 0652:Castaneda, Riann/ Permit: CB:2707/ Location: C-652 to PI:1330:Ashley, Lillyan/ Permit: C-01349/ Location: CN:3136

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Sample Denial and Approval emails [OnSite Systems Help]

Here is an example of a Denial email.

Here is an example of an Approval email.

From: onsiteprog@gmail.com
 To: Onsite Systems
 Cc: Onsite Systems
 Subject: Chemical Transfer Request Denied

The following chemical has been: **Denied**

CYTOCHALASIN B
 0029131

Originating PI:
 Higgins, Devina
onsite@hpassist.com
 (583)695-5435
 CB:2820

Receiving PI:
 Castaneda, Riann
onsite@hpassist.com
 (555)963-9934
 CB:2311

Requested By:
 Johnson, Karla
Requester Comments:

From: onsiteprog@gmail.com
 To: Onsite Systems
 Cc: Onsite Systems
 Subject: Chemical Transfer Request Approved

The following chemical has been: **Approved**

MAGNESIUM CHLORIDE
 0013651

Originating PI:
 Burks, Rashod
onsite@hpassist.com
 (485)209-8668
 CB:1119

Receiving PI:
 Castaneda, Riann
onsite@hpassist.com
 (555)963-9934
 CB:2312

Requested By:
 Johnson, Karla
Requester Comments:
 Need by March 30

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Need Help?



Need Help?



Trouble logging in to myLab

Contact EHS:
mylab.ehs@mcgill.ca

EHS will assess appropriate access.



Help using myLab

See the Quick Links on the myLab homepage:
Access the MYLAB training course in the **Web Training Portal**
Consult the user guides and training videos in the **IT Knowledge Base**



Additional Assistance

Contact EHS:
mylab.ehs@mcgill.ca

