



## CHEMICAL SAFETY – EMS SOFTWARE

### Accumulation Inventory

The Accumulation Inventory Database is used to track waste materials stored in specially designated Accumulation Areas. The total quantity of waste currently stored at the accumulation area is recorded in the database. Waste Items and Drums or other containers may be transferred to an accumulation area. See the Chapters for Drum and Waste Items for transfer procedures. Items stored in an accumulation area may be transferred to another accumulation area storage or to a manifest when the waste materials are ready for transport to a disposal site.

Each Accumulation Area record includes a list of Drums and Waste Items currently stored at the accumulation area. The Accumulation Area record also lists items that had been stored there but were transferred to another accumulation area or a manifest.

#### **HOW TO CREATE AN ACCUMULATION AREA RECORD**

To add a Drum record, open the Waste menu from the main EMS menu and select '**Accumulation Inventory**'. A screen with search criteria will be displayed. Enter any criteria that will help you to narrow the search for the record that you want, then click the Find button. Or, click on the Add button to add a new record.

This is an Accumulation Area Record, showing its waste containers

Accum. Area: 10-DAY Contact: AMY KEITH  
 Facility: AMERICAN CHEMICALS AMERICAN CHEMICALS Phone:  
 Building: EPA ID: TXD980869184 Total Lbs: 465.785  
 Satellite:  PCB:   
 Capacity: 10,000 FlagDays: 10 Inactive:   
 Units: P POUNDS Lbs/Gal: 8.34 Capacity in Lbs: 10000  
 Requested by: Assigned to:  
 Burn Station:  Burn Ground:  
 Landfill:

| ITEMS |    |              |                        |          |           |           |      |             |  |
|-------|----|--------------|------------------------|----------|-----------|-----------|------|-------------|--|
| Type  | ID | Description  | Profile                | In       | Out       | Flag      | Lbs  | Destination |  |
| ...   | D  | 150812-23473 | ACETONE OILS           | 21223    | 8/12/2015 | 8/22/2015 | 0.00 |             |  |
| ...   | D  | 23461        |                        |          | 8/6/2015  | 8/16/2015 |      |             |  |
| ...   | D  | Y7834732904  | AMMONIUM NITRATE BA... | ES-88888 | 8/11/2015 | 8/21/2015 |      |             |  |
| ...   | I  | 17414        | ACETONE                | 21223    | 7/22/2016 | 8/1/2016  |      |             |  |

Help

POSITIONS

Position

No records found.  
Click here for options

Help

View  
Add  
Edit  
Delete  
Transfer Item

Left click or Click the pop-up button (system setting controllable) to the right of a waste container record to see more details

Accumulation Item

Type: Item

ID: 14973

In: 7/27/2012

Flag: 8/26/2012

Out:

Close

## HOW TO ADD AN ACCUMULATION ITEM TO AN ACCUMULATION RECORD

Items may be added to the Accumulation Items List by direct entry or by using the Accumulation Item Transfer (see Drum Transfer to an Accumulation Area and Waste Item Transfer to an Accumulation Area) Methods.

Direct entry is accomplished in the following way.

Place the cursor anywhere over the Accumulation Items list, and then click on the right mouse button to get a menu with options to View, Edit, Add, Delete, and Sort Order. Select Add, and an Accumulation Items screen is presented. After you have filled in fields, click on the OK button and the item will be added to the Accumulation record.

Use the **TAB** key to move from field to field. Several fields have associated Pop-Up Tables, which are advisable to use when possible. To abandon the new record at any time, click on Cancel or hit the Escape key.

You may delete or add Accumulation Items before you save this new Accumulation Area record.

#### **HOW TO TRANSFER AN ACCUMULATION ITEM TO ANOTHER ACCUMULATION AREA**

Select the Waste Item or Drum you wish to transfer using the cursor. Then click the right mouse button and select Transfer, and a Transfer dialog box will appear. Click Accum. Area, and a Transfer Accumulation Area dialog box will appear. Select on the Accumulation Area to which the item will be transferred and click on OK.

The Accumulation Item will remain in the original Accumulation Area Items list, and the stop date field will be populated with the date of the transfer. The Accumulation Item will appear in the new Accumulation Area, and the start date will be populated with the date of the transfer.

#### **HOW TO TRANSFER AN ACCUMULATION ITEM TO A MANIFEST**

Select the Item you wish to transfer using the cursor. Then click the right mouse button and select Transfer. A Transfer dialog box will appear. Click on the Manifest, and a Transfer Manifest dialog box will appear.

Select the Manifest to which the item will be transferred, and click on OK. You may only transfer a Drum that had been stored in the Accumulation Area to a Manifest.

The Accumulation Item will remain in the original Accumulation Area Items list, and the stop date field will be populated with the date of the transfer.

## **HOW TO EXPORT AN ACCUMULATION AREA RECORD**

Select the Accumulation Area Records you wish to export by using the FIND. Next select Action/Export from the menu. If you have not created a set of records to export as a result of a FIND, the system will ask whether you want to export all the records in the Accumulation Area database or only the current record.

Click on the option of your choice, and an Export screen will be presented. Select Export to a Transfer File or Export to another installation. Export to a Transfer File brings up the Create Transfer File Dialog screen. You may use any file name, but the parent directory for that file must be in a path specified in the Transfer Section of the System.ini file. See your System Administrator.

## **HOW TO CALCULATE THE TOTAL LBS FOR AN ACCUMULATION AREA**

The Total LBS stored in an Accumulation Area are calculated by selecting Action/Recalculate from the menu.

Quantities from Waste Items or Drums are converted to pounds as part of this calculation.

## **Navigation**

EMS is an entirely icon and menu-driven system. Records can only be accessed by first opening a database, which is done using the menus at the top of the screen. Editing and navigating tools can be accessed using the menus at the top of the screen or by pressing on the corresponding icons on the toolbar. If a database or menu option is low lighted and not available, this either means that the module is not licensed for this installation or that user privileges to the database feature have not been granted. See your System Administrator if access to a particular feature is necessary.

After you are logged in you can see two menus. The left one, from which you can access the main forms of the system and the upper one from which you can navigate through records, search for specific records, save, add edit or delete a record as well as execute actions available.

Placing the cursor over any part of the menu, a tooltip will be shown.



After opening a main form of the menu you can see the find screen. (\* system setting controllale)

### The Find Screen

(Each form has a different Find screen, with different set of fields available. The following is the MSDS screen)

Search

|                           |             |                      |                                    |
|---------------------------|-------------|----------------------|------------------------------------|
| <b>NAME:</b>              | Begins with | <input type="text"/> | <input type="button" value="..."/> |
| <b>GREEN ALTERN. FOR:</b> | Begins with | <input type="text"/> | <input type="button" value="..."/> |
| <b>MANUFACTURER:</b>      | Begins with | <input type="text"/> | <input type="button" value="..."/> |
| <b>SUPPLIER:</b>          | Begins with | <input type="text"/> | <input type="button" value="..."/> |
| <b>PART NUMBER:</b>       | Begins with | <input type="text"/> |                                    |
| <b>LOCATION:</b>          | Begins with | <input type="text"/> | <input type="button" value="..."/> |
| <b>MSDS/SDS #:</b>        | Begins with | <input type="text"/> |                                    |
| <b>REVISION DATE:</b>     | Equals      | <input type="text"/> | <input type="text"/>               |
| <b>SYNONYMS:</b>          | Begins with | <input type="text"/> | <input type="button" value="..."/> |
| <b>CAS:</b>               | Begins with | <input type="text"/> | <input type="button" value="..."/> |
| <b>REGULATION:</b>        | Begins with | <input type="text"/> | <input type="button" value="..."/> |
| <b>FACILITY:</b>          | Begins with | <input type="text"/> | <input type="button" value="..."/> |
| <b>COMP REGUL.:</b>       | Begins with | <input type="text"/> | <input type="button" value="..."/> |
| <b>COMP-CHEM. NAME:</b>   | Begins with | <input type="text"/> | <input type="button" value="..."/> |
| <b>DEPARTMENT:</b>        | Begins with | <input type="text"/> |                                    |
| <b>COMP-CAS:</b>          | Begins with | <input type="text"/> | <input type="button" value="..."/> |
| <b>HAZCLASS:</b>          | Begins with | <input type="text"/> | <input type="button" value="..."/> |

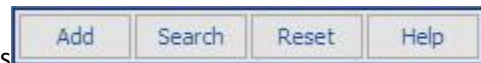
Complex searches can be performed by entering criteria into more than one field. Each field is preceded by a search operator that defaults to **“Begins with”**, meaning that the system will find only listings that begin with the characters entered. **“Begins with”** is especially helpful if you are unsure of the correct spelling of the criteria.

Other search operators are available in a pull-down menu and include:

|                  |   |
|------------------|---|
| <b>Equal</b>     | Search for all records for which the field has data equal to the data in the search field.                |
| <b>Contains</b>  | Search for all records for which the field contains the data entered in the search field                  |
| <b>Not Begin</b> | Search for all records for which the field has data that does NOT begin with the data in the search field |

|                         |   |
|-------------------------|---|
| <b>Not Equal</b>        | Search for all records for which the field has data NOT equal to the data in the search field             |
| <b>Not Contains</b>     | Search for all records for which the field does NOT contain the data entered in the search field          |
| <b>Equal-or-Greater</b> | Search for all records for which the field has data equal to or greater than the data in the search field |
| <b>Equal-or-Less</b>    | Search for all records for which the field has data equal to or less than the data in the search field    |
| <b>Blank</b>            | Search for all records for which no data exists in this field   |
| <b>Not Blank</b>        | Search for all records for which any data exists in this search field                                     |
| <b>Range</b>            | Search for all records for which the field has data within the range of the data in the search field      |

You can reset your search criteria by choosing the Reset Button at the menu



At the upper **menu** you will find available the following options:

**Add** Click Add to add a new record

**Search** Click Search to perform a find according to the criteria you set at the find form. If you leave the find form blank, with no criteria, the system will return all the available records of the specific form.

**Reset** Reset will clear the criteria you have set to the find form

**Help** Help will load the Help page for the find function.

### To perform a “Find”:

Click on the **Find** icon.

A search criteria screen with several different fields that can be searched will be displayed on the screen. Many fields used as search criteria for a “Find” can be populated using pop-up tables.

(for any popup field, the auto-fill function is also available (\*system setting controllable) . Start typing and then choose from the available list).

| Name              | CAS |
|-------------------|-----|
| HYDROGEN PEROXIDE |     |

Set (or not ) your find criteria, press enter, or Search from the menu and you will see your toggle browse screen.

### The Toggle Browse

1,911 records

| PRODUCT NAME        | MANUFACTURER   | MSDS/SDS# | REVISION D... | ENTRY DATE | INVENTORY                           | (M)SDS |   |   |
|---------------------|----------------|-----------|---------------|------------|-------------------------------------|--------|---|---|
| ACETALDEHYDE        | SCIENCE LAB    | 814348    | 5/21/2013     | 10/15/2015 | <input checked="" type="checkbox"/> | (M)SDS | / | > |
| ACETALDEHYDE        | Sigma-Aldrich  | 2089884   |               |            | <input checked="" type="checkbox"/> |        | / | > |
| ACETIC ACID         | SIGMA-ALDRICH  | 813967    | 1/1/2015      | 1/1/2015   | <input checked="" type="checkbox"/> | (M)SDS | / | > |
| ACETIC ACID         | ACROS ORGANICS | 820831    | 1/22/2015     | 5/5/2016   | <input type="checkbox"/>            |        | / | > |
| ACETONE             | TCI Europe     | 813891    | 9/4/2014      | 9/19/2014  | <input checked="" type="checkbox"/> |        | / | > |
| ACETONE             | SIGMA ALDRICH  | 814324    | 6/4/2015      | 8/31/2015  | <input checked="" type="checkbox"/> | (M)SDS | / | > |
| ACETONE             | 3M             | 813895    | 9/30/2014     | 9/19/2014  | <input checked="" type="checkbox"/> | (M)SDS | / | > |
| ACETONE ACS REAGENT | SIGMA ALDRICH  | 820770    | 1/13/2015     | 3/29/2016  | <input checked="" type="checkbox"/> | (M)SDS | / | > |

(When a record is marked it has a red background)

After you perform a find, you can see the records loaded to your screen from the toggle browse screen. A tooltip is available for every record

You can access a record by clicking it 2 times or by clicking the select button

### The Toggle Browse menu

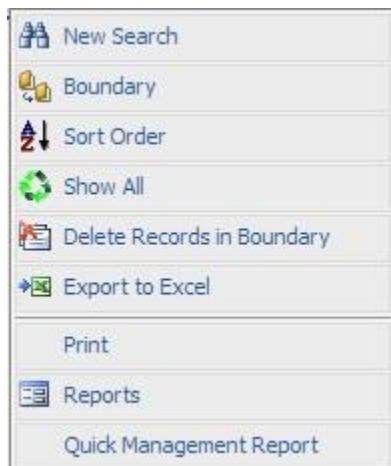
The menu at the upper right corner of your screen is now different

#### ❖ Navigate.

The Navigate option consists of several actions you



can perform.



- **New Search**

This option allows the user to search the database for one or more specific records, determined by criteria entered into the Find screen. “Find” may also be selected from the Navigate menu.

- **Boundary**

After a “Find” is performed and the specific list of records appears, the browse capabilities will be restricted to that list. At the toggle browse mode you switch through the records generated by choosing the “**boundary**” option or the unfiltered “**Show all**” options. If you open a record you will see that at the Navigation menu you can show/hide the boundary by choosing the “**Set Boundary On/Off**” option, while “**toggle browse**” will take you back to the latest find results

- **Sort Order**

Sort Order controls how the records in a database are displayed on the screen. Pressing on the **Sort Order Icon** displays the Sort choices for the database, such as by Chemical Name or Building. Sort choices vary according to database. “Sort Order” may also be selected from the Navigate menu.

- **Show all**

This will display all the records, disregarding your find criteria.

- **Delete Boundary**

Delete in boundary is a function where you can view the latest boundary and choose multiple records to delete.

- **Export to Excel**

Will create an excel file that you can view or save, with all the records loaded on your toggle browse.

- **Print**

The **Print Icon** lets the user print selected fields from an open database record. Other Print options, such as printing labels or reports, are available in specific RTS screens.

- **Reports**

The reports option will load a popup window where you can choose the report you wish to print.

- **Quick Management Reports**

Allows you to choose reports from a dropdown menu and print them. You can choose whether you want the report to load the active record (the one you can see at your screen) or print the whole the boundary.

- ❖ **Actions**




At this point please note that not all the forms have Global Actions available. If a form has no Global Actions, when you click on the button of the menu, no action will be performed. (a global action is an action that can be executed for as many records are loaded to your boundary, as well as for one record and that would be the record you chose and loaded from your boundary)

You will see the available Global actions of each form (if available) under the action button.

- ❖ **Help**



Click on the **Help Icon** for on-line assistance. Help allows the user to pick topics from a menu or search for a specific feature or function. “Help” can also be selected from the Help menu as well as the  button.

Back to the [Accumulation form](#)

