This document addresses Frequently Asked Questions about the EHSA software.

If you cannot find an answer to your question(s) here, please review the [EHSA Instructions](#) document, the [Summary of Capabilities](#) document or contact us directly.

In addition, click [here](#) to open an [EHSA User Survey Form](#) to email comments (or complaints) directly to us.

*Thank you for your interest in using & improving the EHSA software!*

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Q. Why is the CAS Number mandatory?
A. This was a difficult decision to make, but it was decided to make it mandatory (as well as do CAS Number error-checking) to better ensure the integrity & quality of the data entered. This is because each chemical regardless of how many synonyms it may have has only one, unique CAS Number assigned to it. This makes for easier data retrieval AND accurate inventory roll-ups when generating the many reports within EHSA.

NOTE: CAS Numbers should be noted on your MSDS and in addition to web-searching for it, may also be found in the ChemGold III system or in SciFinder.

Q. Why do you need the Total Maximum Quantity?
A. Most regulatory or agency reports that require information about the quantities of chemicals on-site, typically need the total, maximum, i.e., “worst-case”, quantity of each chemical and the DHS CFATS report is no exception. Thus, users are asked to use that quantity, rather than another, actual or “real-time” quantity. Should you desire to capture another quantity value, please let us know, as another chemical quantity field could be added. Click here to open an EHSA User Survey Form to email this or another request directly to us.

Q. Why can’t I add a new Chemical?
A. This was also designed in order to ensure the integrity & quality of the data entered. Sound familiar? Counting chemical synonyms, there are tens of thousands of chemicals currently in EHSA’s chemical database and more are added each week, so for the vast majority of users, most (if not all) of their chemicals are already in the system. Please contact us directly if we need to add a new chemical or chemical synonym that is not in the system. This usually takes 1-2 business days and is often done within hours of the request.

Q. Why can’t I add a new Building and/or a new Room?
A. Ditto as above. Dang data quality!

Q. How do I add a new Vendor?
A. Please contact us directly if we need to add a new vendor that is not in the system. Similar to preventing users from adding new chemicals, buildings, etc., most supporting records require OSEH to enter additional record-specific data, much of which users do not see or need but are necessary in order to enter into the system, e.g., CAS Number, Vendor Phone Numbers, Addresses, create various record codes, set various record flags, add DHS information, Synonyms, Chemical’s Physical Properties, etc., etc.
Q. Can new or different Reports be added to the system?
A. The answer is a resounding ... **MAYBE**. There are currently 365 different, standard reports available in the EHSA system, so chances are there is one that meets your needs. Additionally, custom reports can potentially be created depending on the content. So if you have an idea for a report that is currently not provided as an option, please let us know, and we can discuss its details & the possibility of offering it as an option. Click [here](#) to open an EHSA User Survey Form to email this or another request directly to us.

Q. How can I add an MSDS link for an MSDS I have saved internally, e.g., on my PC’s hard drive or network drive?
A. In the MSDS URL field, add the following information → “file:///P:/folder_name/file_name”, where “P” represents the actual (PC or Network) drive letter, e.g., file:///C:/MSDS/Fisher_Acetone_MSDS.PDF.

Clicking on the MSDS field (browse screen) or MSDS View button (detail screen) will then open your internal MSDS (file)!

Q. What about Mixtures?
A. What **about** mixtures?!?! That’s a great question. There are some “mixtures” that have a single CAS Number, e.g., PCBs (1336-36-3), Asbestos, all forms (1332-21-4), Xylenes, mixed isomers (1330-20-7), etc., so simply use that single CAS Number, as applicable. If however, you have a “mixture” of two or more distinct chemicals, then create a new chemical inventory record for the chemical in greatest concentration, then click on the “**Add CAS #**” button to enter additional chemicals that are in your mixture, including the percentage for each.

**NOTE:** A range of percentages is not allowed, so enter the highest number percentage within the range provided on the MSDS.

Q. How do I Remove a chemical from my inventory?
A. From the main (“browse”) screen, click on the “**Remove**” field for the chemical you wish to remove from your inventory, after which a Confirmation, Reason for Removal, screen will pop-up. Select from the choices provided, e.g., Data Entry Error, Used, Transferred or Waste, then click on the “**Yes**” button.

**NOTES:** Should you wish to remove more than one item at a time, simply click on other chemicals while the pop-up message box is still being displayed, select the reason then click on the “**Yes**” button.

Clicking on the “Disposed Inventory” radio button at the top of the main screen will display all of the chemicals you have previously removed from your inventory.

Q. How do I Activate a chemical (un-do an inventory removal) that I previously removed from my inventory?
A. From the main (“browse”) screen, click on the “**Disposed Inventory**” radio button to display all of the chemicals you have previously removed from your inventory. Select chemical(s) you wish to return back to your inventory by clicking on the “**Activate**” field for each. Then click on the “**Yes**” button in the pop-up confirmation message box.
NOTE: Chemical items removed can be restored to your chemical inventory for a period of 3 months by utilizing this reactivation process. After 3 months, items that have been removed will be archived in the system (use the “Archived Inventory” filter to view) and can only be retrieved by contacting OSEH at 763-3594 or email rwasalas@umich.edu or lojack@umich.edu.

Q. **What Types of chemicals need to (or should) be tracked in the EHSA system?**

A. The chemicals you are currently tracking for either HazCom (Hazard Communication) or CHP (Chemical Hygiene Plan) compliance should also be tracked within the EHSA system, i.e., any chemical/material that is deemed an “OSHA Hazardous Chemical”, unless the material is exempt.

NOTE: Contact OSEH about the possibility of uploading your inventory into the EHSA system, if you currently have a chemical inventory in Excel, Access or another system.

Q. **What types of Logins are available?**

A. We can issue both Read/Write logins as well as Read-Only logins. A Read/Write login allows a user to have full access to add, delete, modify inventory records & print inventory reports, while a Read-Only login only allows a user to view inventory records and print inventory reports. And both types of logins can be issued for a single PI or Lab.

NOTE: Multiple users can use a single, identical Read/Write or Read-Only login, to concurrently log onto the EHSA system, without waiting for a user to log-out.