Overview

All personnel 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 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. This web based EHS management system 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 regularly updated to reflect the typical quantities of chemicals 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 using Salute.

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

Lab Safety Coordinators with delegate status in Salute will assist PIs with inventory management.

General Lab Staff added to the Salute laboratory roster have Read-Only access to view the lab's inventory record.

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 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 a consumer (e.g., household bleach).

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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 during onboarding. 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 using your WCM email, CWID, and password.
    2. To access the inventory, select *Chemical Safety* from the menu on the **left-hand side of the page**.
    3. Follow the 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 delegates to manage their chemical inventory using the following steps. EHS is available to provide additional assistance (i.e., there is a change in practice manager or lab safety coordinator).
    1. Click on your username on the bottom left-hand side of the main Salute page.
    2. Select *Settings* from the drop-down menu.
    3. Select *Safety Coordinator* and assign Safety Coordinator/Delegate status to desired individuals by entering their names.

- **VIEWING THE CHEMICAL INVENTORY:**
  - Some users or delegates may be responsible for the inventory management for multiple locations or PIs. To view a specific chemical inventory, 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.
    4. Click on the column headers to sort the inventory alphabetically by CAS number or Storage Code.
    5. Use the *Export* button to be sent an emailed copy of the inventory.

- **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.

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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. *Note:* Entries are tied to an SDS in ChemWatch. Contact EHS if you are having trouble entering a chemical name. It is possible that an SDS needs to be uploaded to ChemWatch before the chemical can be added to Salute.

- **Quantity:** 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 laboratory's specified quantity.

- **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. *Note:* It can be easier to start with the Room Number. Salute will backfill the building and floor.

- **Location Comment**: Optional field for specific information about the exact chemical location within the room (e.g., stored under a chemical fume hood).

- **Manufacturer/Manufacturer ID:** Optional field to add product-specific information.

- **Expiration Date**: Optional field that can be useful for keeping track of chemicals with a specific shelf life (e.g., peroxide-forming chemicals)

4. Use the green button in the upper right corner of the *New Inventory Item* window to Save the new entry.

5. A SOP or HHOP can be uploaded to a chemical entry on the main inventory page by locating the appropriate line item and scrolling to the HHOP column. A user can upload a document for the first time or download an existing protocol.

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- **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, or Location fields)
    5. Use the green Save button in the upper right corner of the *Inventory Item* window to save the changes.
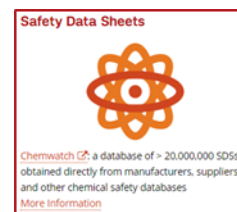
- **REMOVING CHEMICALS FROM THE INVENTORY**
  - A chemical entry should be removed from the Salute inventory whenever a chemical has been discarded, and there are no plans to reorder it. Dispose of chemicals through the [EHS hazardous waste program](#).
    1. Navigate to the appropriate chemical inventory page.
    2. Select the entry to remove.
    3. The Inventory Item window will appear.
    4. Select *Remove Chemical from Inventory* and confirm the decision.
    5. Users can also select the *Remove* button 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 a chemical poses and precautions to take when using it. Chemical users can obtain a SDS by:
    - Downloading it from the manufacturer's website,
    - Retrieving it from the ChemWatch SDS database from a WCM IP-connected computer, tablet, or smartphone via the EHS website https://ehs.weill.cornell.edu/sds,
    - Navigate to the lab's Salute Inventory, locate the chemical, and select the SDS link. This will email a copy of the SDS to the user, or
    - Contacting EHS for assistance

Safety Data Sheets

Chemwatch ⧉: a database of > 20,000,000 SDSs, obtained directly from manufacturers, suppliers and other chemical safety databases
More Information

  - Salute also provides access to a feature called the *Chemical Library*. The *Chemical Library* summarizes Storage Groups 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* of the specific chemical.

Chemical Safety

Inventories   Library
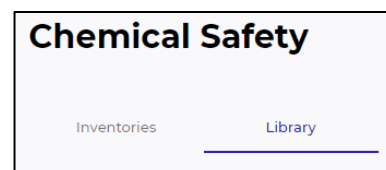
      - Information provided by the *Chemical Library* can be useful in:
        - Determining the appropriate Storage Group. Storage Group information should be used with the [WCM Compatible Storage Group Classification System](#) to safely store chemicals.
        - Determining the primary hazards of a chemical to create a Hazardous Waste label.
      - *Chemical Library* information does not replace SDSs. SDSs should be consulted prior to starting work or to address specific hazards posed by working with that chemical.

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