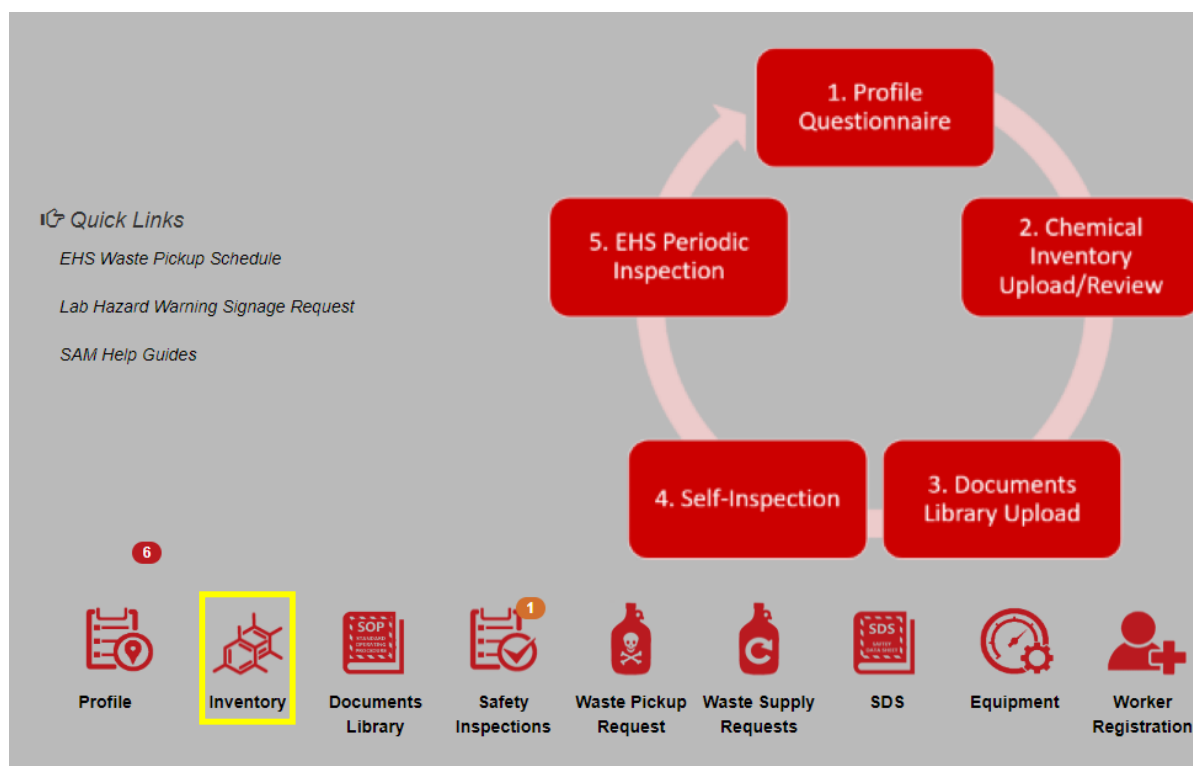


Chemical Inventory Bulk Upload

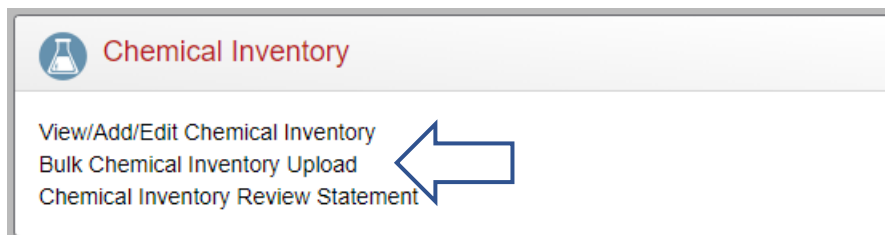
Chemical inventory can be loaded through two methods: by individual line-item, or by bulk upload via Excel spreadsheet template. Inventory bulk upload is a convenient method to initially load a chemical inventory that was previously tracked outside the Safety Administrative Management (SAM) System.

Inventory bulk upload allows for a Principal Investigator's or Group's entire inventory to be loaded into Safety Administrative Management System at once.

Click on the **Inventory** icon to get started. To access SAM, click on the following link [Safety Administrative Management System](#)



Select **Bulk Chemical Inventory Upload** from the menu options.





To perform a bulk upload from a spreadsheet, the correct Excel template must be downloaded. The template can be downloaded from the **Bulk Chemical Inventory Upload** screen by clicking **Download Template** here.

Import Information / Options

*Required Fields

*PI/C *Permit #

☒ Auto-Generate Inventory # / Barcode #

Once downloaded, read the **Do's and Don'ts** text box in the template and then delete the text box. Fill out the template manually or copy and paste from an existing spreadsheet into the template ensuring all **Required (Red)** columns are filled in.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	PI CODE	PI Last Name	PI First Name	Bldg Code	LAB	Storage Location	Storage Device	Chemical Name	Physical State	# of Containers	Amount per Container	Unit of Measure	CAS #	Chemical Formula	Molecular Weight	Vendor
3																
4																
5																
6																
7																
8																
9																
10																
11																
12																
13																
14																
15																
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25																

Formatting in the template is very specific and small errors can result in the bulk upload not working. Here are some **common bulk upload template errors** to avoid:

- Ensure PI code is the PI's Unid.



If your lab is part of a Program or Group that was assigned by the EHS Compliance team then your PI code will not be your Unid. The first/last name will be the name of your Program or Group and not a person's name. Please contact EHS to obtain this needed information.

- Bldg. Code needs to match the code in SAM. Building Codes are always 4-digit codes.

Ex. HEB is 0085 in SAM. Bulk upload spreadsheet format needs to be changed to allow for appropriate number of leading zeroes.

- Same applies for LAB column: change spreadsheet to allow for leading zeroes to match lab room number in SAM.
- Amount per container column must have only numerical values
- Units are entered in "Unit of Measure" column.

Once the Excel template is correctly filled out and saved to your computer, complete the bulk upload by selecting the **PI (or Group)** and **Permit** then clicking **Load Spreadsheet** from the **Bulk Chemical Inventory Upload** screen.

A screenshot of a web application interface titled "Import Information / Options". It contains two dropdown menus labeled "*Required Fields" and "*PI/Group", followed by a dropdown labeled "*Permit #". To the right of these is a green button labeled "Load Spreadsheet" and a grey button labeled "Add Row". A blue arrow points to the "Add Row" button. Further right is a grey button labeled "Download Template". At the bottom, there is a checkbox labeled "Auto-Generate Inventory # / Barcode #" which is checked.

If the template formatting is correct, you will be able to click **Submit** and the inventory will be loaded. If there are currently inventory items loaded under the PI/Group, clicking **Replace Existing Inventory** will delete the existing inventory items during the bulk upload.

SAM

Inventory / Import Chemical Inventory

Edit Labels

Help

Import Information / Options

*Required Fields

*PI Code

TEST. PI, TEST P.I

▼

*Permit #

C-01515

▼

Load Spreadsheet

Add Row

Download Template

☒ Auto-Generate Inventory # / Barcode #

Excel Row #	*PI Code	Last Name	First Name	*Bldg Code	*Lab	Storage Location	Sub-Storage Location	Storage Device	*Chemical Name
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☐ Replace PI's Existing Inventory

Submit

Cancel