

Appendix A

Creating a New and/or Editing an Existing Chemical Inventory Online

- 1) Go to <https://vaww.gateway.research.va.gov/errrp/login.cfm>
- 2) Login (for issues with login credentials please contact: errrp@faver.foundation)
- 3) Click “New Chemical Inventory” blue menu on your left-hand side
- 4) Select “PI Name” from a drop-down menu
- 5) For existing inventories, answer “Would you like to copy the last inventory from previous date?” otherwise skip to Step 6
 - a) Click “Yes” for a new chemical inventory which will inherit all data from your previous inventory
 - b) Click “No” for a blank new chemical inventory
- 6) Check “Yes, please begin” checkbox to initiate a new chemical inventory
- 7) Click “Add Chemicals” button to add/edit your chemical inventory
- 8) On the “Add Approved Chemical” screen enter chemical’s name, quantity and unit of measure
- 9) For chemicals stored in common areas, select “Common room” storage checkbox and select all common rooms that apply, otherwise skip to step 10
- 10) Click “Submit” button
- 11) Repeat steps 7-10 until all chemical entries are complete
- 12) Click “[sign this Chemical Inventory](#)” hyperlink at the top of your screen
- 13) Confirm signature by clicking “Yes, I would like to sign this Chemical Inventory” checkbox. Your new chemical inventory (PDF) is submitted online
- 14) To access your PDF file, click again on “Chemical Inventories” blue menu on your left hand side
- 15) Click “View” button next to access your most recent chemical inventory
- 16) Print out and post hard copies for each lab door(s)