

Salute: Chemical Inventory System



Overview

All personnel that are responsible for an area where chemicals are stored or used at Weill Cornell Medicine (WCM) are required to maintain a complete inventory of all chemicals and report to Environmental Health and Safety (EHS) annually on the types, quantities, and storage locations. EHS will compile all WCM inventories in order to submit reports to the appropriate federal and local government agencies as part of the Community Right-to-Know Program, and perform a Security Vulnerability Assessment as part of the Department of Homeland Security Chemical Facility Anti-Terrorism Standards.

To assist in this process, EHS provides members of the WCM with access to [Salute](#), a web-based EHS management system that allows authorized users to access and edit their chemical inventory. Chemical owners and their delegates may update chemical inventory information, prepare inventory reports, and obtain chemical safety information through the system. Salute also allows users to:

- Track all chemicals by location, owner, container, and other criteria.
- Save money and space by reducing or eliminating unnecessary purchases.
- List chemicals in surplus storage locations.
- Increase efficiency by making chemicals easy to locate.
- Identify chemicals with specific shelf life and storage requirements.
- Identify high hazard substances that require a High Hazard Operating Procedure (HHOP), additional training, or periodic testing.

Applicability

This EHS Update is applicable to all areas (e.g., laboratories, clinics, service areas, mechanical rooms, print shops) that store and/or use chemicals. Chemical inventories must be maintained in Salute and updated regularly to reflect the typical quantities of chemicals present in the area. For example, if an area typically maintains approximately four 4-liter bottles of ethanol, the four bottles would be entered into Salute. The inventory does not need to reflect the routine inventory fluctuations associated with general use and re-ordering.

Responsibilities

EHS assists with maintaining user and chemical owner accounts in Salute, audits the chemical inventory data, prepares and submits chemical inventories to appropriate government agencies, and provides assistance/training on the use of Salute.

Principal Investigators (PIs), Directors, or non-clinical chemical owners ensure a chemical inventory for their area(s) is maintained and updated in Salute.

Clinical chemical owners record chemicals that are commonly used in the clinical area like flammable liquids (e.g., ethanol, isopropanol), preservatives (e.g. formalin), corrosive liquids (e.g. acetic acid), disinfectants (e.g., glutaraldehyde, cidex OPA) and compressed gases (e.g. oxygen, nitrous oxide) in the chemical inventory. Chemicals/materials used in clinical areas which are excluded from inventorying are:

- FDA-approved drugs and medications
- Any consumer products in the same form and concentration that are used in the workplace in the same manner as normal consumer use and the use results in a duration and frequency of exposure which is not greater than exposures experienced by consumer (e.g., household bleach).



**Weill Cornell
Medicine**

Environmental Health and Safety

TEL 646-962-7233 WEB weill.cornell.edu/ehs EMAIL ehs@med.cornell.edu

Weill Cornell Medicine | 402 East 67th Street, Room LA-0020 | New York, NY 10065



Procedures for Creating and Maintaining a Chemical Inventory

Follow the steps below to create and maintain a chemical inventory using Salute. If you have questions about Salute or need assistance, contact EHS at 646-962-7233 or e-mail at ehs@med.cornell.edu.

● ACCESSING SALUTE AND CHEMICAL INVENTORIES

- New PIs and chemical owners will be added to Salute as part of the onboarding process. Within Salute, chemical owners are expected to maintain an accurate chemical inventory. The chemical inventory can be accessed using the following steps:

1. Sign-in to [Salute](https://wcmc.salutesafety.com) at [<https://wcmc.salutesafety.com>] using your WCM email, and then your CWID and password.
2. Select *Chemical Safety* from the menu on the left-hand side of the page.
3. Follow guidance provided in this document to assign delegates and view, add, or remove chemicals from the inventory.

● ASSIGNING SAFETY COORDINATOR/DELEGATE STATUS:

- PIs and chemical owners can add additional delegates to manage their chemical inventory using the steps outlined below. EHS is available to provide additional assistance (i.e. there is a change in practice manager or lab safety coordinator).

1. Click on your user name on the bottom left-hand side of the main Salute page.
2. Select *Settings* from the drop down menu.
3. Assign Safety Coordinator or Delegate status to desired individuals by entering their name.

● VIEWING THE CHEMICAL INVENTORY:

- Some users or delegates may be responsible for the inventory management for more than one location or PI. To view chemical inventories use the following steps:

1. Select *Chemical Safety* from the menu on the left-hand side of the page.
2. Select the inventory to view based on the Chemical Owner.
3. The chemical inventory will be displayed with each entry representing one chemical container.
4. Click on the column headers to sort the inventory alphabetically, by CAS number, or Storage Code.

● ADDING CHEMICALS TO THE INVENTORY:

- The inventory should be updated every time the lab orders a chemical they have not previously worked with before. To add a new inventory item to Salute use the following steps:

1. Navigate to the appropriate chemical inventory page.
2. Select the green “+ New Chemical” button and a *New Inventory Item* window will open.



New Inventory Item

SDS not available

Overview

Chemical* _____
Select... ▼

Quantity* _____

of

Unit* _____
▼

Container Count* _____
1

Building* _____
Select... ▼

Floor* _____
Select... ▼

Space / Room* _____
Select... ▼

Location Comments _____

3. Complete all fields marked with an asterisk:

- **Chemical:** The full chemical name of each chemical. As the user types the name of the chemical, Salute will provide a drop down menu with autocomplete suggestions. Abbreviations and chemical nomenclature are not acceptable for this field.
- **Quantity:** Estimated total volume or weight of an individual container (numerical value only).
- **Unit:** The corresponding unit of measure (e.g. pounds, gallons, etc.).
- **Container Count:** The number of containers of the specified quantity possessed by the laboratory.
- **Location:** Use drop down menus to enter the **Building, Floor, and Room Number** where the chemical is stored. The room number should be indicated on a placard adjacent to the entrance to the area.
- **Location Comment:** Specific information about the exact chemical location within the room (e.g. stored under chemical fume hood).
- The **HHOP** field is generated when a High Hazard Substance (HHS) is added to the inventory. Use the *Upload Attachment* feature to save the lab's standard operating procedure or HHOP to Salute.



HHOP

Highly Hazardous Types

Acutely Toxic

HHOP Files

+

Upload Attachment or Photo

HHOP Status

New ▼

4. Select the appropriate **HHOP Status** from the drop down menu:
 - **NEW:** The lab plans to use this chemical, but has not created or uploaded the HHOP to Salute yet. An [HHOP](#) must be created and staff trained on procedures prior to starting work with a high hazard substance. (HHS)
 - **PENDING:** The lab is in the process of developing the HHOP.
 - **APPROVED:** The lab has a PI approved HHOP, has received appropriate training, and actively uses this chemical.
 - **IN-STORAGE:** The lab stores the HHS in the laboratory but does not utilize it in active experiments.
 - **DISCARDED:** The lab no longer stores this HHS and has disposed of the chemical through the EHS hazardous waste collection program. If there are no plans to reorder this chemical in the future, the chemical entry should be removed from the inventory.
5. Use the green button in the upper right corner of the *New Inventory Item* window to Save the new entry.

• MODIFYING AN EXISTING ENTRY

- A chemical owner or delegate may wish to modify a chemical entry to indicate a change in quantity stored or storage location. To modify an existing entry in Salute use the following steps:
 1. Navigate to the appropriate chemical inventory page.
 2. Select the line item to modify or edit.
 3. The *Inventory Item* window will appear.
 4. Edit the appropriate fields (e.g. Name, Quantity, Unit, Container Count, Location or HHOP fields)
 5. Use the green Save button in the upper right corner of the *Inventory Item* window to save the changes.

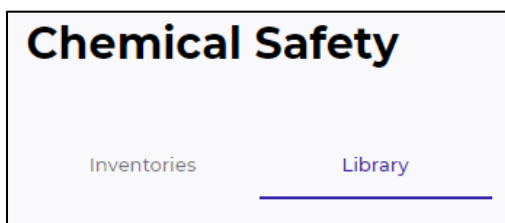
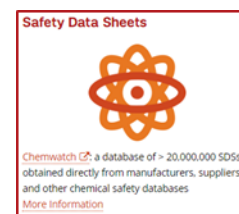


● REMOVING CHEMICALS FROM THE INVENTORY

- A chemical entry should be removed from the Salute inventory any time a chemical has been discarded and there are no plans to reorder it. Dispose of chemical(s) through the [EHS hazardous waste program](#).
 1. Navigate to the appropriate chemical inventory page.
 2. Select the entry to remove.
 3. The Inventory Item window will appear.
 4. Select Remove Chemical from Inventory and confirm decision.
 5. Alternatively, users can also select the Remove button located in the last column on the main inventory page.

● OBTAINING SAFETY INFORMATION:

- There are several ways to obtain specific chemical safety information. Safety Data Sheets (SDSs) provide basic information about the safety and health hazards posed by a chemical and precautions to take when using it. Chemical users can obtain SDS by:
 - Downloading it from the manufacturer's website,
 - Retrieving it from the ChemWatch SDS database from a WCM IP-connected computer, tablet or smart phone via the EHS website <https://ehs.weill.cornell.edu/sds>, or
 - Contacting EHS for assistance
- Salute also provides access to a feature called the *Chemical Library*. The *Chemical Library* provides a summary of Storage Group and Risk Types for a specific chemical. To access the Chemical Library feature:
 1. Select *Chemical Safety* from the menu on the left-hand side of the page.
 2. Select the word *Library* to switch from the default view of Inventories.



3. Use the search bar to locate a specific chemical or click on the column headers to sort fields according to needs.
4. Selecting the desired line item generates an *Overview* for the specific chemical.
 - Information provided by the *Chemical Library* can be useful in:
 - Determining the appropriate Storage Group. Storage Group information should be used in conjunction with the [WCM Compatible Storage Group Classification System](#) for safe storage of chemicals.
 - Determining the primary hazards of a chemical in order to create a Hazardous Waste label.
 - *Chemical Library* information does not replace SDSs. SDSs should be consulted prior starting work or to address specific hazards posed by working with that chemical.