Inventory Updates

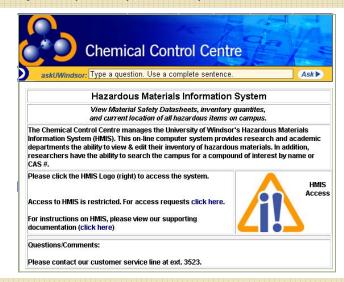
Introduction:

The University of Windsor is obligated by law to track the usage and location of a wide variety of substances on campus, including both ethanol and controlled substances (drugs).

Therefore, a centralized records management system has been established to facilitate this process.

The Hazardous Materials Information System (HMIS) allows Principle Investigators and/or their designates to update inventory records of items under their control.

Step 1: Request a password (www.uwindsor.ca/ccc)



Step 2: Login to HMIS

Step 3: Search for specific item by serial number, item number, CAS #, building-room, or description.



Step 4: Find item of interest in search results. Select "Update". You will be presented with the most recent information (quantity & location).

Step 5: Update appropriate information including current location, quantity, disposal status (if necessary) and rationale. **Press Save.**

	Serial Maintenance
Serial Number	514574
Current Location	ES-274-1
Current Quantity	2.0
Quantity UM	L
Disposed	
Method of Disposal	<u> </u>
Comments	Used in preservation of tissues
	Used in preservation of tissues
	Undo Save

Serial Number 514574 successfully updated.

Step 6: Relax. You have successfully updated your inventory records!

Questions? Contact the Chemical Control Centre **Ext:** 3523 **E-mail:** ccc@uwindsor.ca