CIS - FAQs
Release v.1.8

Frequently Asked Questions

1. **What is a Chemical Inventory System (CIS)?**
   The Chemical Inventory System is a web based system that facilitates the collection and storage of information related to chemical types and amounts within campus laboratories and facilities. This system meets the CalEPA requirement to begin using the internet to file required Unified Program information and additionally assists UC in compliance with: Cal/EMA, California Fire Code, Cal/OSHA and CUPA Hazardous Materials Business Plan reporting needs.

2. **How do I access the CIS?**
   https://ehs.ucop.edu/cis

3. **How do I establish a new CIS account as a PI?**
   Log in to CIS at https://ehs.ucop.edu/cis. Select the **Principal Investigator** radio button on the registration form. Select the **Submit** button. You will be notified once your account has been created.

4. **What information needs to be entered in the Login Request form?**
   The required fields are *Date*, which is auto-populated, and *User Type*. Select either **Principal Investigator (PI)** or **PI Authorized User (AU)**. If you are replying to a PI invitation to be added as a user for that PI account, select **PI Authorized User** then enter the 4 digit PI ID number in the PI ID field. The 4 digit PI ID number is found on step 3 of the email instructions received by the AU when the PI sends the invitation.

5. **What materials need to be inventoried in CIS?**
   All solid and liquid *hazardous* chemicals and mixtures in quantities of 1 gm or 1 ml or more, and any amount of:

   - Compressed gases
   - Acutely Toxic Substances
   - Carcinogens
   - Reproductive Toxins
   - Select Agents
   - Perchlorate Material
   - Chemicals of Interest (COI), as identified in Chemical Facility Anti-Terrorism Standard (CFATS)

6. **Who do I contact if CIS will not load?**
   Contact the ERM Service Desk via email at erm@ucop.edu or by phone at 530-638-3375.

7. **How do I update my information as a PI?**
   Select the **PI Information** tab to update your information.

8. **How do I get added as an Authorized User (AU) for a PI?**
   Contact your PI or CIS Campus Administrator to add you as an AU.

9. **My PI added me to his/her account but I still cannot log in.**
   When a PI adds an AU, the AU will receive email instructions on how to complete the process. The PI ID number listed on step 3 of the instructions, must be entered into the PI ID field in the login form.

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10. **How do I update my Lab Manager's Contact Information?**
To add or edit your Lab Manager's contact information, select the **PI Information** tab. The Lab Manager Contact Information is located towards the bottom of the PI information page.

11. **How do I view my AUs as a PI?**
Select the **Authorized User** tab for a list of AUs for your account.

12. **Can I use a non-UC email address to add my AU?**
A non-UC email address can be used to receive the AU instructions. However, the user will need to log in with their campus credentials to complete the process. If the user does not have campus credentials, a Temporary Affiliate Account (TAF) will need to be created for the user. Please contact the ERM Service Desk via email at erm@ucop.edu

orbyphoneat530-638-3375ifyouneedassistance.

13. **I cannot find my chemical on the look up list. How do I get the chemical added?**
Contact the CIS Campus Administrator at cis@ucdavis.edu and provide a copy of a current MSDS/SDS or send a hard copy to Environmental Health and Safety, Attention: Health and Safety/Hazardous Materials. You will be notified when the chemical has been added to the Look Up List.

14. **What information is required in a CIS material entry?** The following are required fields: chemical name, CAS, physical state, number of containers, container size, container unit, container type, storage pressure and storage temperature.

15. **How do I edit the Chemical Name or CAS number?**
The Chemical Name and CAS number fields are not editable. The Chemical Name and CAS numbers are populated from the Look Up List. If you have questions with regards to the Chemical Name or CAS numbers, please contact the CIS Campus Administrator at cis@ucdavis.edu for assistance.

16. **I tried to add new chemicals into CIS and the system does not allow me to add Chemical Name or CAS for chemicals that are not already populated in the Look Up List. It does not allow me to type in the chemical names directly into the Chemical Name box.**
Chemicals can only be added by selecting the chemical from the Look Up List. If the chemical is not in the list, send the safety data sheet to cis@ucdavis.edu or send a hard copy to Environmental Health and Safety and it will be added to the Look Up List. You will be notified once the chemical has been added.

17. **Is there any method to directly upload an excel file to CIS?**
The new CIS currently does not have an embedded QA/QC component to allow for validation of uploaded data. Until such functionality is available, the system will not allow Excel, Access, or similar file uploads, and only allows users to add materials that have been vetted and added into the system by administrators to ensure the accuracy of the data (names, CAS numbers, physical states, concentrations, etc.). Data accuracy is essential to aid the hazard classification of the materials in the campuses' chemical inventories.

18. **Can I move/transfer single or multiple inventories to another building/room(s)?**
You can move/transfer single or multiple inventories to other building/room(s) you currently manage using the **Change Room** feature. Note: If the building/room you wish to transfer the inventory to is not currently listed on your locations page, you **_must_** add the building/room prior to transferring the chemical.

19. **Our chemicals are listed as being in the wrong room.**
Contact the CIS Campus Administrators at cis@ucdavis.edu.

20. **How do I add additional columns to be displayed on my inventory table?**
    To add new column(s), select the column fields in the **Not Displayed Form Fields** section, then select the **Add to Display** button. To select multiple fields at one time, hold the Ctrl key while selecting the desired column fields. Select the **Save** button to update your changes.

21. **How do I select my building/room(s)?**
    From the **Locations** tab, select the **Add location** link to select your building/room(s) from the drop down menu.

22. **I can't find my building/room(s) from the locations drop down list. How do I request for my building/room(s) to be added as a selectable locations in the drop down list?**
    Contact the CIS Campus Administrator at cis@ucdavis.edu.

23. **I am able to update and save the number of items, container size and max containers, but when I save, the Total Amount on Hand does NOT update.**
    If you update in the inventory view and hit save, the system will recalculate when it refreshes overnight. If you update within the form view for a single inventory item (select "+" sign located to the left hand side of inventory item to open form field) and hit save then the system will recalculate and should update the values shown in the inventory view.

24. **Why is the Max Containers field showing fractions? They should be round numbers.**
    The numbers in the field were an effort to automatically fill the space for transfer purposes from the old system. The maximum number of containers field numbers will have to be corrected by the account holder.

25. **What is the difference between "# of items" and "maximum containers"?**
    The "number of items/containers" is the number of items/containers that you currently have in stock. The "maximum number of containers" is the maximum number of containers that you may have on-hand of this material at any time throughout the year. In many instances the numbers may be identical, but if you order solvents or other chemicals in bulk (e.g., a case of 4, case of 12, etc.) you may have a greater maximum number of containers related to when you receive your chemical order than you presently have on-hand.

26. **Where and how do I certify my inventory?**
    Select the **PI Information** tab. At the bottom of the screen, below the inventory certification statement, enter a date either by typing a date or selecting a date from the calendar icon. Select the **Save Changes** button.

27. **I certified the chemical inventory in CIS. However, when I selected the date and pressed the "save changes" button, I did not receive a confirmation that the certification was successful. How do I verify that my certification date was accepted?**
    At this time, CIS does not have a confirmation notice feature. If you select **Save Changes** the system will record that date. To verify, open the **PI Information** tab, scroll to the bottom of the page and verify that the date was recorded. If a date is present, then the system recorded the certification date.

28. **How do I locate the CAS number for a chemical?**
    You can search for a chemical CAS number by selecting the **Add Inventory** link or the **MSDS/SDS** link located on the left hand navigation.

29. **How do I print the Chemical Door Placards?**
    To print the chemical door placards for your room, select the **Locations** tab. Select the **Print Placard** link located to the room you wish to print the Placard for. Select the print button located at the top toolbar of the generated pdf file.

30. **I work in a shared suite. Why does the placard for my area show hazards that correspond to another group's hazards?**
The inventories are identified by PI/account owner but the placard is generated by location. Everyone in that room has potential for exposure to those hazards. Anyone entering the room must be notified of the potential hazards which are present in that room.

31. **How can Department Safety Coordinators (DSCs) view inventory certification dates?**
DSCs, who have read only roles, can view certification dates via the Account Certification Report. The report will display "name" (PI name/account owner), "chemcount" (number of chemicals in the account), "lastlogin" (date of last login), "lastmodified" (last date changes were made to account), "lastpilogin" (last date PI logged in), "lastcertified" (last date that the inventory was certified) and "department".
For the DSCs to view the report
    - Select the "Reports" link from the top toolbar
    - Select the "PI Inventory Count" link
    - Select the "an "import friendly" web page" link (The PDF format is not available at this time but will be available shortly)
    - Select the "Submit" button

To export data into excel
Ctrl+A to select all the data
Ctrl+C to copy
Open an excel sheet
Ctrl+V to paste
The sheet can now be sorted

32. **How should gas cylinder volumes be entered in CIS?**
Gases will be entered into CIS with container units in cubic feet and the volume of gas measured at STP (Standard Temperature and Pressure, $0°C$ and one *atmosphere pressure*). This information can be easily obtained through your vendor or contact cis@ucdavis.edu for conversion assistance if you received the product with the volume in pounds or liters.