

CHEMICAL INVENTORY SYSTEM QUICK START

ENVIRONMENTAL HEALTH & SAFETY
ONE SHIELDS AVENUE
DAVIS, CA 95616
(530) 752-1493

UC DAVIS

1. How do I access the CIS application?

Go to the [Safety Services website](#) under Chemical Inventory System, and login with your Kerberos ID.

2. How do I add an authorized user/lab manager to my CIS PI account?

- Select the **Authorized User (AU)** tab for a list of AU's for your account.
- Click on **Add contact** to add an authorized user, and input a UC Davis email address.
- Click **Submit**.

Result: The AU will receive email instructions on how to complete the process.

3. What materials need to be inventoried in CIS?

All solid and liquid hazardous chemicals and mixtures in quantities of 1 gm, 1 ml or more, and any amount of:

- Compressed gases
- Acutely Toxic Substances
- Carcinogens
- Reproductive Toxins
- Select [Toxins](#)
- Perchlorate material
- Chemicals of Interest (COI) as identified by the Chemical Facility Anti-Terrorism Standard ([CFATS](#))

4. How do I select my building/rooms?

- From the **Locations** tab, click on **Add location**.
- Select the building to add from the dropdown menu, and click **Search** for a list of rooms in that building.
- Select the rooms that need to be added, and click **Add Selected** before saving.

Note: You can only add rooms on the current page.

5. How do I add a chemical to my inventory, or find a chemical not on the Look Up List?

Chemicals can only be added by selecting the chemical from the Look Up List. Click on the **Lookup** tab first prior to typing in the chemical name or CAS you are searching for. The chemical name, CAS, and physical state are populated from the Look Up List. If the chemical is not on the list, send the Safety Data Sheet (SDS – formerly MSDS) to cis@ucdavis.edu, and you will be notified once the chemical has been added.

6. How do I add additional columns to be displayed on my inventory table?

- To add new column(s), click on **Change Displayed Columns**.
- Select the column fields in the **Not Displayed Form Fields** section, then select **[Add to Display]**.

Note: To select multiple fields at one time, hold **[Ctrl]** while selecting the desired column fields.

- Click **[Save]** to update your changes.

7. How do I certify my inventory?

- Select the **PI Information** tab.
- At the bottom of the screen, below the inventory certification statement, input a date either by typing a date or selecting a date from the Calendar icon.
- Click **[Save Changes]**.

8. Where can I find additional FAQs?

http://safetyservices.ucdavis.edu/sites/default/files/documents/CIS_FAQs.pdf

9. Who do I contact if I have issues with CIS?

Issues with CIS can be reported to the CIS Administrator at cis@ucdavis.edu.