

How To Log Into and Add Chemicals To Chemventory

Updated: September 2024

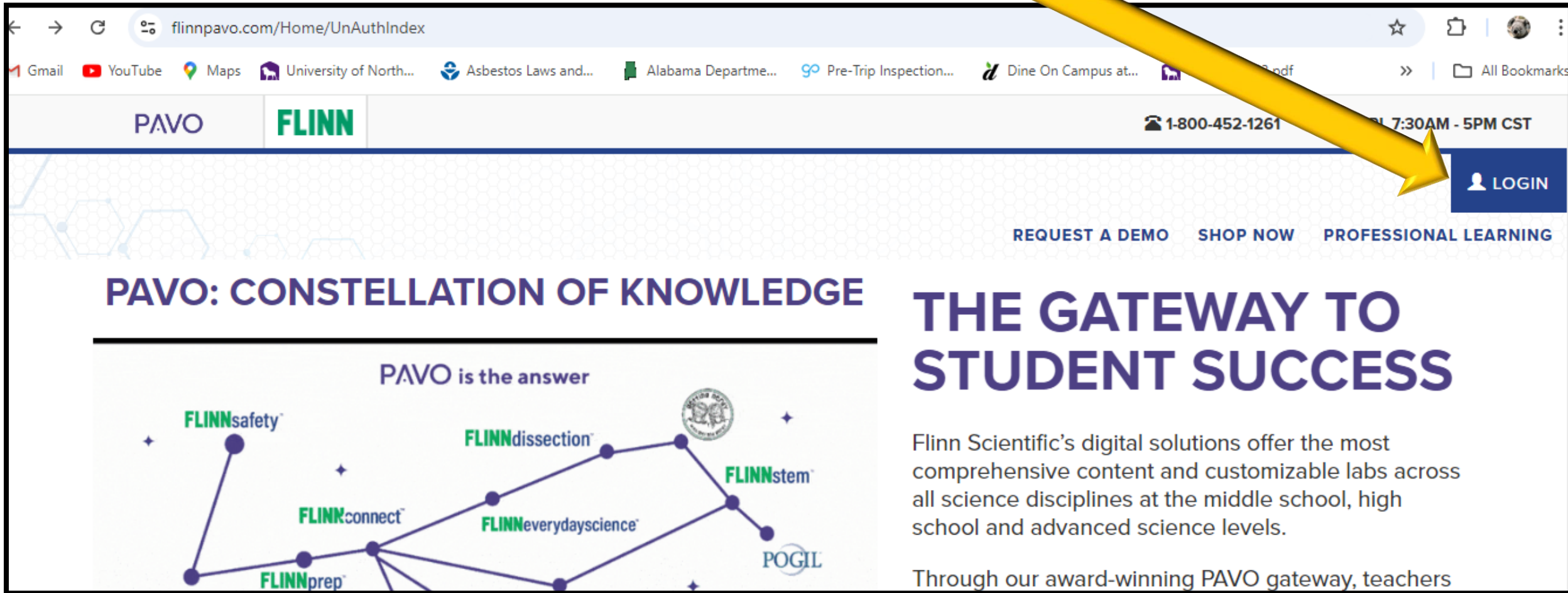
This training covers:

Part 1: Logging into Chemventory

Part 2: Adding chemicals to Chemventory

Part 1: Logging into Chemventory

1. Type www.flinnpavo.com at your internet searchbar. Select **Login**.



The screenshot shows the homepage of flinnpavo.com. At the top, there is a navigation bar with the 'PAVO' and 'FLINN' logos on the left, and a phone number '1-800-452-1261' and business hours '7:30AM - 5PM CST' on the right. A blue 'LOGIN' button with a user icon is located in the top right corner, highlighted by a large yellow arrow. Below the navigation bar, there are three links: 'REQUEST A DEMO', 'SHOP NOW', and 'PROFESSIONAL LEARNING'. The main content area is split into two columns. The left column features the heading 'PAVO: CONSTELLATION OF KNOWLEDGE' and a diagram titled 'PAVO is the answer' showing a network of interconnected nodes representing various digital solutions: FLINNsafety, FLINNconnect, FLINNprep, FLINNdissection, FLINNeverydayscience, FLINNstem, and POGIL. The right column features the heading 'THE GATEWAY TO STUDENT SUCCESS' and a paragraph of text describing the digital solutions.

PAVO: CONSTELLATION OF KNOWLEDGE

PAVO is the answer

FLINNsafety[™]

FLINNconnect[™]

FLINNprep[™]

FLINNdissection[™]

FLINNeverydayscience[™]

FLINNstem[™]

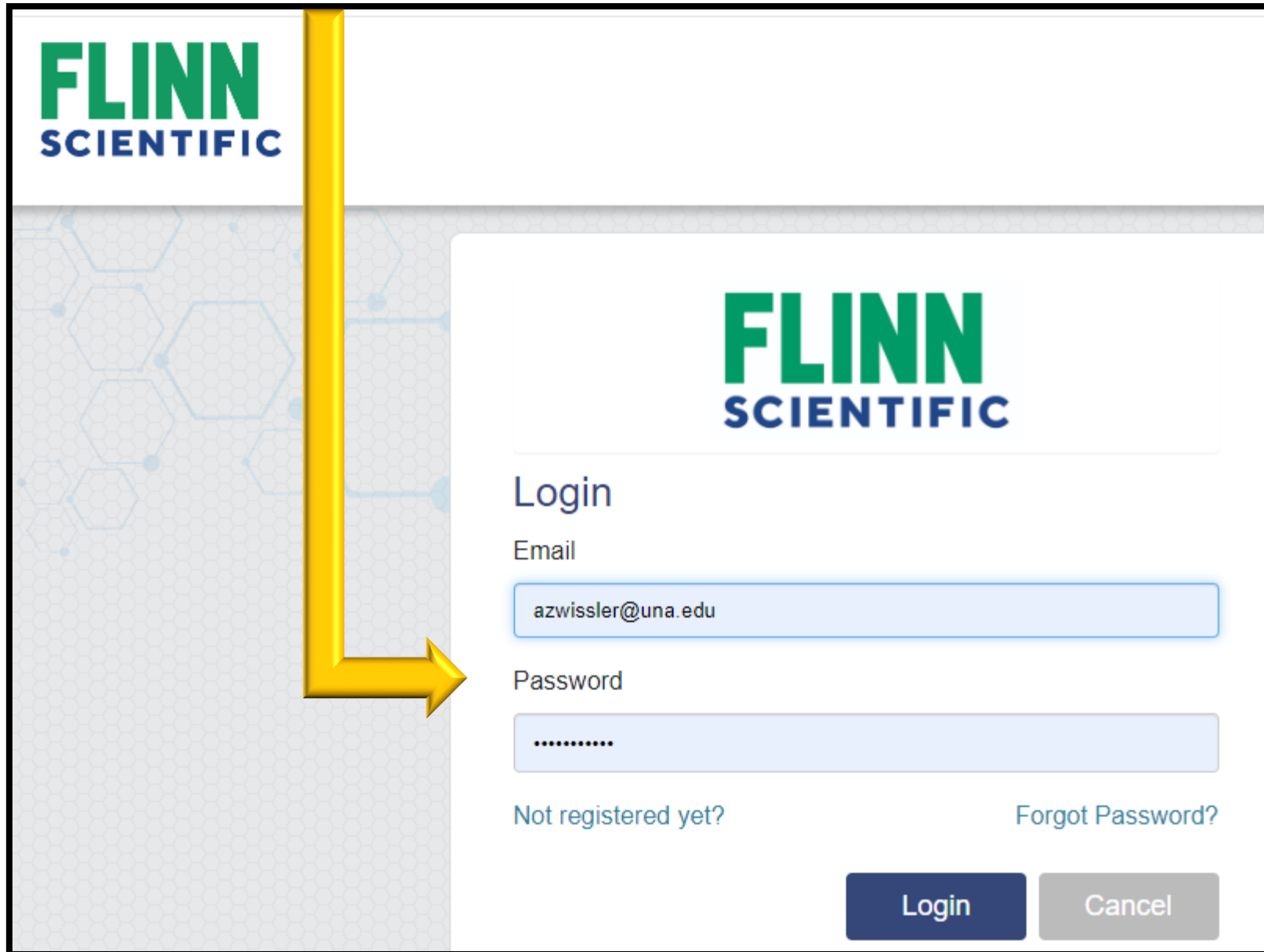
POGIL

THE GATEWAY TO STUDENT SUCCESS

Flinn Scientific's digital solutions offer the most comprehensive content and customizable labs across all science disciplines at the middle school, high school and advanced science levels.

Through our award-winning PAVO gateway, teachers

2. Enter your Login credentials (email and password).



FLINN
SCIENTIFIC

FLINN
SCIENTIFIC

Login

Email

azwissler@una.edu

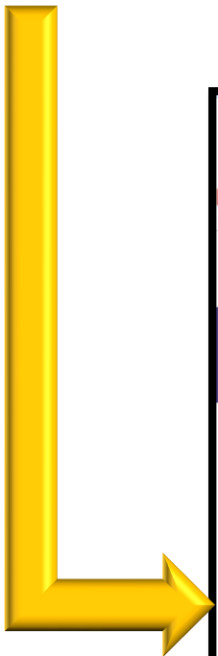
Password

.....

[Not registered yet?](#) [Forgot Password?](#)

Login Cancel

3. Click on the tile on the left side of the home screen and select Dashboard.



flinnpavo.com/Home/Dashboard

PAVO FLINN

1-800-452-1261 MON-FRI, 7:30AM - 5PM CST

ANGELA ZWISSLER – Teacher View Profile Log Out

Activate License

Dashboard

Catalog

Chemventory

My Courses

My Labs

Welcome to PAVO

Updated Refresh

What's Coming Up

Sep 24, 2024 - Sep 30, 2024

Courses and Labs	Assignment	Start Date	Due Date
No Assignments Found.			

What's Submitted

Sep 18, 2024 - Sep 24, 2024

Courses and Labs	Assignment	Due Date	Notifications
No Assignments Found.			

4. Select Chemventory; then select “Chemventory Dashboard”.

The screenshot displays the PAVO interface. On the left, a sidebar contains navigation options: 'Activate License', 'Dashboard', 'Catalog', 'Chemventory' (highlighted with a yellow arrow), and 'My Courses'. The main area is titled 'Chemventory' and features a 'Chemventory Dashboard' button circled in red. Below this, a 'Licensing Summary' box contains the following information:

Total Purchased Licenses:	1
Available Licenses:	0

5. Select View.

The screenshot shows the Chemventory interface. At the top left is the Chemventory logo. At the top right, the user is identified as ANGELA ZWISSLER – Teacher, with links for View Profile and Log Out. A sidebar on the left contains Dashboard and Need Help? - Tutorials. The main content area is titled 'Choose a Database'. Below the title, there is a 'Show 10 entries' dropdown and a search box. A table lists database entries with columns: Database Name, Database Details, School Name, Total Users, Total Chemicals, ID, Expiry Date, and Last Updated. The first entry is 'UNA' with a 'View' button in the 'Database Details' column, which is circled in red. A yellow arrow points from the top of the page down to this 'View' button. Below the table, it says 'Showing 1 to 1 of 1 entries' and includes 'Previous', '1', and 'Next' navigation buttons.

Database Name	Database Details	School Name	Total Users	Total Chemicals	ID	Expiry Date	Last Updated
UNA	View	University of North Alabama	28	907	15131	Jul 01, 2029	May 22, 2024

6. Use the search bar to look for your chemical.

FLINN | **PAVO** 1-800-452-1261 | MON | 7:30AM - 5PM CST

Chemventory™

ANGELA ZWISSLER – Teacher View Profile Log Out

Inventory (Role: Editor)

Switch Database | Manage Users | Export | Notifications

Database Name: UNA | Total Chemicals: 907
School: University of North Alabama | Database Expires on: Jul 01, 2029
ID: 15131 | Last Updated: May 22, 2024

+ Add Chemical or Kit | Custom Sort | Print | Email Inventory List | Send to | Delete Listing(s) | Associated Labs

Show 10 entries

Search:

Chemical Name	School Name	Store Room	Shelf	Amount	Family	Low	SDS
<input type="checkbox"/> Poly (Ethylene Glycol) Diacrylate, Averag E MN CA 70	University of North Alabama/Chemistry Dept.			9.000			
<input type="checkbox"/> Polyethylenimine, Branched	University of North Alabama/Chemistry Dept.			9.000			
<input type="checkbox"/> Ethyl Sulfide, 98%	University of North Alabama/Chemistry Dept.			9.000			
<input type="checkbox"/> Copper (I) Thiocyanate, 99%	University of North Alabama/Chemistry Dept.			9.000			

Part 2: Adding chemicals to Chemventory

PURPOSE

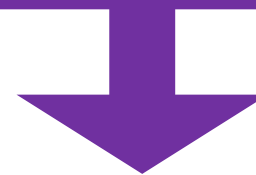
- Provide you with the skills necessary to:
 1. Maintain a list of your department's hazardous chemicals
 2. Ensure that new chemicals and corresponding SDSs are entered into Chemventory.

REFERENCES

- UNA's Health and Safety Manual
 - Chapter 6, Hazard Communication Program
- Based on the OSHA Hazard Communication Standard; also see Chapter 5, Laboratory Safety.



<https://una.edu/facilities/environmental-health-and-safety/policies/chapter-6-hazard-communication.pdf>



Environmental Health and Safety Manual Chapter 6-Hazard Communication Program

Chapter 6 – Hazard Communication Program

1. Program Statement
This Hazard Communication Program was established to ensure that information about the dangers of all hazardous chemicals used at the University of North Alabama (UNA) is known by all affected employees. Under this program, you will be informed of the contents of the OSHA Hazard Communications standard, the hazardous properties of chemicals with which you work, safe handling procedures and measures to take to protect yourself from these chemicals. This Program is based on the requirements of the OSHA Hazard Communications Standard, 29 CFR 1910.1200.

This program applies to all work operations at UNA where personnel may be exposed to hazardous chemicals under normal working conditions or during an emergency situation. Copies of the Hazard Communication Program are available online in the Safety and Emergency Preparedness Manual. You may also contact the Environmental Health and Safety (EHS) Department to receive a copy.

The EHS Director is the program coordinator, with overall responsibility for the program, including reviewing and updating this plan as necessary.

YOUR ROLE – You will:

1. Create – review your work areas, purchase order and make a list of the chemicals you use.
2. Obtain – contact the manufacturer or vendor: check websites or phone; pdf files are needed.
3. Store – transfer the files to the department folder on CyberDuck, a file transfer protocol.
4. Upload into Chemventory – we'll go through the steps soon.
5. Sustain the process - when you buy/obtain new chemicals, make sure they end up in Chemventory.

We work as a team to create and maintain:

- UNA's "Hazardous Chemical Inventory"
- Database of current SDSs

This information will be available to the campus community, but not to people outside of UNA.

It is not in UNA's best interest to advertise all of the hazardous chemicals we have on campus to anyone who checks.

This process should be sustainable

1. We need this to continue when personnel change
 - By department
 - Within EHS
2. As we create the inventory and populate the database, we may discover efficiencies/other ways to do these tasks.
 - Ideas & suggestions are welcome

1. Obtain the safety data sheet and place in CyberDuck.



Open Connection Quick Connect Action Get Info Refresh Edit Upload Transfers

Get a registration key! Disconnect

/safety-data-sheets-by-dept/facilities-administration-and-maintenance

Search...

Filename	Size	Modified	Storag...
33-window-glazing.pdf	1.0 MiB	1/16/2020 11:44:12 AM	None
abc-chemical-fire-extinguishant.pdf	798.8 KiB	1/16/2020 11:44:04 AM	None
az-14-wipes.pdf	488.3 KiB	1/16/2020 11:44:38 AM	None
black-jack-clear-elastomeric-sealer-5002.pdf	214.5 KiB	1/16/2020 11:44:04 AM	None
black-jack-roof-patch-elastic-crack-sealer-and-repair-5227.pdf	249.9 KiB	1/16/2020 11:44:05 AM	None
bleach-regular-clorox.pdf	75.9 KiB	7/8/2022 2:24:55 PM	None
bromothymol-blue.pdf	174.3 KiB	11/8/2022 2:10:55 PM	None
centiva-6000-sp.pdf	401.1 KiB	1/16/2020 11:44:06 AM	None
chase-champion-wasp-bee-and-hornet-killer.pdf	86.0 KiB	1/16/2020 11:44:05 AM	None
claire-disinfectant-spray-q-lavender.pdf	360.5 KiB	11/18/2020 3:45:50 PM	None
clorox-disinfecting-wipes.pdf	429.5 KiB	5/12/2020 10:03:31 AM	None
clorox-multi-surface-cleaner-bleach.pdf	343.5 KiB	5/12/2020 9:54:21 AM	None
concrete-patch-m00247.pdf	343.2 KiB	1/16/2020 11:44:07 AM	None
converter-coat-m01307.pdf	581.0 KiB	1/16/2020 11:44:07 AM	None
crl-match-up.pdf	1.1 MiB	1/16/2020 11:44:10 AM	None
csi-disinfectant-cleaner.pdf	97.7 KiB	1/16/2020 11:44:08 AM	None
current-issue-solvent-degreaser.pdf	524.8 KiB	1/16/2020 11:44:09 AM	None
cut-m00260.pdf	593.3 KiB	1/16/2020 11:44:11 AM	None
cut_and_scrape_cleaner_safetec.pdf	418.4 KiB	2/3/2022 3:45:23 PM	None
dantobrom_rw.pdf	94.7 KiB	2/3/2022 3:45:24 PM	None
das_rs-222_msds.pdf	92.4 KiB	9/30/2019 9:34:20 AM	None
dawn-ultra-original.pdf	73.9 KiB	1/16/2020 11:44:29 AM	None
diesel-oil-murphy-oil.pdf	164.9 KiB	1/6/2021 3:56:52 PM	None
diesel.pdf	259.7 KiB	1/16/2020 11:44:12 AM	None
drain-solution.pdf	1.9 MiB	1/16/2020 11:44:39 AM	None
dri-air.pdf	672.7 KiB	1/16/2020 11:44:13 AM	None
duraflex.pdf	524.9 KiB	1/16/2020 11:44:13 AM	None
eec.pdf	593.3 KiB	1/16/2020 11:44:14 AM	None
elc-ps.pdf	665.7 KiB	1/16/2020 11:44:15 AM	None

Open CyberDuck and click on
"Upload". File name format:

- All lower case
- no spaces or special characters
- hyphens between words is ok

You may want to put them in a
department folder.

Filename Refresh Ctrl+R

New Folder... Ctrl+Shift+N

New Encrypted Vault...

New File... Ctrl+Shift+F

New Symbolic Link...

Rename...

Duplicate... Ctrl+D

Copy URL

Open URL

Share...

Edit With Ctrl+K

Info Alt+Enter

Download Alt+Down

Download As... Alt+Shift+Down

Download To...

Upload... Alt+Up

Synchronize...

Delete

Revert

Restore

Unlock Vault

Create Archive

Expand Archive

New Browser

New Bookmark Ctrl+Shift+B

Size Modified Storage...

Size	Modified	Storage...
1.0 MiB	1/16/2020 11:44:12 AM	None
798.8 KiB	1/16/2020 11:44:04 AM	None
488.3 KiB	1/16/2020 11:44:38 AM	None
214.5 KiB	1/16/2020 11:44:04 AM	None
249.9 KiB	1/16/2020 11:44:05 AM	None
75.9 KiB	7/8/2022 2:24:55 PM	None
174.3 KiB	11/8/2022 2:10:55 PM	None
	4:06 AM	None
	4:05 AM	None
	5:50 PM	None
	3:31 AM	None
	21 AM	None
545.2 KiB	1/16/2020 11:44:07 AM	None
581.0 KiB	1/16/2020 11:44:07 AM	None
	1/16/2020 11:44:10 AM	None
	1/16/2020 11:44:08 AM	None
	1/16/2020 11:44:09 AM	None
	1/16/2020 11:44:11 AM	None
	2/3/2022 3:45:23 PM	None
	2/3/2022 3:45:24 PM	None
	9/30/2019 9:34:20 AM	None
	1/16/2020 11:44:29 AM	None
	1/6/2021 3:56:52 PM	None
	1/16/2020 11:44:12 AM	None
	1/16/2020 11:44:39 AM	None
	1/16/2020 11:44:13 AM	None
	1/16/2020 11:44:13 AM	None
	1/16/2020 11:44:14 AM	None
	1/16/2020 11:44:15 AM	None

FTP URL

ftp://ftp.unalionsden.com/safety-data-sheets-by-dept/facilities-administration-and-planning/clorox-multi-surface-cleaner-bleach.pdf

HTTP URL

http://ftp.unalionsden.com/safety-data-sheets-by-dept/facilities-administration-and-planning/clorox-multi-surface-cleaner-bleach.pdf

198 Items

Type here to search

3:24 PM 1/10/2023

Select:

1. Copy URL
2. Select "HTTP URL"
3. Copy (ctrl C)
4. Paste into a Word document or email....just a placeholder.
5. Modify name in this way:
 - a) delete "ftp.unalionsden.com
 - b) replace with "SDS.una.edu
 - c) See example on next page

Example on next page.

Example: SDS upload into CyberDuck for Clorox Multi Surface Cleaner Beach

ORIGINAL: <http://ftp.unalionsden.com/safety-data-sheets-by-dept/facilities-administration-and-planning/clorox-multi-surface-cleaner-bleach.pdf>

MODIFICATION: <http://sds.una.edu/safety-data-sheets-by-dept/facilities-administration-and-planning/clorox-multi-surface-cleaner-bleach.pdf>

FTP - *File Transfer Protocol: A network protocol for transmitting files between computers over Transmission Control Protocol/Internet Protocol (TCP/IP) connections.*

Now, log into Chemventory

<https://www.flinnpavo.com/Chemventory>

Browser tabs: Create Assignment, Flinn Online Chemventory | Cloud

Address bar: chemventory.flinnsci.com/Inventory

Navigation: FLINN PAVO

Contact: 1-800-452-1261 MON-FRI, 7:30AM - 5PM CST

User: ANGELA ZWISSLER – Teacher View Profile Log Out

Buttons: Switch Database Manage Users Export

Inventory

Database Name: UNA Total Chemicals: 907
 School: University of North Alabama Database Expires on: Jul 01, 2029
 ID: 15131 Last Updated: May 22, 2024

Buttons: Add Chemical or Kit Custom Sort Print Email Inventory List Send to Delete Listing(s)

Show entries 10 Search:

Chemical Name	School Name	Store Room	Shelf	Amount	Family	Low	SDS
<input type="checkbox"/> Ethanol, 95% Denatured	Biology Dept.			9.000			
<input type="checkbox"/> Phenol Red Indicator Solution, 0.02%	Biology Dept.			9.000			
<input type="checkbox"/> Phenol Red Indicator Solution, 0.02%	Biology Dept.			9.000			
<input type="checkbox"/> Bromothymol Blue Sodium Salt	Biology Dept.			9.000			
<input type="checkbox"/> Limewater Tablets	Biology Dept.			9.000	14		
<input type="checkbox"/> Aluminum flake	Chemistry			9.000			
<input type="checkbox"/> Aniline	Chemistry			9.000			
<input type="checkbox"/> 2-Aminoterephthalic acid	Chemistry			9.000			
<input type="checkbox"/> Bromcresol Green Indicator	Chemistry			9.000			

1. Select "Inventory" on the left menu bar, then select "Add Chemical".

The screenshot shows the Flinn Chemventory web application interface. The browser address bar displays `chemventory.flinnsci.com/Inventory`. The page header includes the Flinn logo, the name "PAVO", and contact information: "1-800-452-1261 MON-FRI, 7:30AM - 5PM CST". A user profile for "ANGELA ZWISSLER - Teacher" is visible in the top right corner, with options for "View Profile" and "Log Out".

The main content area is titled "Inventory" and displays summary statistics:

- Total Chemicals: 907
- Database Expires on: Jul 01, 2029
- Last Updated: May 22, 2024

Below the statistics, there are buttons for "Switch Database", "Manage Users", and "Export". A table of inventory items is shown, with columns for "School Name", "Store Room", "Shelf", "Amount", "Family", "Low", and "SDS". The "Add Chemical or Kit" button is circled in red, and its dropdown menu is open, showing options: "Manually", "From Flinn Catalog", and "Import".

	School Name	Store Room	Shelf	Amount	Family	Low	SDS
<input type="checkbox"/>	Ethanol, 95% Denatured	Biology Dept.		9.000			
<input type="checkbox"/>	Phenol Red Indicator Solution, 0.02%	Biology Dept.		9.000			
<input type="checkbox"/>	Phenol Red Indicator Solution, 0.02%	Biology Dept.		9.000			
<input type="checkbox"/>	Bromothymol Blue Sodium Salt	Biology Dept.		9.000			
<input type="checkbox"/>	Limewater Tablets	Biology Dept.		9.000	14		
<input type="checkbox"/>	Aluminum flake	Chemistry		9.000			
<input type="checkbox"/>	Aniline	Chemistry		9.000			
<input type="checkbox"/>	2-Aminoterephthalic acid	Chemistry		9.000			
<input type="checkbox"/>	Bromocresol Green Indicator	Chemistry		9.000			

- Dashboard
- Inventory**
- Purchase List
- Label Print Queue
- Need Help? - Tutorials

Inventory

Add a Chemical

Chemical Information

Database Name: UNA

Chemical Name

Chemical Formula

Synonyms

Company

Catalog #

Grade

Disposal #

CAS #

Class

Compatible Family

Comments / Notes

Data entry fields for Chemventory

GHS Signal Word

Hazard Statement

GHS Pictograms

<input type="checkbox"/>  Acute	<input type="checkbox"/>  Carcinogen
<input type="checkbox"/>  Corrosive	<input type="checkbox"/>  Environmental
<input type="checkbox"/>  Explosive	<input type="checkbox"/>  Flammable
<input type="checkbox"/>  Gas	<input type="checkbox"/>  Irritant
<input type="checkbox"/>  Oxidizer	

SDS Information Link

[Find an SDS](#)
Once you find the SDS, copy the link and paste in the SDS Information Link box above.

You must enter the following:

1. Fields with asterisks *
2. For “amount”, I normally enter “9”).
3. For “minimum reorder”, I normally enter “1”

Add if you want to make it easy for users to find chemicals:

1. School (try to be consistent, so you can sort by “school”, which is really your departments.
2. Company – you might want to sort for all chemicals from a particular manufacturer.










Nice but not required:

All other fields

This is where you will paste the modified file name from CyberDuck. Copy/paste from it's temporary location.

JNA's Lion Crew | |... ABC Table of Conte... Report a Storm Wat... Phoenix Controls about Phoenix Cont...

GHS Pictograms

<input type="checkbox"/>		Acute	<input type="checkbox"/>		Carcinogen
<input type="checkbox"/>		Corrosive	<input type="checkbox"/>		Environmental
<input type="checkbox"/>		Explosive	<input type="checkbox"/>		Flammable
<input type="checkbox"/>		Gas	<input type="checkbox"/>		Irritant
<input type="checkbox"/>		Oxidizer			

SDS Information Link

[Find an SDS](#)
Once you find the SDS, copy the link and paste in the SDS Information Link box above.

It's best to check the link to ensure you typed the address accurately. If you receive an error, check your information to ensure the information you entered is correct.

That's it. Once you do this several times, it will be easier.
Contact the Environmental Health and Safety
Department at x4804 with questions.