

How To Log Into and Add Chemicals To Chemventory

Updated: September 2024

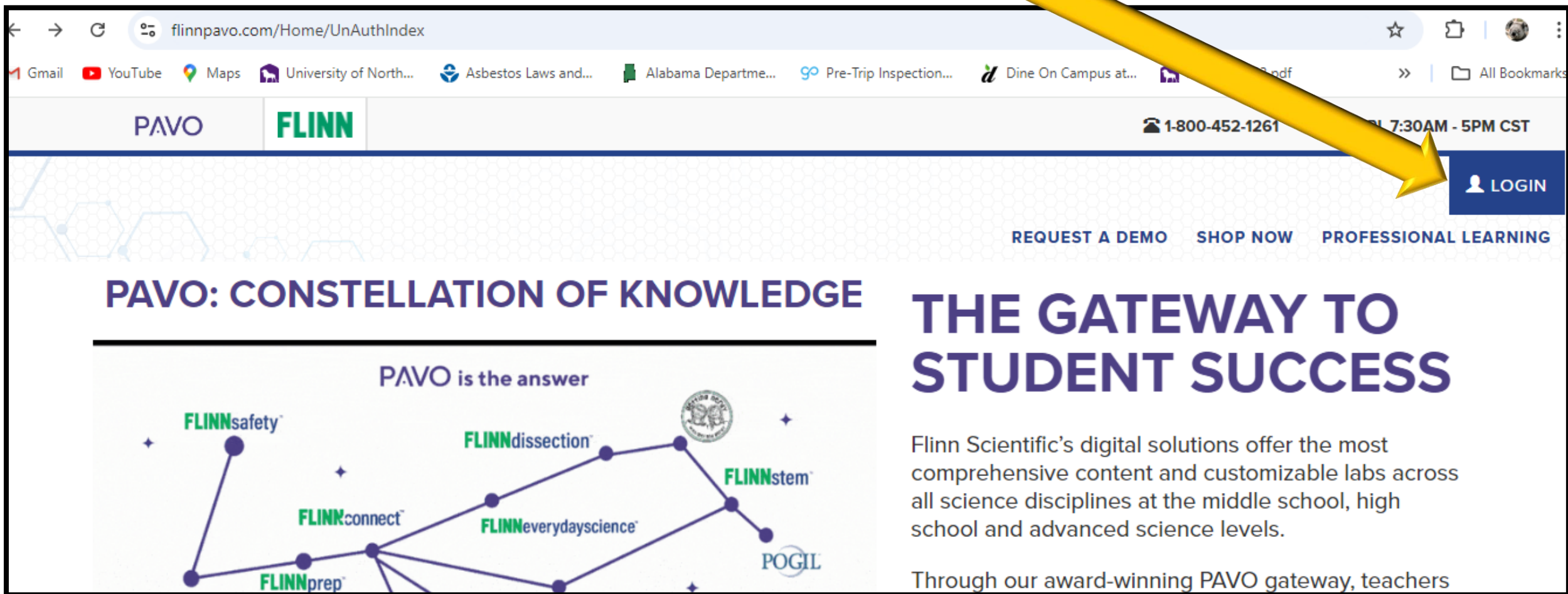
This training covers:

Part 1: Logging into Chemventory

Part 2: Adding chemicals to Chemventory

Part 1: Logging into Chemventory

1. Log in to www.flinnpavo.com with your Flinn. Select **Login**.



The screenshot shows the homepage of flinnpavo.com. A large yellow arrow points from the top instruction to the 'LOGIN' button in the top right corner. The website header includes the 'PAVO' and 'FLINN' logos, a phone number '1-800-452-1261', and the text '7:30AM - 5PM CST'. Below the header, there are links for 'REQUEST A DEMO', 'SHOP NOW', and 'PROFESSIONAL LEARNING'. The main content area features two sections: 'PAVO: CONSTELLATION OF KNOWLEDGE' with a diagram of interconnected science resources, and 'THE GATEWAY TO STUDENT SUCCESS' with a description of Flinn Scientific's digital solutions.

PAVO

FLINN

1-800-452-1261

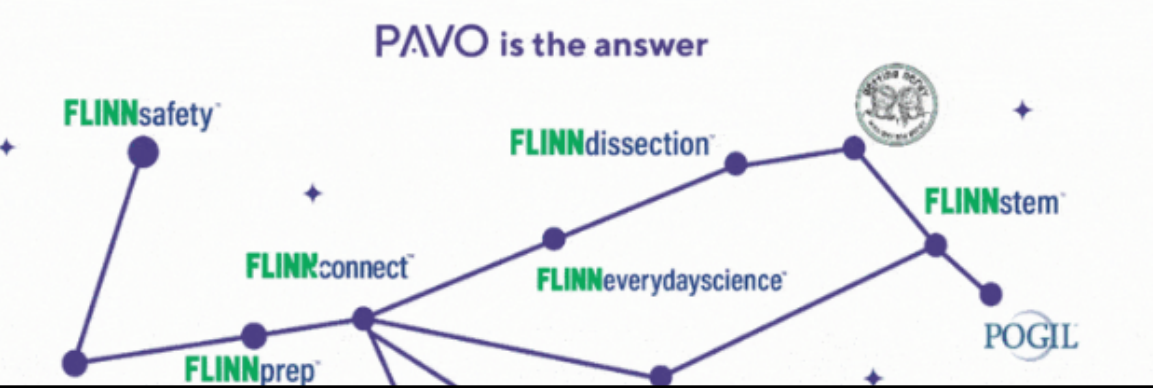
7:30AM - 5PM CST

LOGIN

REQUEST A DEMO SHOP NOW PROFESSIONAL LEARNING

PAVO: CONSTELLATION OF KNOWLEDGE

PAVO is the answer



FLINN safety[™]

FLINN connect[™]

FLINN prep[™]

FLINN dissection[™]

FLINN everyday science[™]

FLINN stem[™]

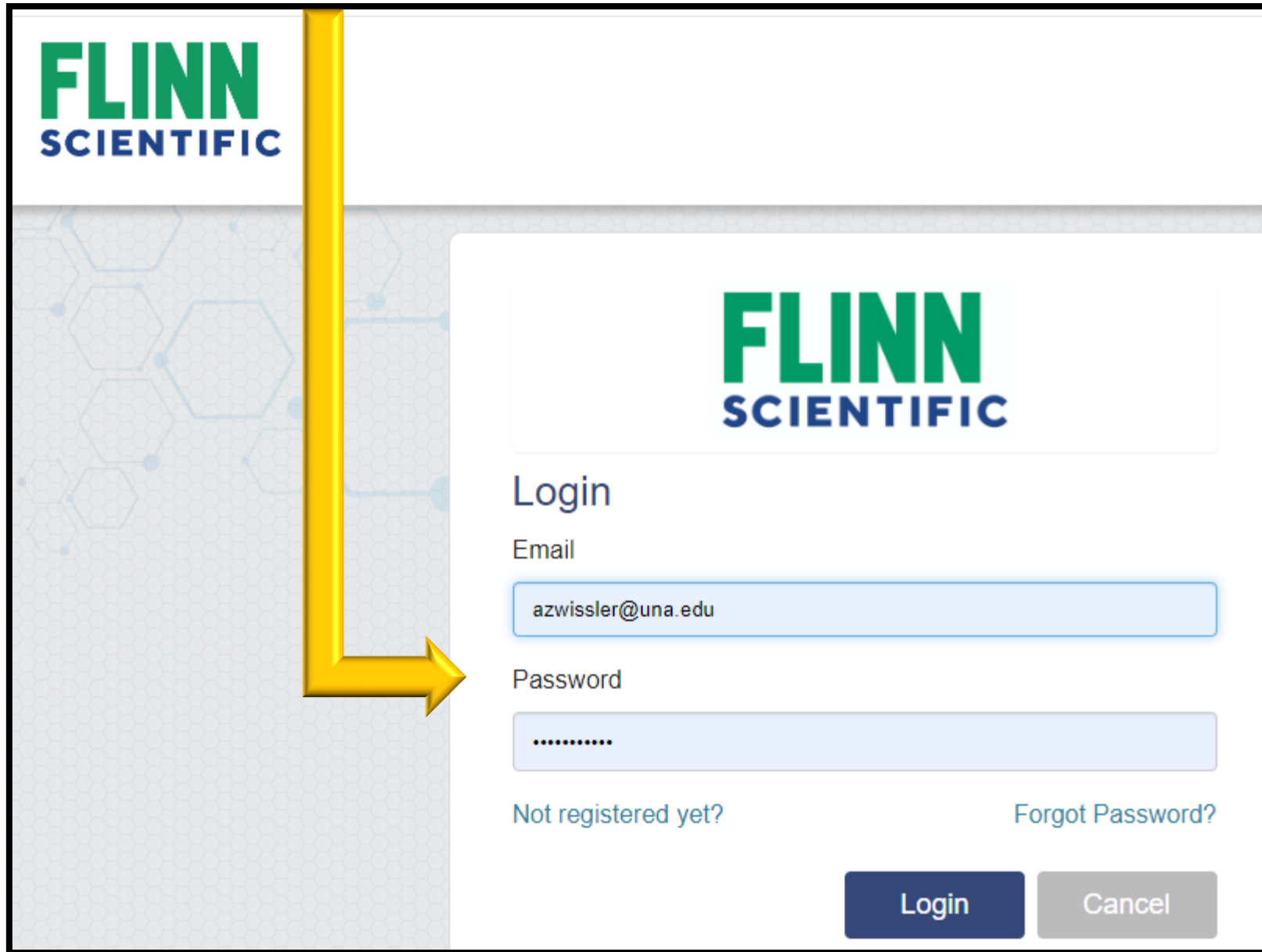
POGIL

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).



The image shows a screenshot of the Flinn Scientific login page. A large yellow arrow points from the top left towards the email input field. The page features the Flinn Scientific logo at the top left and center. The login form includes fields for Email (containing 'azwissler@una.edu') and Password (masked with dots). Below the password field are links for 'Not registered yet?' and 'Forgot Password?'. At the bottom right are 'Login' and 'Cancel' buttons.

FLINN
SCIENTIFIC

FLINN
SCIENTIFIC

Login

Email

azwissler@una.edu

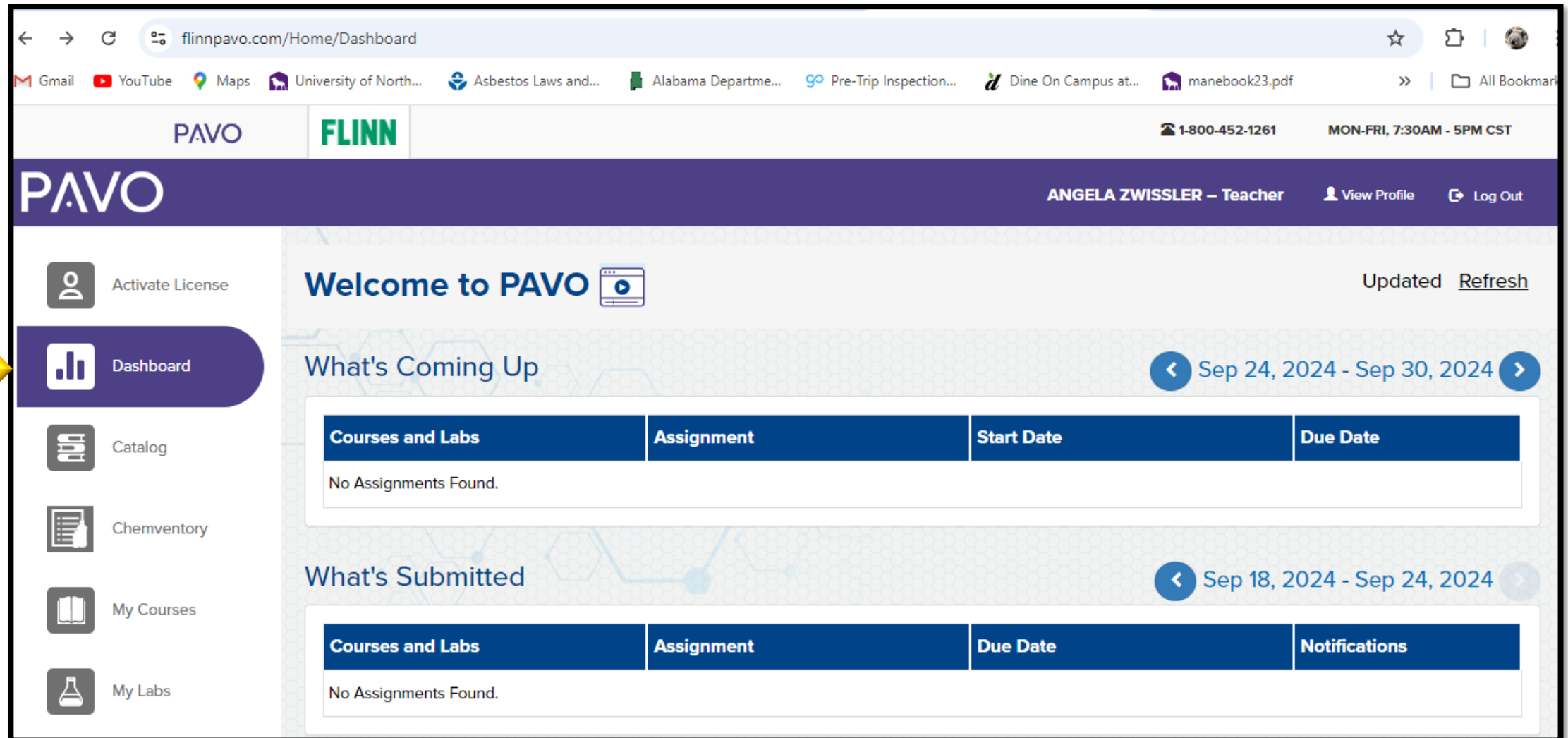
Password

.....

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

Login Cancel

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



The screenshot shows the PAVO dashboard interface. A large yellow arrow on the left points to the 'Dashboard' tile in the sidebar. The sidebar contains the following items: 'Activate License', 'Dashboard' (highlighted), 'Catalog', 'Chemventory', 'My Courses', and 'My Labs'. The main content area displays a 'Welcome to PAVO' message with a 'Refresh' link. Below this, there are two sections: 'What's Coming Up' and 'What's Submitted'. Each section has a date range selector and a table. The 'What's Coming Up' table has columns for 'Courses and Labs', 'Assignment', 'Start Date', and 'Due Date', and shows 'No Assignments Found.' The 'What's Submitted' table has columns for 'Courses and Labs', 'Assignment', 'Due Date', and 'Notifications', and also shows 'No Assignments Found.'

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

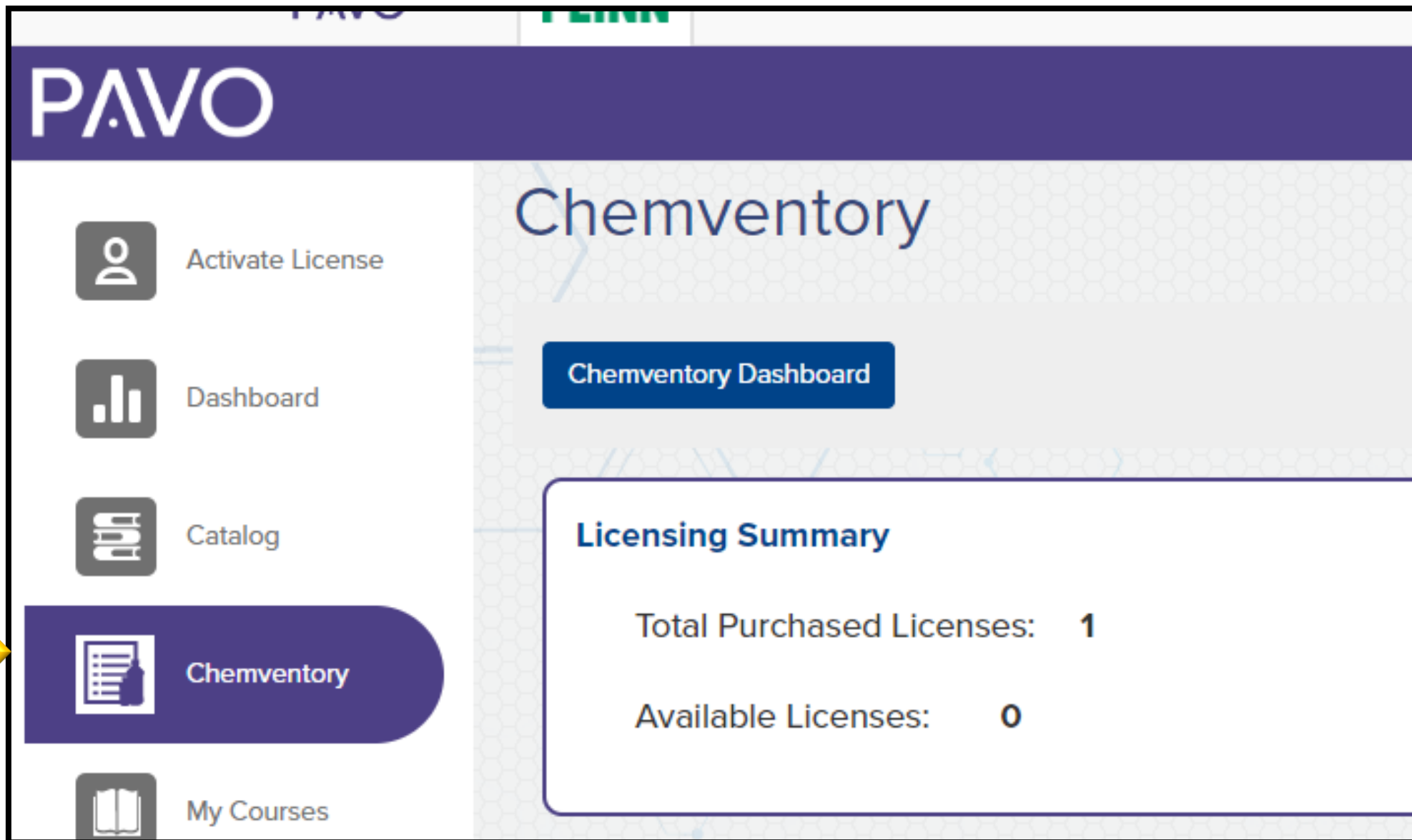
| Courses and Labs | Assignment | Start Date | Due Date |
|-----------------------|------------|------------|----------|
| No Assignments Found. | | | |

What's Submitted

Sep 18, 2024 - Sep 24, 2024

| Courses and Labs | Assignment | Due Date | Notifications |
|-----------------------|------------|----------|---------------|
| No Assignments Found. | | | |

4. Select Chemventory.



PAVO

Chemventory

Activate License

Dashboard

Catalog

Chemventory

My Courses

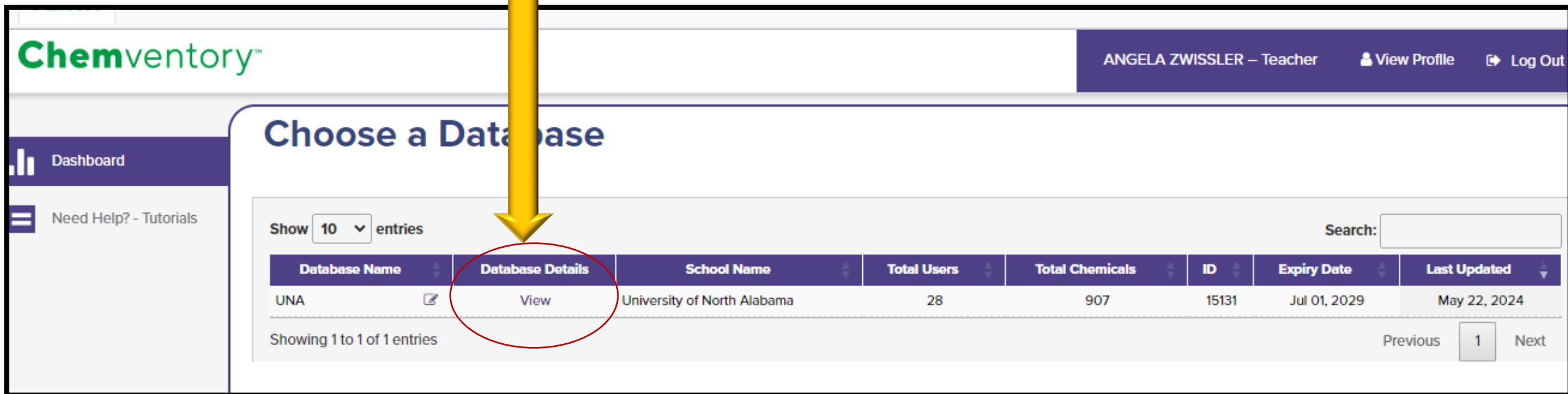
Chemventory Dashboard

Licensing Summary

Total Purchased Licenses: **1**

Available Licenses: **0**

5. Select View.



Chemventory™

ANGELA ZWISSLER – Teacher [View Profile](#) [Log Out](#)

Choose a Database

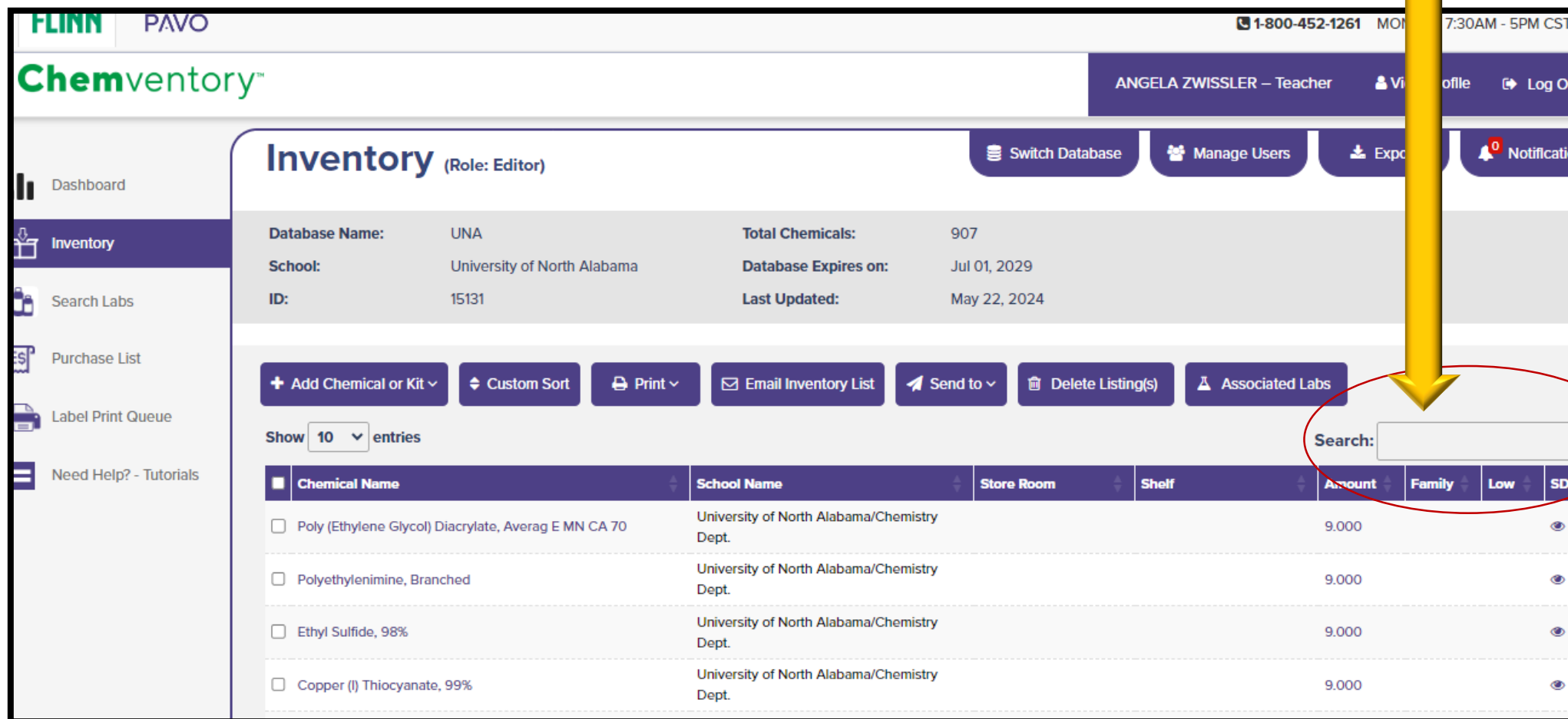
Show **10** entries Search:

| 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 |

Showing 1 to 1 of 1 entries

Previous **1** Next

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](#)

[Switch Database](#) [Manage Users](#) [Export](#) [Notifications](#)

Inventory (Role: Editor)

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:

| <input type="checkbox"/> | 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 | | | View |
| <input type="checkbox"/> | Polyethylenimine, Branched | University of North Alabama/Chemistry Dept. | | | 9.000 | | | View |
| <input type="checkbox"/> | Ethyl Sulfide, 98% | University of North Alabama/Chemistry Dept. | | | 9.000 | | | View |
| <input type="checkbox"/> | Copper (I) Thiocyanate, 99% | University of North Alabama/Chemistry Dept. | | | 9.000 | | | View |

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.

198 Items

Type here to search

3:19 PM
1/10/2023

Filename

33-window-glazir
abc-chemical-fire
az-14-wipes.pdf
black-jack-clear-e
black-jack-roof-p
bleach-regular-cl
bromothymol-bl
centiva-6000-sp.p
chase-champion-
claire-disinfectan
clorox-disinfectin
clorox-multi-surf
concrete-patch-n
converter-coat-m
crl-match-up.pdf
csi-disinfectant-c
current-issue-sol
cut-m00260.pdf
cut_and_scrape_c
dantobrom_rw.pc
das_rs-222_msds.
dawn-ultra-origir
diesel-oil-murphy
diesel.pdf
drain-solution.pd
dri-air.pdf
duraflex.pdf
eec.pdf
elc-ps.pdf

198 Items

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

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

Size Modified Storag...

| | | |
|-----------|-----------------------|------|
| 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 |
| 543.2 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

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 Bleach

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>

Create Assignment

Flinn Online Chemventory | Cloud

+

chemventory.flinnsci.com/Inventory

Gmail

YouTube

Maps

University of North...

NWS Alabama Rain...

UNA's Lion Crew | |...

ABC Table of Conte...

Report a Storm Wat...

Phoenix Controls

about Phoenix Cont...

>>

FLINN

PAVO

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

Chemventory™

ANGELA ZWISSLER – Teacher

View Profile

Log Out

Dashboard

Inventory

Purchase List

Label Print Queue

Need Help? - Tutorials

Inventory

Switch Database

Manage Users

Export

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)

Show entries

10

Search:

| <input type="checkbox"/> | 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"/> | Bromocresol Green Indicator | Chemistry | | | 9.000 | | | |

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

FLINN **PAVO** **Chemventory™** 1-800-452-1261 MON-FRI, 7:30AM - 5PM CST ANGELA ZWISSLER – Teacher View Profile Log Out

Inventory Total Chemicals: 907 Database Expires on: Jul 01, 2029 Last Updated: May 22, 2024 Last Updated: Nov 09, 2022

Database Name: UNA School: University of North Alabama ID: 15131

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

Manually From Flinn Catalog Import

Search:

| | 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 | | | |

Create Assignment

Flinn Online Chemventory | Cloud

chemventory.flinnsci.com/Inventory/AddChemical

GmailYouTubeMapsUniversity of North...NWS Alabama Rain...UNA's Lion Crew | |...ABC Table of Conte...Report a Storm Wat

50%

Reset

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

FLINNPAVO

Chemventory

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

Back

GHS Signal Word

(none)

Hazard Statement

GHS Pictograms

☐ Acute

☐ Corrosive

☐ Explosive

☐ Gas

☐ Oxidizer

☐ Carcinogen

☐ Environmental

☐ Flammable

☐ Irritant

SDS Information Link

[Find an SDS](#)

Once you find the SDS, copy the link and paste in the SDS Information Link box above.

Data entry fields for Chemventory

Type here to search

1/10/2023

2:20 PM

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.

INA'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.