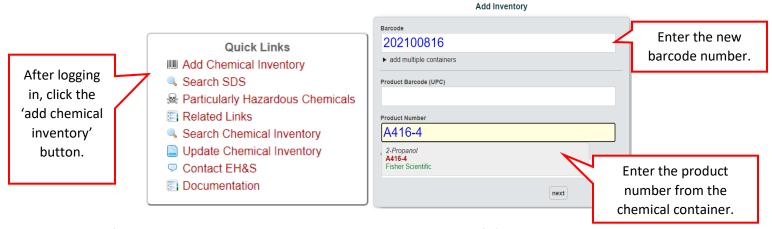


## **Adding New Chemicals into CEMS Database**

Log into the CEMS Database via <a href="https://cems.unh.edu/umassd/CEMS/Dashboard">https://cems.unh.edu/umassd/CEMS/Dashboard</a>. New users must first activate their account by following the email link from CEMS that gets sent to your "UMassd.edu" email address. Follow the link to set up a new username and password.

Adding new chemicals: New chemicals in the original manufacturer's container must be added to your CEMS inventory upon arrival. Working solutions do not need to be included in your inventory. You must place a new barcode on every new chemical and scan them in by clicking the "add inventory" link from your CEMS quick links home page. Use the product code or ID# on the chemical container to quickly populate chemical information from the manufacturers database. This number should be typed into the "product number" field while adding a chemical. You must then add the chemical's owner information and container quantity and type into the next page of the database. See below for an example:



**Note:** If your product number is not visible on your chemical container OR if it's not showing up on the drop-down list, please add it into the inventory via the chemical name and fill in the chemical's manufacturer on the next page.

