

MANAGING INVENTORY IN THE **RESEARCH MATERIALS MANAGEMENT SYSTEM**

Searching for Chemicals in Your Lab

1. Click the **RMM** link from the **Supplier Catalogs** section to access the RMM system.
 2. From the homepage, click on the **Container Search** icon.
 3. Click on the **Advanced Search** tab.
 4. You can search for chemicals by either lab location or owner.
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Transferring Chemicals to Another Lab

1. From the homepage, click on the **Container Search** icon.
 2. Click on the **Advanced Search** tab.
 3. You can search for chemicals by either lab location or owner.
 4. Select the chemicals you want to transfer to another lab.
 5. Click on the **Operations** tab and select **Transfer Owner/Location**.
 6. Enter the details of who the chemical is being transferred to and where it is going, then click **Transfer**.
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Disposing of Chemicals in Your Inventory

1. From the homepage, click on the **Container Search** icon.
 2. Click on the **Advanced Search** tab.
 3. You can search for chemicals by your location or name. Optionally, you can search by chemical name under **Quick Search**.
 4. Select the chemicals you want to dispose.
 5. Click on the **Operations** tab, select **Dispose** and then click **Save**.
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Finding Safety Data Sheets (SDS) for Your Chemicals

1. From the homepage, click on the **Container Search** icon.
2. Click on the **Advanced Search** tab.
3. You can search for chemicals by either lab location or owner.
4. Click on the tab with the horizontal three dots and select **View SDS**.