Log-in to the system by clicking [here](https://auth.vt.edu/login?service=https://secure.hosting.vt.edu/www.ehss.vt.edu/programs/ChemInventory/inventory_entry.php?login=).

On the first page, click on “**Add a New Lab”**. On the "**Register Your Lab**" page, complete the form as shown. You will need to do this for each room you occupy where chemicals are stored or used.

When done, click on "**Return to Lab List**".

If you click on the lab you just created, the page that shows will provide a summary of the information you just entered. There are also three links:

* **Annual Chemical Registration** – click on this to begin entering chemical information
* **Registration Summary** – this will show you the complete list of all chemicals you entered; and,
* **Add user PID’s to this lab** – use this feature to allow other personnel in your lab to view the information you entered.

🡺If you wish to have a lab tech or other person enter this information on your behalf, they can do so; they’ll just need to add your PID to the list of users as outlined above so that you can view what they have entered.

🡺There is a spreadsheet on this page that you can download which contains all the chemicals specifically listed in the registration system.

![C:\Users\adamsz\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\W4HIK4VH\MC900432526[1].png]()Please note that the amounts shown on the registration summary page are converted to the units used in the Fire Code, either pounds or gallons (e.g. Metric to U.S. Standard). This may cause final amount values to vary from what was originally reported, but this was reviewed before setting up the registration.

![C:\Users\adamsz\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\W4HIK4VH\MC900432526[1].png]()Finally, since some chemicals fall into multiple hazard classes, when you enter such a chemical into the system, it will cascade across all relevant hazard classes. Again, the final units in the Registration Summary may not exactly match because of conversions from a liquid volume to a weight measure or vice versa.